



## Facility Rental Request Form – Meetings

The Rental Space will be available for meetings, workshops, classes, and activities during the following hours:

- Daytime – Monday to Friday, 9 a.m. to 3 p.m.
- Evening – Monday to Friday, 3 p.m. to 9 p.m. (as available) \*
- Weekends – 9 a.m. to 9 p.m. (as available) \*

\* As available means there is a staff member available to be On Call during the rental period.

**Applicant Information** (Must be 19 years or older)

User Group (select one)	Community Volunteer Group	Private User
	Anmore Strata Council AGM	Commercial User
	Organization	

\* Commercial users are required to provide a copy of their Business License with the Village of Anmore if they are booking a public for profit event (i.e. Markets, Classes, Seminars, etc.)

Name: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

**Rental Request Information**

Reason for use: \_\_\_\_\_

Date requested: \_\_\_\_\_ Number of attendees: \_\_\_\_\_

\*For recurring rentals, please add all additional dates in the notes field on reverse.

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Audio Visual requested: \_\_\_\_\_ Tour requested: \_\_\_\_\_

\*Start and end time must include all required set up and clean up time.

\* Alcohol is not permitted for meeting rentals.

✓	Rental Space Requested	Max Capacity
	Boardroom (Afterhours only)	25
	Council Chambers	70
	Community Room – Servery side	260
	Community Room – Whole room	330
	Spirit Park & Plaza (Public space, exclusive use is not guaranteed)	n/a
	Parking Lot (Afterhours only)	10 cars

\*The following items are included with the Rental Space: Limited number of tables (rectangular & round high top), chairs, a stage, a podium, and easels.

**Additional Notes**

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**Rental Requirements**

- All facility rental requests must be made no later than (10) days prior to the rental date. (5) business days are required to process the request.
- A \$200 damage/cleaning deposit is required for all rentals (\$400 for recurring rentals). Must be submitted with the Rental Agreement to secure the rental date(s).
- Liability Insurance in an amount no less than 3 million dollars with the Village of Anmore named as an additional insured, submitted (7) business days prior to the rental date.
- A \$100 AV deposit if AV use is requested.
- A Key Holder Agreement and \$50 deposit if the rental period is during afterhours or weekends.
- A cleaning fee of \$125 will be added to the Rental Agreement if the Rental Space was left in an unsatisfactory condition.

**Rental Rates**

Rental Space	Community Volunteer Group	Organization	Private User	Commercial User
Board Room (Afterhours only)	No charge	\$20.00/hr.	\$30.00/hr.	\$40.00/hr.
Community Room (Council Chambers)	No charge	\$50.00/hr.	\$60.00/hr.	\$70.00/hr.
Community Room (Servery Side)	No charge	\$80.00/hr.	\$100.00/hr.	\$120.00/hr.
Community Room (Whole Room)	No charge	\$100.00/hr.	\$150.00/hr.	\$200.00/hr.
Spirit Park & Plaza or Parking Lot	No charge	\$50.00/4hrs \$100.00/day	\$75.00/4hrs \$125.00/day	\$100.00/4hrs \$150.00/day

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**Applicant Signature**

**Date**

<b>For Office Use Only:</b>	Authorized by:
<input type="checkbox"/> Rental dates approved	X _____ Date _____
<input type="checkbox"/> Rental dates denied	
<input type="checkbox"/> On call approved (if applicable)	On call staff _____