

**SPRUCE GROVE PUBLIC LIBRARY**  
**ROOM RENTAL CONTRACT**



Lessee Name: \_\_\_\_\_ Name of Business/Group: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone No. \_\_\_\_\_ E-Mail: \_\_\_\_\_

Library Staff Contact: \_\_\_\_\_ Date of original booking inquiry (yy/mm/dd): \_\_\_\_\_

Date Requested (yy/mm/dd) <i>Advanced bookings subject to change</i>	Start Time <i>Including setup</i>	End Time <i>Including cleaning and take down</i>

<input type="checkbox"/> <b>Program Room</b>	<input type="checkbox"/> <b>Meeting Room A</b>
<b>Rate:</b> \$25/hour or \$120 full day <b>Non-Profit Rate:</b> \$12.50/hour <b>Capacity:</b> 40 chairs, 15 rectangular tables <b>Availability:</b> Library open hours only <b>Features:</b> Flooring, unisex bathroom, (40" TV with VDA inputs & DVD player optional)	<b>Rate:</b> \$27.50/hour or \$137.50 full day <b>Non-Profit Rate:</b> \$12.50/hour <b>Capacity:</b> 16 chairs, 6 rectangular tables <b>Availability:</b> Library open hours and after closing (until 11:00pm) <b>Features:</b> Whiteboard, projection screen, sink, (40" TV with VGA inputs & DVD player optional)
<input type="checkbox"/> <b>Meeting Room B</b>	<input type="checkbox"/> <b>Meeting Room C</b>
<b>Rate:</b> \$20/hour or \$120 full day <b>Non-Profit Rate:</b> \$12.50/hour <b>Capacity:</b> 10 chairs, 4 rectangular tables <b>Availability:</b> Library open hours only <b>Features:</b> Whiteboard, 65" 4K 3D Curved Smart TV with HDMI ports & DVD player	<b>Rate:</b> \$20/hour or \$120 full day <b>Non-Profit Rate:</b> \$12.50/hour <b>Capacity:</b> 10 chairs, 4 square tables <b>Availability:</b> Library open hours after 5:00pm, and library open hours on weekends <b>Features:</b> Whiteboard

\*Non-profit: A registered nonprofit organization such as a charity or society.

Equipment	Refreshments
<input type="checkbox"/> <b>TV/DVD Player</b>  <input type="checkbox"/> <b>Easel</b> (paper/pens not provided)  <input type="checkbox"/> <b>Podium</b>	<input type="checkbox"/> <b>Coffee</b> - \$1/person-Qty ____people  <input type="checkbox"/> <b>Assorted Beverages</b> – bottled water, juice, pop, coffee, tea \$3/person-Qty ____people  <input type="checkbox"/> <b>Light Snacks</b> - \$5/person-Qty ____people  <input type="checkbox"/> <b>Catered Lunch</b> - \$18/person-Qty ____people <i>(minimum 1 week advanced notice required)</i>
<b>NOTE:</b> Library staff are not available to assist with technology, equipment setup or troubleshooting. Please ensure booking is early enough to test your equipment prior.	

**Other Requirements/Notes:**  
 \_\_\_\_\_  
 \_\_\_\_\_

OFFICE USE:

**To guarantee bookings: prior payment, signed contract, and proof of insurance is required.**

Total time: \_\_\_\_\_(hrs) X \$\_\_\_\_\_Hour = \$\_\_\_\_\_

Refreshment Total: \_\_\_\_\_(people) x \$\_\_\_\_\_ = \$\_\_\_\_\_

**TOTAL\* \$\_\_\_\_\_**

\*Any additional charges incurred will be invoiced following the booking.

Damage Deposit Authorized (if required) \$\_\_\_\_\_ Auth # \_\_\_\_\_

**Staff Member Assigned on Date of Booking:** \_\_\_\_\_

**Insurance Certificate provided?** \_\_\_\_\_

OFFICE USE

**DATE PAID:**  
\_\_\_\_\_

**PAID BY (Circle One):**

CHQ / CASH  
 DEBIT / VISA / MC

