

Branch Meeting Room Request Form

Client Information

Licencee (user) <i>(Name of Organization)</i>			
Contact Person			
Complete Address			
Phone #		Email	

Meeting Room Information

Branch Requested		Date(s) Requested		
Type of Program				
Event Title			Estimated Attendance	
Room Access Time		Event Start Time		Time of Exiting Room

Is the Event....

Open to the public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Alcohol served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Entry Fee or donations required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will there be music?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Food served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will there be dancing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If food is being served – complete the following:

Name of Caterer			
Contact Name		Contact Phone#	

Rental Fees apply to “For Profit” organizations or to anyone charging an entry fee or soliciting donations.

Please return your completed request form to the Branch where the desired meeting room is located.

Branch Meeting Rooms - Rates and Capacities

Non-Profit Groups: Can apply for free Branch meeting room bookings

For Profit Groups: \$30. Plus GST per hour (or part hour)

Branch	Seating Capacity	Hours Available	
*Champlain Heights Branch 7110 Kerr Street Vancouver, BC V5S 4W2 Contact: 604-665-3955	40	<i>For available booking times contact Branch during open hours:</i>	
Firehall Branch 1455 West 10 th Avenue Vancouver, BC V6H 1J8 Contact: 604-665-3970	25	<i>For available booking times contact Branch during open hours:</i>	
*Fraserview Branch 1950 Argyle Drive Vancouver, BC V5P 2A8 Contact: 604-665-3957	60	Tue & Wed 10:00 – 9:00 Thu, Fri & Sat 10:00 – 6:00 Sun 1:00 – 5:00	
Hastings Branch 2674 East Hastings Vancouver, BC V5K 1Z6 Contact: 604-665-3959	35	Tue 10:00 – 12:00 & 7:00-9:00 Wed to Sat 10:00 – 6:00	
*Kensington Branch 1428 Cedar Cottage Mews Vancouver, BC V5Z 5Z1 Contact: 604-665-3961	35	Tue, Fri & Sat 10:00 – 6:00 Wed & Thu 12:00 – 9:00 Sunday 1:00 – 5:00	
Kitsilano Branch 2425 Macdonald St. Vancouver, BC V6K 3Y9 Contact: 604-665-3976	35	<i>For available booking times contact Branch during open hours:</i>	
Mount Pleasant Branch #1 Kingsway Vancouver, BC V5T 3H7 Contact: 604-665-3962	30	<i>For available booking times contact Branch during open hours. Note: booking requires 2 weeks notice</i>	
néca?mat ct Strathcona Branch 730 East Hastings St. Vancouver, BC V6A 1R5 Contact: 604-665-3967		<i>For available booking times contact Branch during open hours. Note: booking requires 2 weeks notice Nellie Yip Quong room – capacity 16-18</i>	
Oakridge Branch #191 - 650 West 41 st Ave. Oakridge Shopping Centre Vancouver, BC V5Z 2M9 Contract: 604-665-3980	45	Mon & Thu 10:00 – 8:30 Tues 10:00 – 5:30 Wed & Fri 3:30 – 8:30	
*Renfrew Branch 2969 E. 22 nd Ave. Vancouver, BC V5Z 2M9 Contact: 604-257-8705	48	Mon to Thu 10:00 – 3:00 & 5:00 – 8:30 Friday 10:00 – 3:00	
South Hill 676 Fraser Street Vancouver, BC V5W 2Z7 Contact: 604-665-3965		<i>For available booking times contact Branch during open hours:</i>	
*Terry Salman Branch 4575 Clancy Loranger Way Vancouver, BC V5Y 2M4 Contact: 604-665-3964	30	<i>Available booking times: Monday to Friday 5:00-8:45 pm only. To book contact Branch during open hours</i>	

***Note: limited kitchen facilities at these branches.**

MEETING ROOM RENTAL REGULATIONS – BRANCHES

1. Non-profit groups can apply to reserve a Library branch meeting room free of charge.
2. For-profit groups can rent rooms for \$30 per hour or part hour (plus GST). Payment must be made at time of booking.
3. Unless affiliated with VPL, requests by individuals, groups or organizations to use a VPL branch as the venue for a media conference will be considered. A rate of \$30/hour will apply for use of the meeting room.
4. Requests from large or professional associations to use a VPL branch as the venue for a private event will be considered. A rate of \$30/hour may apply.
5. Cancellation must be made 48 hours in advance of the booking.
6. For paid bookings, there is a \$30 cancellation fee.
7. An application can be downloaded or obtained from Library branches.
8. Meeting rooms can be booked on a meeting-by-meeting basis and not for ongoing series unless applied for in writing and approved by the Manager of Neighbourhood Services responsible for the Branch. If approved, the series' booking can be reviewed at any time.
9. Unless prior arrangements are made, all meetings held in Library branches must end at least fifteen minutes before the branch closes.
10. The Library can provide tables and chairs. Flip chart holders, podiums or whiteboards may be available. Please check with the branch. Fees will apply.
11. Library staff are not available to arrange rooms.
12. The meeting room must be left in the condition that it was found.
13. The Library accepts no responsibility or liability for equipment brought to or left on the premises.
14. Supplies such as paper for flip charts, markers, pencils and pens must be supplied by the groups making the booking. Library supplies are not available.
15. Limited kitchen facilities are available at the Renfrew, Champlain Heights, Fraserview, Terry Salmon, náca?mat ct Strathcona and Kensington Branches.
16. Renfrew, Fraserview, Champlain Heights, Mount Pleasant, náca?mat ct Strathcona and Kensington Branches may be booked for periods when the branch is closed. A security guard, to be hired by the Library and paid for by the renter or non-profit group, will be required and should be arranged at the time of booking.
17. All publicity for the event is the responsibility of the renter or non-profit group. The Library logo is copyrighted and may not be used without the express written consent of the Director, Planning & Communications or the Manager, Marketing & Communications.
18. If liquor is to be served at the event, a licence must be obtained and a copy provided to Vancouver Public Library in advance of the event.
19. Security Guards will be required, at the renter's or non-profit group's expense, at all events where alcohol is served. Should drinks and/or food be served at the event, additional cleaning fees could apply.
20. The renter or non-profit group is responsible for any licences and fees required by third parties. This includes (but is not limited to) special events permits, liquor licence, SOCAN licence to perform/play music.
21. The renter or non-profit group agrees not to contravene the Criminal Code of Canada and the Human Rights Act of British Columbia.