

## CONFERENCE ROOM RENTAL APPLICATION

**MUNICIPALITY / ORGANIZATION:** \_\_\_\_\_

**Contact Name(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**PURPOSE OF EVENT:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm)

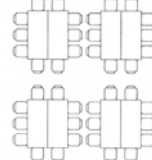
**Number Attending:** \_\_\_\_\_ **Will food be served?**  Yes  No

**Room Set-up / Take-down (optional): \$25**  Yes  No

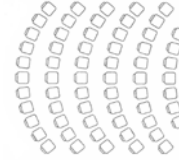
**Layout Option:**



\_\_\_\_\_ seats



\_\_\_\_\_ seats



\_\_\_\_\_ seats

**Coffee Service (optional): \$5/pot (8 cups)**  Yes  No \_\_\_\_\_ pots

**Sound System and AV Equipment:**  Yes  No

Equipment Required \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### TO BE COMPLETED BY ORRSC

Conference Room Rental: \_\_\_\_\_

Set-up / Take-down: \_\_\_\_\_

Coffee Service: \_\_\_\_\_ ( \_\_\_\_\_ pots)

Damage Deposit: \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_

**Payment:**  Due prior to event (cash, debit or cheque)  Will invoice following event

## Rental Rates

	ORRSC Member Municipalities	Other Approved Organizations
Monday - Friday: 8:00 am - 4:30 pm	\$50	\$150
Monday - Friday: 5:00 pm - 10:00 pm	\$50	\$200
Saturday - Sunday: 8:00 am - 10:00 pm	\$50	\$250
Room Set-up / Take-down (optional)	\$25	\$25
Damage Deposit	N/A	At discretion of ORRSC

## Services Available

- **Sound System and Audio-Visual Equipment** – A sound system (clip-on microphone) and smart board are available as well as a pull-down screen for presentations.
- **Coffee Service** – A coffee machine and glass mugs are provided (as well as sugar, coffee-mate and stir sticks). The renter may bring their own coffee or purchase packets from ORRSC for \$5/pot (8 cups). All other beverages must be supplied by the renter.
- **Kitchen** – A refrigerator (no freezer) is available to store food, but any existing contents (juice, pop, etc.) is the property of ORRSC and cannot be used. The kitchen is also equipped with a microwave, stove and dishwasher.

## Renter Responsibilities

- **Access** – If access is required before 8:00 am or after 4:30 pm Monday through Friday, the renter must arrange to pick up a Conference Room key during regular ORRSC hours (Monday - Friday 8:00 - 12:00 and 1:00 - 4:30).
- **Room Set-up** – The renter may elect to be responsible for room set-up or employ ORRSC staff. A total of 20 tables (30" x 72") and 100 chairs are available (see sample layouts). If the renter chooses to do their own set-up, they are also responsible for returning all tables and chairs to their original positions.
- **Plates, Utensils, etc.** – If food is being served, it is the renter's responsibility to provide all plates, utensils, napkins, tablecloths, etc.
- **Cleanup** – The kitchen should be cleaned to its original condition. All used glasses or mugs must be placed in the dishwasher. All garbage must be bagged and disposed of in the dumpster in the north parking lot.
- **Key Return** – Following the event, the renter must lock the Conference Room door and leave the key inside on the mat.

## Booking Information

- **Contact ORRSC** – Check for Conference Room availability by contacting ORRSC at (403) 329-1344 or [admin@orrsc.com](mailto:admin@orrsc.com).
- **Submit Rental Application** – see ORRSC website: [orrsc.com](http://orrsc.com) (bottom of home page)
- **Payment** – Payment is due **prior** to the event by cash, debit or cheque (payable to Oldman River Regional Services Commission). Member municipalities may choose to be invoiced following the event.

▶ **Please advise those attending your event to use the north parking lot and entrance.**  
[Access to the Conference Room through the ORRSC office will NOT be permitted.](#)