

Facility Rentals

Call 905-683-4000 ext. 8820

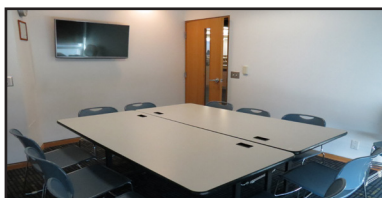


Rotary Room

- Full Kitchen
- 15 Round tables, seat 8
- 12 Rectangular tables, seat 4
- 8 Rectangular tables, seat 6
- Microphone with sound system (Room A)
- LCD projector, flipcharts
- Podium
- Piano

**additional charges may apply*

	Up to 4 Hours	8 Hour Rate	Deposit
FULL ROTARY ROOM 125 capacity, kitchen	\$150	\$300	\$200
ROTARY ROOM A 65 capacity, kitchen	\$100	\$200	\$100
ROTARY ROOM B 60 capacity	\$80	\$160	Full Payment



Meeting Room D

- Whiteboard
- Portable projector
- TV (must supply own cables)

**additional charges may apply*

	Per Hour or Less	4 Hour Rate	8 Hour Rate
MEETING ROOM D 10 capacity with table, 14 capacity without table	\$10	\$34	\$65

Important Additional Information

Refund Policy

A 90% refund of the booking fee will be made if the booking is cancelled a minimum of seven (7) calendar days in advance. The full amount will be charged if less than seven (7) days notice of cancellation is made. Cancellations must be made during regular Library hours, and directly with Library staff. Voice mail messages are not acceptable as official cancellation notification. Bookings are non-transferable to another date or party.

Facility Insurance Policy

All groups or individuals booking an event at the Ajax Public Library are required to provide a Certificate of Liability Insurance in the amount of \$2 million per occurrence, naming the Ajax Public Library as additional insurance. Cost of insurance is extra.

Municipal Alcohol Policy Bar Requirements

For all Alcohol Gaming Commission of Ontario (AGCO) functions, certified "Smart Serve" bartenders from the Town of Ajax's Resource Bank must be utilized at a ratio of 1:130.

Bartending charge's will apply. Bartender must be on site 30 minutes prior to and following the functions. Rates are double for statutory holidays and New Year's Eve.

Special Occasion Permits (SOP)

Issued by the AGCO, SOPs are mandatory for ALL functions serving alcoholic beverages, including wine.

This document is available in alternative accessible formats upon request by contacting: 905-683-4000 ext. 8819, or accessibility@ajaxlibrary.ca.