

BOOKING REQUEST



NBMCA NATURAL CLASSROOM,
15 Janey Ave., North Bay, ON P1C 1N1

Date of Request: _____ Date of Event: _____

User Details

Name: (Organization or Individual): _____

Contact Name: _____ Email: _____

Work/Res Phone: _____ Cell Phone: _____

Mailing Address: _____

Booking Details

Time Requested: _____ Up to 4 hrs 4-7 hrs 8-12hrs

Type of Event: _____ Number of People: _____

Room Configuration: Theatre Rows Classroom Boardroom

Room Set Up: Tables # _____ Chairs # _____

Digital Projector Set-Up: Yes No Weekend: Yes No

Will Alcohol be served? Yes No (Please note conditions apply)

Using LECA Trails: Yes No

(If yes, please provide description of trail activity ie. Snowshoeing, hiking, biking event etc.)

Other Requirements/Details/Special Request:

Rules and Regulations

The Natural Classroom at 15 Janey Ave., North Bay is available (for a fee) to for profit and not for profit groups as well as for individuals. Approval of request for use is at NBMCA's discretion and subject to availability of staff.

Room Capacity: maximum 140

Groups are welcome to bring their own equipment and refreshment supplies.

The serving of alcoholic beverages is subject to NBMCA approval and conditions. A special occasion permit must be obtained at user's expense.

The facilities must be left tidy at the end of the meeting; all tables and chairs must be put back to the way the room was set up when first entered. Serving prepared food/catering is permitted and the user is responsible for ensuring the facility is left clean. Please recycle and use the appropriate garbage and recycle containers and bags collected and tied.

Daily Fees for Natural Classroom Rental:

A fee will be charged for half day, full day use of the Natural Classroom.
 Additional fee for evening/weekend bookings.
 An additional fee for cleaning in the event the room is not left in a clean manner
 Any breakages or damages as a result of use will be invoiced.

A discounted rate is available for environmental not-for-profit groups. In some instances the fee may be waived subject to NBMCA's discretion.

All rates subject to HST. Payment as cash, cheque, VISA or Mastercard is due in full prior to the event.
 An invoice will be provided.

Cancellation Policy

Groups have up to 48 hours to cancel prior to the event and will be charged a cancellation fee of \$25. Organizers have the option of rescheduling with no cancellation fee within the same calendar year. Cancellation due to extreme weather is exempted. NBMCA reserves the right to reschedule due to extreme weather or other uncontrollable events that may lead to staff and/or user safety concerns with no liability.

Indemnification

All permitted use of the Natural Classroom shall be at the User's own risk. During the period of granted access, the User indemnifies and saves harmless NBMCA and its staff and agents against and from any and all claims including, without limitation, all claims for personal injury or property damage arising from the conduct of the User or any assignee, invitee, or licensee of the User, work by or through any act or omission of the aforementioned and against and from all costs, counsel fees, expenses and liabilities incurred in or about any such claim or any action or proceeding brought thereon.

NBMCA reserves the right to review the nature of activity and may reject the granting of permission based on this review. The User warrants that the activity being conducted does not knowingly break any law and will not reflect inappropriately or negatively represent NBMCA, member municipalities or governments.

In some instances, NBMCA may require the User and/or third party assignee, invitee, or licensee of the User, to provide a certificate of comprehensive general liability insurance for no less than \$2 million with the NBMCA listed as additional insured. Higher insurance may be required and requested based on the nature of work and will be at NBMCA discretion.

Privacy Policy

The North Bay-Mattawa Conservation Authority is committed to respecting the personal privacy of individuals. All personal information you provide is collected and stored in accordance with the privacy guidelines of the Municipal Freedom of Information and Privacy Act.

Name of Applicant: _____	
Position within Organization (if applicable): _____	
Signature of Applicant: _____	Date: _____
<u>For office use only</u>	
Approved by: _____	Date: _____
Invoice Number: _____	Fee: ^(+HST) _____
Mailed/Emailed Date: _____	