

## How do I Reserve a room?

- Reservations can be made by contacting [Cheryl deVries](mailto:cdevries@kemptvillecampus.ca) at [cdevries@kemptvillecampus.ca](mailto:cdevries@kemptvillecampus.ca) or by phone at **613-258-8336 Ext. 243**.
- A short-term rental lease will be required in addition to liability insurance in the amount of 5 million dollars naming both Kemptville Campus Education and Community Centre and Municipality of North Grenville as additional insured.
- Renter is responsible for all set up and tear down (tables/chairs/bars, etc.).
- Renter is responsible for providing and troubleshooting all audio-visual requirements prior to and during their event.

## Campus Catering:

Catered Affairs is the Campus Caterer. The renter is responsible for arranging all required catering by contacting [Natalie Castellás-Drozda](mailto:Natalie.Castellas-Drozda@kemptvillecampus.ca) at **613-324-3136**.

## Who operates the Bar?

Catered Affairs is LCBO licensed, and can operate bars onsite. If operating a bar independently the renter is responsible for applying for a special occasion permit at the LCBO. A copy of the license and Smart Serve Certificates for all servers must be provided to the Campus.

## Additional Charges:

Additional charges may apply for the following:

- Evening/Weekend staff
- Table and chair rentals
- Set up and tear down
- Wi-Fi
- Trade show electrical
- Above normal water usage

## Daily Rates are based on business hours of:

Day = 8 hrs; 9 am – 5 pm

Room	Capacity	Local Clubs/ NFP Organizations	Schools	Gov't Agencies & For Profit	Availability	Evening and Weekend Minimum
W.B. George Conf. Room 1	30 - 40	\$200 (\$25/hour)	\$200 (\$25/hour)	\$400 (\$50/hour)		4 hours
W.B. George Conf. Room 2	15	\$160 (\$20/hour)	\$160 (\$20/hour)	\$320 (\$40/hour)		4 hours
W.B. George Conf. Room 3	10	\$120 (\$15/hour)	\$120 (\$15/hour)	\$240 (\$30/hour)		4 hours
W.B. George Gym – Half Gymnasium		\$240 (\$30/hour)	\$240 (\$25/hour)	\$480 (\$60/hour)	Not available Monday to Friday between the hours of 8:30 a.m. to 3:45 p.m. <i>See additional note</i>	2 hours
W.B. George Gym – Full Gymnasium		\$480 (\$60/hour)	\$480 (\$50/hour)	\$1000 (\$125/hour)	Not available Monday to Friday between the hours of 8:30 a.m. to 3:45 p.m. <i>See additional note</i>	2 hours
Parish Hall Amphitheatre 1	100	\$280 (\$35/hour)	\$280 (\$35/hour)	\$560 (\$70/hour)		4 hours
Parish Hall Amphitheatre 2	100	\$280 (\$35/hour)	\$280 (\$35/hour)	\$560 (\$70/hour)		4 hours

Room	Capacity	Local Clubs/ NFP Organizations	Schools	Gov't Agencies & For Profit	Availability	Evening and Weekend Minimum
Parish Hall Computer Lab (Rm 120)	30	\$200 (\$25/hour)	\$200 (\$25/hour)	\$400 (\$50/hour)		4 hours
Parish Hall Main Floor Boardroom (Rm 110)	10	\$120 (\$15/hour)	\$120 (\$15/hour)	\$240 (\$30/hour)		4 hours
Parish Hall Upper Floor Board Room	10	\$120 (\$15/hour)	\$120 (\$15/hour)	\$240 (\$30/hour)		4 hours
Greenhouse 1 East and prep area (189 days)	25	\$160 (\$20/hour)	\$160 (\$20/hour)	\$160 (\$40/hour)		4 hours
Greenhouse 2 and prep area (X)	25	\$160 (\$20/hour)	\$160 (\$20/hour)	\$160 (\$40/hour)		4 hours
Greenhouse 3 West and prep area (189 days)	25	\$160 (\$20/hour)	\$160 (\$20/hour)	\$160 (\$40/hour)		4 hours

**NOTES: WB George gymnasium daytime availability for 2020 Winter/Spring Semester would be:**  
 Friday January 24<sup>th</sup> 2020                      Monday March 16<sup>th</sup> to Friday March 20<sup>th</sup> 2020  
 Friday April 3<sup>rd</sup> 2020                              Friday June 5<sup>th</sup> 2020  
 Friday June 19<sup>th</sup> 2020