

How do I Reserve a room?

- Please fill out our [website rental form](#). If issues or questions arise, please contact us at info@kemptvillecampus.ca
- A short-term rental lease will be required as well as liability insurance naming both **Kemptonville Campus Education and Community Centre** and **Municipality of North Grenville** as additional insured. Ask us about how to get short-term event liability insurance at a discount through [DUUO](#). *Please have a booking confirmation from Campus staff before purchasing insurance.*
- Renter is responsible for all set up and tear down unless otherwise specified (tables/chairs/bars, etc.).
- Renter is responsible for providing and troubleshooting all audio-visual requirements prior to and during their event.

Cleaning:

Standard room cleaning costs are a **minimum** additional cost of \$10 per event space, per weekday. The WB George Gym and Parish Hall Auditorium cleaning rates are \$30 per day **minimum**. Minimum weekend cleaning rates are \$30 per event space. Please note that Campus retains the right to raise rates in accordance with the number of participants and use.

Catering:

Catered Affairs is the preferred Campus Caterer. The renter is responsible for arranging all required catering by contacting [Natalie Castellias-Drozda](#) at 613-324-3136.

Liquor licensing, permits and certificates:

If operating a bar independently the renter is responsible for applying for a special occasion permit at the LCBO. A copy of the license and Smart Serve Certificates for all servers must be provided to the Campus. Catered Affairs is LCBO licensed and can operate bars onsite.

Additional Charges:

Additional charges may apply for the following:

- Evening/Weekend staff
- Campus equipment found damaged or missing after event
- Event lasts longer than time window discussed and scheduled (*daily rates are based on business hours of day = 8 hrs; 9 am – 5 pm*)

Hosting an outdoor event with vendors?

Check out the [Municipality of North Grenville's website](#) for rules, regulations, permits and more.

Facility	Capacity	Amenities	Local Clubs/ NFP Organizations	Schools	Gov't Agencies & For Profit	Additional Notes	Evening and Weekend Minimum
W.B. George Conf. Room 1	30	<ul style="list-style-type: none"> • Full A/V - HDMI hookup, Speakers, T.V. • Wi-Fi • Meeting setup – moveable tables, chairs • Natural light • Wheelchair accessible 	\$220 / day (\$30/hour)	\$220 / day (\$30/hour)	\$460 / day (\$60/hour)		2 hours
W.B. George Conf. Room 2	15	<ul style="list-style-type: none"> • Full A/V - HDMI hookup, Speakers, T.V. • Wi-Fi • Meeting setup – round table, chairs • Natural light • Wheelchair accessible 	\$180 / day (\$25/hour)	\$180 / day (\$25/hour)	\$380 / day (\$50/hour)		2 hours
W.B. George Conf. Room 3	10	<ul style="list-style-type: none"> • Direct access to gym • Wi-Fi • Wheelchair accessible 	\$140 / day (\$20/hour)	\$140 / day (\$20/hour)	\$320 / day (\$40/hour)		2 hours
W.B. George Gym – Half	200	<ul style="list-style-type: none"> • Basketball hoops • Painted, wood floors • Speakers • Wi-Fi • Wheelchair accessible • Changeroom available 	\$220 / day (\$30/hour)	\$220 / day (\$30/hour)	\$460 / day (\$60/hour)	Not available Monday to Friday between the hours of 8:30 a.m. to 3:45 p.m. during school semesters	2 hours

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W.B. George Gym – Full	400	<ul style="list-style-type: none"> • Direct access to outside (large garage-like door) • Basketball hoops, painted wood floors • High ceilings • Stage access, microphone & speakers • Wi-Fi • Wheelchair accessible • Changerooms available 	\$460 / day (\$60/hour)	\$400 / day (\$50/hour)	\$940 / day (\$120/hour)	Not available Monday to Friday between the hours of 8:30 a.m. to 3:45 p.m. during school semesters	2 hours
Parish Hall 2nd Floor Amphitheatre 1	98	<ul style="list-style-type: none"> • Full A/V - projector, projector screen, overhead speakers • Lecture hall layout; raked, fixed seating • Multi-entrance • Wi-Fi • Adjacent coat room • Adjacent open space • Wheelchair accessible 	\$300 / day (\$40/hour)	\$300 / day (\$40/hour)	\$620 / day (\$80/hour)		2 hours
Parish Hall 2nd Floor Amphitheatre 2	98	<ul style="list-style-type: none"> • Blackboard and whiteboard • Lecture hall layout; raked, fixed seating • Multi-entrance • Wi-Fi • Adjacent open space with fixed tables • Wheelchair accessible 	\$260 / day (\$35/hour)	\$260 / day (\$35/hour)	\$540 / day (\$70/hour)		2 hours

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Parish Hall 2 nd Floor Auditorium	215	<ul style="list-style-type: none"> • Full AV: Projector, Speakers, Microphone & DVD player • Theatre layout • Adjacent lighting control room • Raked, fixed seating • Wheelchair accessible 	\$380 / day (\$50/hour)	\$380 / day (\$50/hour)	\$780 / day (\$100/hour)		2 hours
Parish Hall 2 nd Floor General Meeting (Room 120)	30	<ul style="list-style-type: none"> • Multiple outlets • Projector screen • Wi-Fi • Accessibility to room 102 • Large windows 	\$220 / day (\$30/hour)	\$220 / day (\$30/hour)	\$380 / day (\$60/hour)		2 hours
Parish Hall 2 nd Floor General Meeting (Room 102)	30	<ul style="list-style-type: none"> • Full A/V - projector, two projector screens, overhead speakers • Versatile open space • Wi-Fi • Large windows • Wheelchair accessible 	\$180 / day (\$25/hour)	\$180 / day (\$25/hour)	\$380 / day (\$50/hour)		2 hours
Parish Hall 2 nd Floor General Meeting (Room 112)	40	<ul style="list-style-type: none"> • Full A/V - projector, two projector screens, overhead speakers • Versatile open space • Wi-Fi • Large windows • Wheelchair accessible 	\$220 / day (\$30/hour)	\$220 / day (\$30/hour)	\$460 / day (\$60/hour)		2 hours

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Parish Hall 3 rd Floor General Meeting (Room 202)	10	<ul style="list-style-type: none"> Long table & professional seating Wi-Fi Large whiteboard 	\$180 / day (\$25/hour)	\$180 / day (\$25/hour)	\$380 / day (\$50/hour)		2 hours
Parish Hall 1 st Floor General Meeting (Room 001)	25	<ul style="list-style-type: none"> Wi-Fi Versatile open space Large windows let in lots of natural light Piano Storage area and organizational shelving 	\$180 / day (\$25/hour)	\$180 / day (\$25/hour)	\$380 / day (\$50/hour)		2 hours
Greenhouse		<ul style="list-style-type: none"> Classroom Space Blackboard Projector Screen & Portable projector 	\$20/hour	\$20/hour	\$40/hour		2 hours
Agroforestry Building	50	<ul style="list-style-type: none"> Forest school characteristics Full working kitchen Access to forest trails Whiteboards Picnic tables Open clearing outdoors Indoor washrooms 	\$125/ half day \$500/week \$400 / Weekend (Friday-Sunday)	\$125/ half day \$500/week \$400 / Weekend (Friday-Sunday)	\$225/ half day \$1000/week \$800 / Weekend (Friday-Sunday)	Agroforestry Building \$400/week for tenants already on Campus.	4 hours

Facility	Capacity	Amenities	Local Clubs/ NFP Organizations	Schools	Gov't Agencies & For Profit	Additional Notes	Evening and Weekend Minimum
Soccer Field A		<ul style="list-style-type: none"> Regularly maintained grass fields Surrounding tree line Newly upgraded soccer nets Easy road access 	\$160 / day (\$20/hour)	\$160 / day (\$20/hour)	\$300 / day (\$40/hour)		2 hours
Soccer Field B		<ul style="list-style-type: none"> Regularly maintained grass fields Surrounding tree line Newly upgraded soccer nets Easy road access 	\$160 / day (\$20/hour)	\$160 / day (\$20/hour)	\$300 / day (\$40/hour)		2 hours
Soccer Field C		<ul style="list-style-type: none"> Regularly maintained grass fields Surrounding tree line Newly upgraded soccer nets Easy road access 	\$160 / day (\$20/hour)	\$160 / day (\$20/hour)	\$300 / day (\$40/hour)		2 hours
Kemptville Campus Football Field		<ul style="list-style-type: none"> Regularly maintained grass fields Approx. 1613 sq ft Open field with $\frac{3}{4}$ surrounding tree line LED Lights 	<i>Without lights:</i> \$25 / hour <i>With lights:</i> \$35 / hour	<i>Without lights:</i> \$25 / hour <i>With lights:</i> \$35 / hour	<i>Without lights:</i> \$50 / hour <i>With lights:</i> \$70 / hour		2 hours