

How do I Reserve a room?

- Please fill out our [website rental form](#). If issues may arise, please contact **Marta** at mzward@kemptvillecampus.ca
- A short-term rental lease will be required as well as liability insurance naming both **Kemptonville Campus Education and Community Centre** and **Municipality of North Grenville** as additional insured. Ask us about purchasing short-term event liability insurance at a discount through [DUUO](#). *Please have a booking confirmation from Campus staff before purchasing insurance.*
- 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.

Cleaning:

Minimum weekday cleaning costs are \$10 per event space, per day. The W.B. George Gym and Parish Hall Auditorium cleaning rates are \$30 per day minimum. Minimum weekend cleaning rates are \$30 per event space. Please note that Campus retains the right to raise rates in accordance with the number of participants and use of space.

Campus Catering:

Catered Affairs is the Campus Caterer. The renter is responsible for arranging all required catering by contacting **Natalie Castellanos-Drozda** at [613-324-3136](tel: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
- Excessive water or electrical usage
- Campus equipment found damaged or missing after event
- Event lasts longer than time window discussed and scheduled (*daily rates are based on business hours of day = 8 hrs; 9 am – 5 pm*)

Hosting an outdoor event with vendors?

Check out the [Municipality of North Grenville's website](#) for rules, regulations, permits and more.

| Facility | Capacity | Amenities | Local Clubs/ NFP Organizations | Schools | Gov't Agencies & For Profit | Additional Notes | Evening and Weekend Minimum |
|------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------|--------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------|
| W.B. George Conf. Room 1 | 30 | <ul style="list-style-type: none"> • Full A/V - HDMI hookup, Speakers, T.V. • Wi-Fi • Meeting setup – round table, chairs • Natural light • Wheelchair accessible | \$220 (\$30/hour) | \$220 (\$30/hour) | \$380 (\$50/hour) | | 2 hours |
| W.B. George Conf. Room 2 | 15 | <ul style="list-style-type: none"> • Full A/V - HDMI hookup, Speakers, T.V. • Wi-Fi • Meeting setup – round table, chairs • Natural light • Wheelchair accessible | \$180 (\$25/hour) | \$180 (\$25/hour) | \$300 (\$40/hour) | | 2 hours |
| W.B. George Conf. Room 3 | 10 | <ul style="list-style-type: none"> • Direct access to gym • Wi-Fi • Wheelchair accessible | \$140 (\$20/hour) | \$140 (\$20/hour) | \$220 (\$30/hour) | | 2 hours |
| W.B. George Gym – Half | 200 | <ul style="list-style-type: none"> • Basketball hoops • Painted, wood floors • Speakers • Wi-Fi • Wheelchair accessible • Changeroom available | \$220 (\$30/hour) | \$220 (\$30/hour) | \$460 (\$60/hour) | Not available Monday to Friday between the hours of 8:30 a.m. to 3:45 p.m. during school semesters | 2 hours |
| W.B. George Gym – Full | 400 | <ul style="list-style-type: none"> • Direct access to outside (large garage-like door) • Basketball hoops, painted wood floors • Stage access, speakers • Wi-Fi • Wheelchair accessible • Changerooms available | \$460 (\$60/hour) | \$400 (\$50/hour) | \$940 (\$120/hour) | Not available Monday to Friday between the hours of 8:30 a.m. to 3:45 p.m. during school semesters | 2 hours |

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| Parish Hall 2 nd Floor Amphitheatre 1 | 98 | <ul style="list-style-type: none"> • Full A/V - projector, projector screen, overhead speakers • Lecture hall layout; raked, fixed seating • Multi-entrance • Wi-Fi • Adjacent coat room • Adjacent open space • Wheelchair accessible | \$300 (\$40/hour) | \$300 (\$40/hour) | \$620 (\$80/hour) | | 2 hours |
| Parish Hall 2 nd Floor Amphitheatre 2 | 98 | <ul style="list-style-type: none"> • Blackboard and whiteboard • Lecture hall layout; raked, fixed seating • Multi-entrance • Wi-Fi • Adjacent open space with fixed tables • Wheelchair accessible | \$260 (\$35/hour) | \$260 (\$35/hour) | \$550 (\$70/hour) | | 2 hours |
| Parish Hall Auditorium | 215 | <ul style="list-style-type: none"> • Theatre layout • Adjacent lighting control room • Raked, fixed seating • Wi-Fi • Wheelchair accessible | \$380 (\$50/hour) | \$380 (\$50/hour) | \$780 (\$100/hour) | | 2 hours |
| Parish Hall General Meeting (Room 120) | 30 | <ul style="list-style-type: none"> • Multiple outlets • Projector screen • Wi-Fi • Accessibility to room 102 • Large windows | \$220 (\$30/hour) | \$220 (\$30/hour) | \$380 (\$50/hour) | | 2 hours |

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| Parish Hall General Meeting (Room 102) | 30 | <ul style="list-style-type: none"> • Full A/V - projector, two projector screens, overhead speakers • Versatile open space • Wi-Fi • Large windows • Wheelchair accessible | \$180 (\$25/hour) | \$180 (\$25/hour) | \$300 (\$40/hour) | | 2 hours |
| Parish Hall General Meeting (Room 101) | 30 | <ul style="list-style-type: none"> • Full A/V - projector, projector screen, overhead speakers • Versatile open space • Two small offices within room • Wi-Fi • Large windows • Wheelchair accessible | \$220 (\$30/hour) | \$220 (\$30/hour) | \$380 (\$50/hour) | | 2 hours |
| Parish Hall General Meeting (Room 108) | 30 | <ul style="list-style-type: none"> • Full A/V - projector, projector screen, desktop speakers • Versatile open space • Wi-Fi • Large windows • Wheelchair accessible | \$180 (\$25/hour) | \$180 (\$25/hour) | \$300 (\$40/hour) | | 2 hours |
| Parish Hall General Meeting (Room 110) | 15 | <ul style="list-style-type: none"> • Versatile open space • Wi-Fi • Large windows • Attached storage/coat room | \$140 (\$20/hour) | \$140 (\$20/hour) | \$220 (\$30/hour) | | 2 hours |

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| Parish Hall General Meeting (Room 112) | 40 | <ul style="list-style-type: none"> Full A/V - projector, two projector screens, overhead speakers Versatile open space Wi-Fi Large windows Wheelchair accessible | \$220 (\$30/hour) | \$220 (\$30/hour) | \$380 (\$50/hour) | | 2 hours |
| Parish Hall General Meeting: Lowest Level (Room 004) | 25 | <ul style="list-style-type: none"> Two whiteboards Wi-Fi Versatile open space Large windows | \$180 (\$25/hour) | \$180 (\$25/hour) | \$220 (\$30/hour) | | 2 hours |
| Parish Hall General Meeting: Lowest Level (Room 001) | 25 | <ul style="list-style-type: none"> Wi-Fi Versatile open space Large windows Storage area and organizational shelving | \$180 (\$25/hour) | \$180 (\$25/hour) | \$220 (\$30/hour) | | 2 hours |
| Parish Hall General Meeting: Board Room (Room 202) | 10 | <ul style="list-style-type: none"> Long table & professional seating Wi-Fi Large whiteboard | \$180 (\$25/hour) | \$180 (\$25/hour) | \$220 (\$30/hour) | | 2 hours |
| Agroforestry Building | 50 | <ul style="list-style-type: none"> Forest school characteristics Full working kitchen Access to forest trails Whiteboards Picnic tables Open clearing outdoors Indoor washrooms | \$125/ half day \$500/week | \$125/ half day \$500/week | \$225/ half day \$1000/week | Agroforestry Building \$400/week for tenants already on Campus | 4 hours |

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|-----------------------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------|
| Soccer Field A | | <ul style="list-style-type: none"> Regularly maintained grass fields Surrounding tree line Newly upgraded soccer nets Easy road access | \$180 (\$25/hour) | \$180 (\$25/hour) | \$300 (\$40/hour) | | 2 hours |
| Soccer Field B | | <ul style="list-style-type: none"> Regularly maintained grass fields Surrounding tree line Newly upgraded soccer nets Easy road access | \$180 (\$25/hour) | \$180 (\$25/hour) | \$300 (\$40/hour) | | 2 hours |
| Soccer Field C | | <ul style="list-style-type: none"> Regularly maintained grass fields Surrounding tree line Newly upgraded soccer nets Easy road access | \$180 (\$25/hour) | \$180 (\$25/hour) | \$300 (\$40/hour) | | 2 hours |
| Kemptville Campus Football Field | | <ul style="list-style-type: none"> Regularly maintained grass fields Approx. 1613 sq ft Open field with $\frac{3}{4}$ surrounding tree line LED Lights | <i>Without lights:</i> \$25 / hour <i>With lights:</i> \$35 / hour | <i>Without lights:</i> \$25 / hour <i>With lights:</i> \$35 / hour | <i>Without lights:</i> \$35 / hour <i>With lights:</i> \$45 / hour | <i>Priority goes to Kemptville Minor Football.</i> | 2 hours |