



Room Rental Form

- Great Hall
 Grounds Rental
 Wedding Booking (Separate form)

Date: _____ Rental Time: _____

Purpose: _____

Renter Name: _____ Contact phone: _____

Address: _____

Rental Fees	Great Hall (59)	
Daily (9am to 4:30pm) Monday to Saturday	<u>Member</u>	<u>Non-Member</u>
Up to 3 hours	\$30.00	\$40.00
3 to 8 hours	\$60.00	\$75.00
Evening (4:30 pm to 11:00 pm)		
Up to 3 hours	\$50.00	\$75.00
3 to 8 hours	\$75.00	\$100.00

Weekly (Art Exhibitions – Great Hall, Anteroom, Hallway)	
Up to four weeks	\$50.00
Up to six weeks	\$65.00
Up to eight weeks	\$80.00

Grounds Rental Fee (up to 12hrs)	Regular \$400.00	Non-profit \$250.00
Tent Rental (up to 12hrs)	\$450.00	
Room set up fee	\$ 10.00	
Sound System	\$ 50.00	

Please note: All prices are subject to applicable taxes and insurance. Please see reverse for insurance rates.

**NON SPORTING EVENTS – MEETINGS, SEMINARS, WORKSHOPS, CHURCH MASS, CHESS CLUBS,
BINGO, KENO, WEIGHT LOSS CLINICS, PRAYER MEETINGS
NO ALCOHOL SERVED**

NUMBER OF PEOPLE	RATE – \$2,000,000 Limit per event, per occurrence	NUMBER OF PEOPLE	RATE – \$5,000,000 Limit per event, per occurrence
Up to 100	\$ 1.50 per meeting	Up to 100	\$ 2.03 per meeting
101 TO 250	\$ 2.50 per meeting	Up TO 250	\$ 3.38 per meeting
251 TO 500	\$ 5.00 per meeting	251 TO 500	\$ 6.75 per meeting
501 +	REFER TO BFL	501 +	REFER TO BFL

**CHILD / ADULT PARTIES, COOKING CLASSES, BABY & BRIDAL SHOWERS, BAPTISMS, FUNERALS, -
NO ALCOHOL SERVED**

NUMBER OF PEOPLE	Limit \$2,000,000 per occurrence	Limit \$5,000,000 per occurrence
Up to 75 – 1 hour or less	\$ 5.00 per event	\$10.00 per event
Up to 75 – up to 4 hours or less	\$ 7.50 per event	\$13.50 per event
Up to 75 – up to 8 hours or less	\$15.00 per event	\$25.00 per event
76 – 150, 151- 250, 251-500, Over 500 people	For rates see DANCES WEDDINGS, ETC. directly below	

- With alcohol book under dances, weddings, and reception rates
- If in connection with a sporting event activity rental, then birthday party fee is waived

**NON-SPORTING EVENTS - DANCES, WEDDINGS, ETC. (NO RAVES OR ALL NIGHT PARTIES)
Note: Beer Gardens are excluded. Refer to BFL for separate quote.**

\$2,000,000 Limit per event, per occurrence			
NUMBER OF PEOPLE	NO ALCOHOL	✚ CONTINGENT ALCOHOL	❖ WITH ALCOHOL
UP TO 75	\$ 20.00	\$ 30.00	\$ 125.00
76-150	\$ 25.00	\$ 75.00	\$ 150.00
151-250	\$ 50.00	\$ 150.00	\$ 200.00
251-500	\$ 75.00	\$ 160.00	\$ 250.00
OVER 500	REFER TO BFL		

\$5,000,000 Limit per event, per occurrence			
NUMBER OF PEOPLE	NO ALCOHOL	✚ CONTINGENT ALCOHOL	❖ WITH ALCOHOL
UP TO 75	\$ 40.00	\$ 100.00	\$ 172.00
76-150	\$ 50.00	\$ 135.00	\$ 189.00
151-250	\$ 100.00	\$ 162.00	\$ 216.00
251-500	\$ 135.00	\$ 216.00	\$ 270.00
OVER 500	REFER TO BFL		

- ✚ CONTINGENT ALCOHOL COVERAGE TO BE USED WHERE THERE IS A CATERER WHO HAS LIQUOR LIABILITY COVER AND THE USER WANTS ADDITIONAL COVERAGE.
- ❖ COPY OF LIQUOR LICENSE WITH RENTORS SIGNATURE ON IT MUST BE KEPT ON FILE BY THE CITY AND THE PERMIT NUMBER MUST APPEAR ON THE MONTHLY REPORT

BFL Insurance Facility User Rating Guide