

## How do I Reserve a room?

- Please fill out our [website rental form](#). If issues may arise, please contact **Marta** at [mzward@kemptonvillecampus.ca](mailto:mzward@kemptonvillecampus.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 unless otherwise specified (tables/chairs/bars, etc.).
- Renter is responsible for providing and troubleshooting all audio-visual requirements prior to and during their event.

## Cleaning:

Standard room cleaning costs are an additional cost of \$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.

## Catering:

Catered Affairs is the preferred Campus Caterer. The renter is responsible for arranging all required catering by contacting [Natalie Castellas-Drozda](#) at [613-324-3136](tel:613-324-3136).

## Who operates the Bar?

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. Catered Affairs is LCBO licensed and can operate bars onsite.

## 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
<b>W.B. George Conf. Room 1</b>	30	<ul style="list-style-type: none"> <li>• Full A/V - HDMI hookup, Speakers, T.V.</li> <li>• Wi-Fi</li> <li>• Meeting setup – moveable tables, chairs</li> <li>• Natural light</li> <li>• Wheelchair accessible</li> </ul>	\$220 / day (\$30/hour)	\$220 / day (\$30/hour)	\$460 / day (\$60/hour)		2 hours
<b>W.B. George Conf. Room 2</b>	15	<ul style="list-style-type: none"> <li>• Full A/V - HDMI hookup, Speakers, T.V.</li> <li>• Wi-Fi</li> <li>• Meeting setup – round table, chairs</li> <li>• Natural light</li> <li>• Wheelchair accessible</li> </ul>	\$180 / day (\$25/hour)	\$180 / day (\$25/hour)	\$380 / day (\$50/hour)		2 hours
<b>W.B. George Conf. Room 3</b>	10	<ul style="list-style-type: none"> <li>• Direct access to gym</li> <li>• Wi-Fi</li> <li>• Wheelchair accessible</li> </ul>	\$140 / day (\$20/hour)	\$140 / day (\$20/hour)	\$320 / day (\$40/hour)		2 hours
<b>W.B. George Gym – Half</b>	200	<ul style="list-style-type: none"> <li>• Basketball hoops</li> <li>• Painted, wood floors</li> <li>• Speakers</li> <li>• Wi-Fi</li> <li>• Wheelchair accessible</li> <li>• Changeroom available</li> </ul>	\$220 / day (\$30/hour)	\$220 / day (\$30/hour)	\$460 / day (\$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

Facility	Capacity	Amenities	Local Clubs/ NFP Organizations	Schools	Gov't Agencies & For Profit	Additional Notes	Evening and Weekend Minimum
<b>W.B. George Gym – Full</b>	400	<ul style="list-style-type: none"> <li>• Direct access to outside (large garage-like door)</li> <li>• Basketball hoops, painted wood floors</li> <li>• Stage access, speakers</li> <li>• Wi-Fi</li> <li>• Wheelchair accessible</li> <li>• Changerooms available</li> </ul>	\$460 / day (\$60/hour)	\$400 / day (\$50/hour)	\$940 / day (\$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
<b>Parish Hall 2<sup>nd</sup> Floor Amphitheatre 1</b>	98	<ul style="list-style-type: none"> <li>• Full A/V - projector, projector screen, overhead speakers</li> <li>• Lecture hall layout; raked, fixed seating</li> <li>• Multi-entrance</li> <li>• Wi-Fi</li> <li>• Adjacent coat room</li> <li>• Adjacent open space</li> <li>• Wheelchair accessible</li> </ul>	\$300 / day (\$40/hour)	\$300 / day (\$40/hour)	\$620 / day (\$80/hour)		2 hours
<b>Parish Hall 2<sup>nd</sup> Floor Amphitheatre 2</b>	98	<ul style="list-style-type: none"> <li>• Blackboard and whiteboard</li> <li>• Lecture hall layout; raked, fixed seating</li> <li>• Multi-entrance</li> <li>• Wi-Fi</li> <li>• Adjacent open space with fixed tables</li> <li>• Wheelchair accessible</li> </ul>	\$260 / day (\$35/hour)	\$260 / day (\$35/hour)	\$540 / day (\$70/hour)		2 hours

Facility	Capacity	Amenities	Local Clubs/ NFP Organizations	Schools	Gov't Agencies & For Profit	Additional Notes	Evening and Weekend Minimum
<b>Parish Hall Auditorium</b>	215	<ul style="list-style-type: none"> <li>Theatre layout</li> <li>Adjacent lighting control room</li> <li>Raked, fixed seating</li> <li>Wi-Fi</li> <li>Wheelchair accessible</li> </ul>	\$380 / day (\$50/hour)	\$380 / day (\$50/hour)	\$780 / day (\$100/hour)		2 hours
<b>Parish Hall General Meeting (Room 120)</b>	30	<ul style="list-style-type: none"> <li>Multiple outlets</li> <li>Projector screen</li> <li>Wi-Fi</li> <li>Accessibility to room 102</li> <li>Large windows</li> </ul>	\$220 / day (\$30/hour)	\$220 / day (\$30/hour)	\$380 / day (\$60/hour)		2 hours
<b>Parish Hall General Meeting (Room 102)</b>	30	<ul style="list-style-type: none"> <li>Full A/V - projector, two projector screens, overhead speakers</li> <li>Versatile open space</li> <li>Wi-Fi</li> <li>Large windows</li> <li>Wheelchair accessible</li> </ul>	\$180 / day (\$25/hour)	\$180 / day (\$25/hour)	\$380 / day (\$50/hour)		2 hours
<b>Parish Hall General Meeting (Room 112)</b>	40	<ul style="list-style-type: none"> <li>Full A/V - projector, two projector screens, overhead speakers</li> <li>Versatile open space</li> <li>Wi-Fi</li> <li>Large windows</li> <li>Wheelchair accessible</li> </ul>	\$220 / day (\$30/hour)	\$220 / day (\$30/hour)	\$460 / day (\$60/hour)		2 hours

Facility	Capacity	Amenities	Local Clubs/ NFP Organizations	Schools	Gov't Agencies & For Profit	Additional Notes	Evening and Weekend Minimum
<b>Parish Hall</b> General Meeting: Board Room (Room 202)	10	<ul style="list-style-type: none"> <li>• Long table &amp; professional seating</li> <li>• Wi-Fi</li> <li>• Large whiteboard</li> </ul>	\$180 / day (\$25/hour)	\$180 / day (\$25/hour)	\$380 / day (\$50/hour)		2 hours
<b>Parish Hall</b> General Meeting: Lowest Level (Room 004)	25	<ul style="list-style-type: none"> <li>• Two whiteboards</li> <li>• Wi-Fi</li> <li>• Versatile open space</li> <li>• Large windows let in lots of natural light</li> <li>• Piano</li> </ul>	\$180 / day (\$25/hour)	\$180 / day (\$25/hour)	\$380 / day (\$50/hour)		2 hours
<b>Parish Hall</b> General Meeting: Lowest Level (Room 001)	25	<ul style="list-style-type: none"> <li>• Wi-Fi</li> <li>• Versatile open space</li> <li>• Large windows let in lots of natural light</li> <li>• Piano</li> <li>• Storage area and organizational shelving</li> </ul>	\$180 / day (\$25/hour)	\$180 / day (\$25/hour)	\$380 / day (\$50/hour)		2 hours
<b>Greenhouse</b>		<ul style="list-style-type: none"> <li>• Classroom Space</li> <li>• Blackboard</li> <li>• Projector Screen &amp; Portable projector</li> </ul>	\$20/hour	\$20/hour	\$40/hour		2 hours

Facility	Capacity	Amenities	Local Clubs/ NFP Organizations	Schools	Gov't Agencies & For Profit	Additional Notes	Evening and Weekend Minimum
<b>Agroforestry Building</b>	50	<ul style="list-style-type: none"> <li>• Forest school characteristics</li> <li>• Full working kitchen</li> <li>• Access to forest trails</li> <li>• Whiteboards</li> <li>• Picnic tables</li> <li>• Open clearing outdoors</li> <li>• Indoor washrooms</li> </ul>	\$125/ half day \$500/week  \$400 / Weekend (Friday-Sunday)	\$125/ half day \$500/week  \$400 / Weekend (Friday- Sunday)	\$225/ half day \$1000/week  \$800 / Weekend (Friday-Sunday)	Agroforestry Building \$400/week for tenants already on Campus.	4 hours
<b>Soccer Field A</b>		<ul style="list-style-type: none"> <li>• Regularly maintained grass fields</li> <li>• Surrounding tree line</li> <li>• Newly upgraded soccer nets</li> <li>• Easy road access</li> </ul>	\$180 / day (\$20/hour)	\$180 / day (\$20/hour)	\$300 / day (\$40/hour)		2 hours
<b>Soccer Field B</b>		<ul style="list-style-type: none"> <li>• Regularly maintained grass fields</li> <li>• Surrounding tree line</li> <li>• Newly upgraded soccer nets</li> <li>• Easy road access</li> </ul>	\$180 / day (\$20/hour)	\$180 / day (\$20/hour)	\$300 / day (\$40/hour)		2 hours
<b>Soccer Field C</b>		<ul style="list-style-type: none"> <li>• Regularly maintained grass fields</li> <li>• Surrounding tree line</li> <li>• Newly upgraded soccer nets</li> <li>• Easy road access</li> </ul>	\$180 / day (\$20/hour)	\$180 / day (\$20/hour)	\$300 / day (\$40/hour)		2 hours

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Kemptville Campus <b>Football Field</b>		<ul style="list-style-type: none"> <li>Regularly maintained grass fields</li> <li>Approx. 1613 sq ft</li> <li>Open field with <math>\frac{3}{4}</math> surrounding tree line</li> <li>LED Lights</li> </ul>	<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		2 hours