

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)

<input type="checkbox"/>	Community Volunteer Group	<input type="checkbox"/>	Private User
<input type="checkbox"/>	Anmore Strata Council AGM	<input type="checkbox"/>	Commercial User
<input type="checkbox"/>	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
<input type="checkbox"/>	Boardroom (Afterhours only)	25
<input type="checkbox"/>	Council Chambers	70
<input type="checkbox"/>	Community Room – Servery side	260
<input type="checkbox"/>	Community Room – Whole room	330
<input type="checkbox"/>	Spirit Park & Plaza (Public space, exclusive use is not guaranteed)	n/a
<input type="checkbox"/>	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

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

Applicant Signature

Date

For Office Use Only:	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 _____