



**Spruce Grove Public Library**  
 Melcor Cultural Centre  
 35 – 5 Avenue  
 Spruce Grove, AB T7X 2C5  
 780.962.4423  
 www.sprucegrovelibrary.org  
 FAX: 962-4826

## SPRUCE GROVE PUBLIC LIBRARY ROOM RENTAL CONTRACT

Lessee Name \_\_\_\_\_ Name of Business/Group \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ E-Mail \_\_\_\_\_

Library Staff Contact: \_\_\_\_\_ Date of original booking: \_\_\_\_\_

Dates Booked*** (multiple dates separate by comas)	Start Time (including setup)	End Time (including cleaning and take down)

\*\*\*Advance bookings are subject to change.

**Please check one:**

<input type="checkbox"/> Program Room	<input type="checkbox"/> Meeting Room A	<input type="checkbox"/> Meeting Room B	<input type="checkbox"/> Virtual Classroom
<b>\$20/hour or \$110 full day Non Profit \$10/hour</b>	<b>\$25/hour or \$110 full day Non Profit \$10/hour</b>	<b>\$15/hour or \$110 full day Non Profit \$10/hour</b>	<b>\$75/hour (additional fees may apply)</b>
60 chairs, 15 tables 12 kids chairs, 2 kids tables	20 chairs, 6 tables	18 chairs, 7 tables	Video Conference Facility <b>*Additional Contract Required</b>
Total capacity: 134 standing or 105 seated	Total capacity: 55 standing or 43 seated	Total capacity: 44 standing or 35 seated	Total Capacity: 35 standing or 27 seated

**Equipment & Resources**

Please check all that are required, additional charges may apply. Catering requires 1 week advanced notice.

Furniture	Equipment	Refreshments
<input type="checkbox"/> Extra Chairs-Qty _____	<input type="checkbox"/> Overhead Projector (\$10/hour rental)	<input type="checkbox"/> <b>Coffee</b> - \$1.00/person-Qty _____ people
<input type="checkbox"/> Extra Tables-Qty _____	<input type="checkbox"/> Data Projector (\$100security deposit and \$20/hour rental)	<input type="checkbox"/> <b>Assorted Beverages</b> – coffee, water, juice, pop \$2.00/person-Qty _____ people
	<input type="checkbox"/> Easel (paper and pens not provided)	<input type="checkbox"/> <b>Light Snacks</b> - \$4.00/person-Qty _____ people
	<b>Total \$</b> _____	<input type="checkbox"/> <b>Catered Lunch</b> - \$12/person-Qty _____ people
Staff member assigned to Equipment & Resources _____		<input type="checkbox"/> <b>Tap Water</b> (Jugs) - No Charge-Qty _____ jugs
		<b>Total \$</b> _____

Other Requirements/Notes \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

<b>Fees are due in advance, any additional charges will be invoiced.</b>	
TOTAL TIME: _____ X \$ _____ /Hour = \$ _____	OFFICE USE INVOICE NO: _____ INVOICE DATE: _____
OTHER CHARGES (see above list) = \$ _____	
<b>TOTAL \$</b> _____	



