



RESERVATION REQUEST

ELGIN COUNTY ADMINISTRATION BUILDING
 c/o ENGINEERING SERVICES OFFICE, 450 SUNSET DRIVE, 2ND FLOOR SOUTH WING
 ST. THOMAS, ONTARIO, N5R 5V1 (Phone: 631-1460 Ext. 4) (Fax: 631-4297)

ORGANIZATION _____

CONTACT PERSON _____

TELEPHONE NO. _____

PURPOSE _____

DATE REQUESTED _____

TIME _____

TO _____

FACILITY REQUESTED

*[Due to Court Sessions **Committee Rm. #1 is not available the 1st Wednesday & every Thursday of the month.**]

- COUNCIL CHAMBERS _____ (no food allowed) **[Use by special permission only]*
- COMMITTEE ROOM 1 _____ **Room #152**
- COMMITTEE ROOM 2 _____ **Room #138**
- LOUNGE _____ **Room #22**
- LUNCHROOM _____ **Room #25**

- is room set-up required? _____
- is access to kitchen required? _____
- is function: Licensed? _____ Unlicensed? _____
- # of people attending function or meeting? _____

***EXTERIOR DOOR(S) TO BE UNLOCKED @ _____ p.m.**

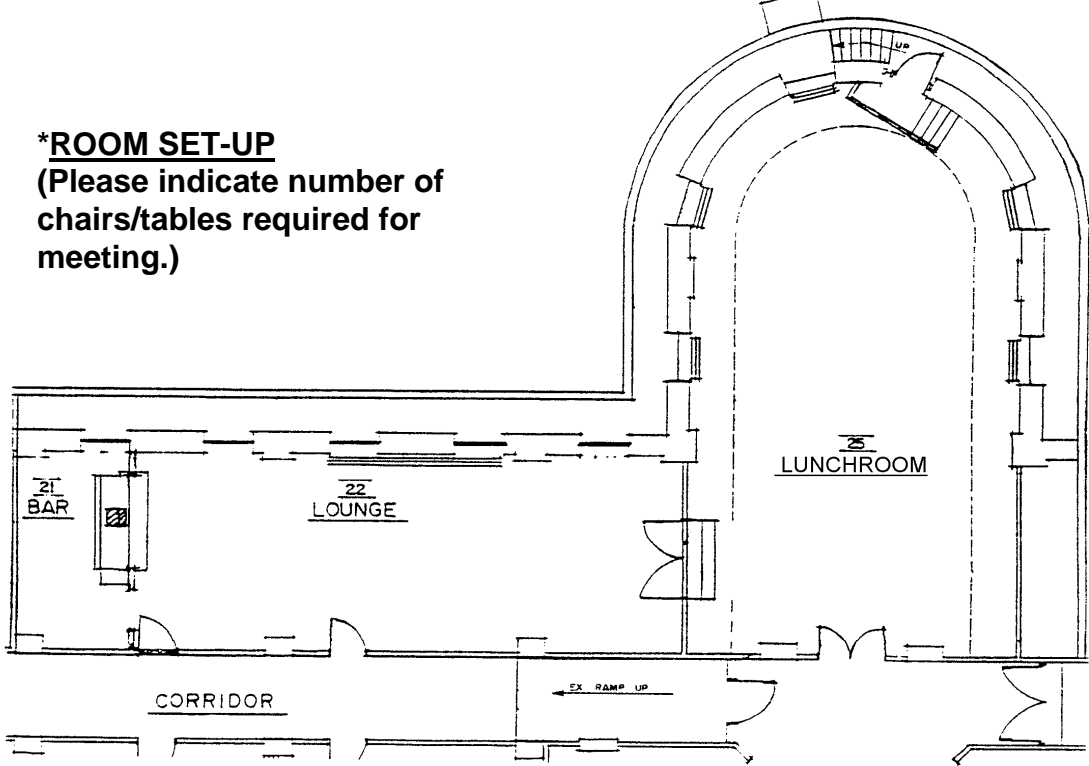
Name of caterer being used _____

Require: *(If Available)

| | | | | | | |
|------------|-----------------------|--------|----------------|---------------|--------------|---------------|
| TV/ VCR | Overhead Projector | Screen | White Board | Coffee Irn | Hot Plate | Flip Chart |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |

"VISITOR PARKING": Visitor Parking is provided along the back of the parking lot for the use of visitors to the building. All other parking is reserved for tenants and County staff. Please advise anyone attending your meeting to use the "Visitor Spaces" provided.

- If a specific room layout is required for the Lunchroom/ Lounge, please indicate your preference on the plan shown below. A special room layout must be requested prior to the meeting and any requests on the day of the meeting may not be possible due to work schedules.



- Rental Rates are as follows:

Lunchroom

Councilors, Tenants, Staff - \$31.50 (\$30 plus \$1.50 GST)
 Outside Groups - \$52.50 (\$50 plus \$2.50 GST)

Committee Room/Lounge

\$31.50 (\$30 plus \$1.50 GST)
 \$42.00 (\$40 plus \$2.00 GST)

NOTE: If any room is utilized for a function that requires Security, the cost of providing this service plus a 10% administration fee will apply.

- Reservations will be made upon receipt of this form with payment only. Rooms will not be reserved if payment does not accompany reservation form.

DATE

SIGNATURE

4. **Cancellation Charges:**

If cancellation is at least seven days prior to the date of reservation, \$10.00 of the deposit will be retained if cancelled less than seven days prior to the date of reservation; the entire rental fee will be retained.

5. The County of Elgin will not be liable for any damage to or loss of any property brought into the Premises, in conjunction with the function, by the Applicant or the Group named hereon or their members, officers, employees, agents, or contractors or any person who attends the function.

6. The Applicant agrees to save the County of Elgin harmless from all claims, actions and proceedings, including any costs and expenses incurred by the County thereby, for loss, damage or injury, including death, to any person or persons and to any property arising in connection with the function as a result of any act or omission of the applicant or Group named hereon or their members, officers, employees, agents or contractors or any person who attends the function.

7. In the event that alcohol is to be available and/or sold during the course of the function for which the Facility is rented and at the Applicant's sole expense:

- The Applicant shall comply with all relevant statutes and regulations associated with the sale, distribution and/or consumption of alcohol, including but not limited to the Liquor License Act.
- The Applicant shall comply with all rules and regulations of agencies associated with the sale, distribution and/or consumption of alcohol, including the Liquor Control Board of Ontario and/or the Ontario Alcohol and Gaming Commission.
- The Applicant shall obtain any and all permits required for the sale, distribution and/or consumption of alcohol with the Facilities, including but not limited to a Special Occasion Permit.
- The Applicant shall obtain and utilize all alcohol and any equipment required for sale, distribution and/or consumption of such alcohol within the Facilities;
- The Applicant shall immediately remove all remaining alcohol and equipment from the Facility immediately upon completion of the event for which such Facility was used.
- During the course of the event for which the Facility is being used, the Applicant shall arrange for and utilize bartenders and security personnel holding appropriate certificates and experience, including but not necessarily limited to Smart Serve, the numbers of which bartenders and security personnel to be appropriate for the anticipated and actual attendance at the subject event and which bartenders and security personnel shall not consume alcohol during the course of such event.
- The Applicant shall attend and be present at the event for which the Facility is rented and furthermore, the Applicant shall supervise activities at such event.

8. The use of the County Administration Building, after normal business hours, will be limited to organizations which have County Council representatives sitting on them.

9. The tenants in the County Administration Building will be allowed to use the building, after business hours, with prior approval and payment of the appropriate fee.

10. An outside group is defined as an organization that does not have an appointed County Council representative and does not provide a service or function under the direct authority of County Council. Outside groups, except tenants, are not permitted to use the building after normal business hours, unless said group is composed of at least one member of County Council or staff.

11. County Councilors or County employees, who are also members of an outside group wishing to use the building, will be required to pay the appropriate fee for room usage and will be responsible for the building's security after hours.

12. Departments or employees from departments will be charged the appropriate fee for room usage and will be responsible for the security of the building, if used after normal business hours.

13. Upon request of a Department Head, on the appropriate room reservation form, the Council Chambers may be used for a meeting on County business. All other requests for use of the Council Chambers must be channeled through County Council.

14. Should any room be utilized for a function that requires Security, the cost of providing this service plus a 10% administration fee will apply.

15. That under no circumstances, shall the kitchen facilities be rented to or utilized by outside groups or County employees, without the express consent of the Administrative Services Department or County Council. The **Reservation Request must** indicate what catering firm is utilizing the facilities, with the understanding that the **equipment stored in the kitchen is not available for use by that caterer or group**, with the exception of the stove, refrigerator, sink and counter space.

16. Fees will be charged to all outside groups.