

Rental Information

Booking requirements:

- **Minimum booking after 6:00 p.m.** is 2 hours - any on-going booking is not guaranteed space with less than 2 hours and may be subject to having times adjusted, being relocated, or being cancelled.
- **Minimum booking period between 6:15 a.m. and 6:00 p.m.** is 1 hour.
- **Cancellation Policy:** Full refund less \$25 administration fee if you cancel at least 30 days prior to your booking. **50% refund** of the full rental price with cancellation notice of 15 to 30 days prior to your booking. **No refund** with less than 15 days prior to the booking.

Additional fees and deposits:

- **\$5 annual membership** required by all tenants.
- **Sign frame deposits** = \$50
- **Refundable security deposits:** Room 104, \$200 for parties/events otherwise Rooms 104, 120, 121, 111 and 101 is \$50-\$100.
- Key deposits are \$10 per key/deposit must be paid prior to receiving keys and is usually included in the refundable security deposits but any group requiring **additional keys** (or an excessive number of keys) may be required to pay the additional \$10 per key.
- **Non-profit rates** require that the group provide a registered society or charitable organization #, or Board approval through application in writing.
- **Cushion between bookings:** In multipurpose rooms 15 minutes of set up time and 15 minutes of clean up time is provided at no charge.

***Occupancy load** is the total number of people (staff, volunteers, performers, technicians & audience) **legally** permitted in a room (this number must not be exceeded!) This designation is not necessarily related to what is a practical number of people in a given space as the type of activity and furniture being used make a considerable difference in how well a room will work for various groups.