

Meeting Room Rental Application Form

Part 1 - General

Contact Name: _____

Organization Name (if applicable): _____

Address: _____

Telephone: _____ Email: _____

Part 2 – Rental Details

Select the meeting room you would like to book:

- Burford
- Glen Morris
- Paris
- Scotland-Oakland
- St. George

(See Appendix A: Room Details and Rates for capacity limits)

Date(s) Requested: _____

Type of Event/ Function:

- Adult Birthday Party
- Baby or Bridal Shower
- Children's Birthday Party
- Family Dinner/ Celebration
- Fitness Class
- Meeting
- Religious Service
- Workshop/ Classroom Instruction
- Other: _____

Expected # of Attendees: _____

Start Time: _____ **Duration*:** _____

**Include set up and clean up time in the event duration.*

Do you require any audiovisual equipment? Check all that apply:

- Screen
- Projector
- Podium
- Flip Chart

General Rules:

- All room rentals must comply with the Library's Policy LS15: Meeting Rooms.
- Lessee must be a minimum of 18 years of age and must be in attendance for the entire event.
- Lessee agrees to indemnify and save harmless the Library, its agents, servants and employees in regard to all claims, costs and damages in any way arising out of the application and/or use of the facilities by the renter and anyone else in attendance there including, without limitation, damage or destruction of property, theft or loss of personal items, personal injury, infringement of royalty rights, defamation and public disturbance.
- Granting of permission to use the Meeting Room does not imply endorsement by the Library of the aims, policies or activities of any group.
- Lessee may not use the Library's name or logo in its promotion.
- Lessee agrees to take all reasonable steps to ensure that the meeting is carried on in a safe and orderly manner and to ensure the safety of all people attending or working at the meeting.
- Room rentals participants must exit the facility by 11:00 pm.
- If the Library is closed during the event, the Lessee shall ensure the entry doors are monitored and secured. When the meeting ends, the Lessee shall ensure all participants have exited the facility, the facility doors are locked and the security alarm is armed as instructed by staff.
- Lessee shall ensure that smoking in the facility is not permitted in accordance with the Smoke Free Ontario Act.
- The consumption of alcohol is not allowed in the facility.
- Lessee shall not decorate the room, suspend anything from the ceilings or in any way affix items to the walls, windows, doors or cabinets.
- Lighted candles or an open flame of any kind are not permitted.
- Lessee is responsible for paying any damages to property, buildings, furnishings supplies or equipment.

Room After Use:

- The meeting room is to be left in the same condition as it was prior to use.
- Chairs and tables are to be stacked and stored in the storage closet.
- Garbage and recycling will be removed and garbage cans left empty.
- Surfaces and floors must be clean and free of debris.
- Kitchenette and dishes must be cleaned and left in good order.

Cancellation and Refunds:

- Cancellations received less than 5 days before the rental will not be refunded.
- Unused rentals will not be refunded.
- Library reserves the right to cancel a booking with 30 days' notice if the meeting room is required for a Library-approved function.
- Library reserves the right to refuse or cancel for cause at any time the use of the meeting room without any liability to or against the Library as a result thereof.
- Rental fees will be refunded in case of an emergency such as loss of electrical power or water supply which requires the facility to be closed and the meeting cancelled.

Appendix A: Room Details and Rates

Meeting Room Capacity and Details

MEETING ROOM		
Branch	Max. Occupancy	Amenities
Burford	72	8 tables, 60 chairs, kitchenette
Glen Morris	60	6 tables, 30 chairs, not accessible
Paris	40	8 tables, 40 chairs, kitchenette, half-day rentals only
Scotland-Oakland	24	4 tables, 12 chairs, kitchenette
St. George	35	6 tables, 30 chairs, kitchenette

Room Rental Rates

Room Rental	Half Day (3-4 hours)	Full Day* (up to 8 hours)
Category 1 (For-Profit Groups)	\$75.00	\$150.00
Category 2 (Non-Profit Groups)	\$40.00	\$80.00

* Paris Branch may only be rented for half-days due to parking and facility limitations.

Category 1 For-Profit Groups: For organizations whose purpose includes financial gain or financial benefit of the organization or of its members. If admission is charged the rate is double the category rate. Admission charges include tickets sales or registration fees or requested donations. It does not include club membership fees or a collection taken to defray the cost of the meeting.

Category 2 Non-Profit Groups: For all other groups. If admission is charged the rate is the Category 1 rate.

Appendix B: Insurance Rates

Insurance Requirements:

All room rentals require a minimum of \$2,000,000 in Liability Insurance.

Groups that have their own insurance (i.e. day cares, sports teams, condo corporations, 4H groups, horticultural societies, etc.) must provide a Certificate of Insurance at least a week before the event, as proof of a minimum of \$2,000,000 in liability insurance. The certificate will name the Corporation of the County of Brant and the County of Brant Public Library Board as Additional Insured. **Insurance cannot be sold to groups who have insurance through another source.**

Non-profit groups without insurance (i.e. private parties, book clubs, social clubs, etc.) must purchase liability insurance purchased in the amount of \$2,000,000 or \$5,000,000 through the County of Brant and supplied by BFL Canada Inc. The cost of insurance is charged per meeting/event and includes 8% tax. Refer to the rates provided in this document. The cost of insurance is charged per meeting/event and includes 8% tax.

EFFECTIVE April 1st 2025 – MARCH 31, 2026

NON SPORTING EVENTS – MEETINGS, SEMINARS, WORKSHOPS, CHURCH MASS, CHESS CLUBS, BINGO, KENO, EUCHRE, BRIDGE, WEIGHT LOSS CLINICS, PRAYER MEETINGS NO ALCOHOL SERVED – (MEETING RANGE PER SINGLE MEETING, NOT TO EXCEED 8 HOURS)		
Participants	\$2,000,000 Premium	\$5,000,000 Premium
	Rate incl. 8% tax	Rate incl. 8% tax
Up to 100	\$2.27 per meeting	\$3.07 per meeting

CHILD / ADULT PARTIES, COOKING CLASSES, BABY & BRIDAL SHOWERS NO ALCOHOL SERVED – UP TO 75 PEOPLE		
Duration	\$2,000,000 Premium	\$5,000,000 Premium
	Rate incl. 8% tax	Rate incl. 8% tax
1 hour or less	\$8.39 per event	\$15.54per event
1-4 hours	\$11.91 per event	\$19.05 per event
4-8 hours	\$22.68per event	\$38.10 per event

MEDIUM RISK SPORTING EVENTS – INCLUDING YOGA/FITNESS, TAI CHI, DANCING, DRY LAND TRAINING		
Participants	\$2,000,000 Premium	\$5,000,000 Premium
# of Participants	Rate/hr incl. 8% tax	Rate/hr incl. 8% tax
1-25	\$2.16	\$2.84
26-50	\$4.31	\$5.89
51-75	\$6.47	\$11.69
76-100	\$8.62	\$14.52