



FRANK SLIM BUILDING

Fireplace Room

(After hours- private rentals)





Booking Information

This facility operates as a community hall, and no staff member is on-site unless specifically requested. The renter is responsible for set-up, take-down, and clean-up, which must be included in the booked time. The Fireplace Room can be reserved anytime from 4 PM to 11:30 PM, based on availability. We recommend touring the facility before planning your event. A damage deposit of \$500 is required for all bookings and can be paid via credit card, cheque, or cash.

Floor space = 2939 sq. ft.

- Seating capacity:
 - 30 people with the existing setup and an extra table with 4 chairs
 - 50 people without tables and with additional chairs

- Standing Capacity: 50 people

Amenities included with room rental

Propane fireplace, indoor washroom facilities, 5 round tables and 20 chairs. The renter is responsible for all set-up and takedown and must include this within the booked time.

(Additional chairs can be requested a day prior to the booking)

Booking Fees (includes GST)

Fireplace Room		
Non-Profit	\$39.75	per hour
Profit	\$79.55	per hour

Important Information for the Renter

Key and Security Code Access - Keys with instructions for the security system can be picked up at the Parks admin office or from the Shipyards Park attendant one day prior to the booking and should be return the next day after the booking. Picture identification is required when signing out keys. Park attendant will give a tour of the facility to the person who will be coming to pick the key, along with a little booklet that includes renter's checklist which should be signed and returned when returning the keys.

Fireplace – To use the fireplace, set the timer. The timer is located on the left of the fireplace as



seen in the picture.

Parking Lot and Shared Entrance - renters should only be setting up in the fireplace room. The main entrance is a shared space and must remain clear at all times in case of emergencies. Parking is available on a first-come-first-serve basis for the general public. All public and renters must adhere to parking designations.

Exclusive use of other areas: If your event requires exclusive use of the parking lot or any other areas of the park except the fireplace room (like covered stage area, gazebo etc.) that would eliminate public access, permission from the city must be granted and rental fees will apply.

Contact Us ~ parks@whitehorse.ca

Shipyards Park, Frank Slim Building and Parks Admin Office Located ~ 100 – 1 Ogilvie Street

Parks Admin Office ~ 867-668-8325 ~ Monday to Friday, 9 am – 3 pm

Monday to Friday, 9 am – 4 pm ~ Saturday and Sunday, 11 am – 4 pm



Fireplace Room Renter's Checklist

Before your event:

- Review – sign – and return rental contract to parks admin office. Ensure you have booked all times, facilities, and equipment extra you will need.
- Confirm any extra amenities required for your event.
- Provide a valid credit card number for damage deposit and payment.
- Secure permits for serving alcohol or food, as required.
- Coordinate with any outside contractors for other services required.

During your event:

- Sign out a key/alarm code from parks admin office or the Shipyards Park attendant.
- Do not block any emergency exits or prop open any doors and post all required permits in a visible location.
- Do not attempt to open or unlock any other doors except the doors you have given access to.

After your event:

- Do general clean up and remove all personal items.
- Set alarm and lock the main side door to the building.
- Return key to parks admin office or the Shipyards Park attendant along this document with you signature below.

Renter is responsible for any damages caused during the event or from not securing the facility when leaving.

DATE:

RENTER'S NAME:

RENTER'S SIGNATURE:

NOTES (if any):



Security System Entry to Frank Slim Building

ENTRY

Meet the Parks Staff to pick up the key and alarm code. Photo ID is required.

TO DISARM ALARMS WHEN ENTERING FACILITY:

- A red light and continuous alarm tone indicates that you need to enter your code to disarm the alarm panel. You have 60 seconds to disarm the alarm by entering the 4-digit security code provided to you
- FSB alarm keypad located to the left of the main entrance doors of the building
- If you make an error when entering the code, press the (#) key and enter the complete 4-digit code again
- Alarm is disarmed when the continuous tone stops, and the keypad light turns green

TO UNLOCK DOORS & HARDWARE:

- The key will only be able to access the side entrance to the front hallway of the building.

Contact Numbers:

- **After hours** - City's Trouble line: 867-667-2111
- **Regular office hours**, Parks Office: 867-668-8325



Security System to Exit Frank Slim Building

EXIT

Lock door and arm the Alarm panel in FSB. Ensure no one else is in the building before arming the alarm.

TO LOCK DOORS & HARDWARE:

- Lock outside door and ensure all external doors are fully closed.

TO ARM ALARMS WHEN EXITING FACILITY:

- Enter the 4-digit security code, the screen will prompt you to press "0" to arm the building
- the keypad will 'chirp' indicating a 180 second delay before the alarm arms itself
- Please check that all doors are secured and locked as you exit each part of the facility – please double check outside doors before leaving the building
- Return keys to the booking office and report any concerns to staff