



**Meeting Room Application**

North Battleford Library  
1392 101<sup>st</sup> St., North Battleford, SK S9A 1A2  
Phone: (306) 445-3206 Fax: (306) 445-6454

**Hours:**

Mondays to Saturdays: 10 AM to 9 PM  
Sundays & STAT Holidays: CLOSED

**Date of Event:** \_\_\_\_\_

**Booking Start Time:** \_\_\_\_\_ **Booking End Time:** \_\_\_\_\_

*Please make sure to include time for set up and clean up above. Admittance to the room by the public is not allowed prior to the event start time.*

**Public Start Time:** \_\_\_\_\_ **Public End Time:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

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

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Program Title and/or Meeting Purpose:** \_\_\_\_\_

**Expected Number of Attendees:** \_\_\_\_\_

**Will admission be charged?** \_\_\_\_\_ **If so, how much will the admission be?** \_\_\_\_\_

**Type of Room Needed** (Meeting Room, Lecture Theatre, or Basement Main Area):

*Please note that the cost for the Meeting Room is \$25.00 per four hour session to a maximum of \$50.00 per day, for the Basement Main Area is \$50.00 per four hour session, and for the Lecture Theatre is \$100.00 per four hour session. When admission is charged, a 20% fee will be included into the rental cost and/or deposit of either space.*

Room Cost = \$ \_\_\_\_\_

Deposit: \$25 \_\_\_\_\_ \$100 \_\_\_\_\_ Waived \_\_\_\_\_

**Other Charges (Please circle if applicable):**

- LCD Projector (for use with laptop): \$20.00

**Total Charges:**

The rental fee must accompany this application. In order to receive a refund, a cancellation must be given at least 24 hours prior to the start time of your event.

In signing this agreement, I agree to the conditions outlined on this form and agree to comply with them. I further agree to be responsible for the payments of all charges levied by the North Battleford Library for the use of the Lecture Theatre or Meeting Room.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**For office use only:**

Confirmed \_\_\_\_\_ Date \_\_\_\_\_

Payment Received \_\_\_\_\_ Date \_\_\_\_\_ Receipt Number \_\_\_\_\_