



Katonah Village Library
Application for Meeting Room Rental
(Non-profit, 501c3 and civic organizations)

Please note: rental dates are not confirmed or held until this application has been completed, signed (by both parties), and submitted with a \$50 non refundable reservation deposit.

Contact Details

Organization name _____

Contact Name _____

Mailing address _____

Email _____ Phone _____

Venue

Description of Event _____

Date of event _____

Set-up time _____ Start-up time _____ End time* _____

(*Events must end by 8pm.)

Number of Chairs _____

Number of 6' tables _____

Number of card tables _____

Room Choice (please check)

Garden Room (seats 100-110) Dimensions: 36' x 33' _____

Meeting Room (seats 50-60) Dimensions: 30' x 25' (no audio visual in this room) _____

Both rooms _____

Cost

Garden Room: \$110 (1-4 hours)

Additional costs (as needed)

After hours (9pm): \$30 per hour

Steinway piano: \$50

Digital projector: \$25

Kitchen usage: \$25
Meeting Room: \$65.00 (1-4 hours)
Additional costs (as needed)
After hours (9pm): \$30 per hour
Kitchen usage: \$25
(no audiovisual available in Meeting Room)

Reservation Fee

In order to secure an event date, a \$50 fee (check or money order) must be paid upon submission of this application. This reservation deposit is nonrefundable.

Security Deposit

A \$200 check (written out to Katonah Library) must be given to the Library within seven days of the event. The check will be mailed back to you after the event and Meeting Room inspection.

Please check if you need any of the following for your event: (Garden Room only):

Lectern Projector____

DVD player____

Microphone____

Laptop Apple adaptor____

Audio adaptor_____

Will wine or beer be served at this event? ☐ YES ☐ NO

If yes, please read the Katonah Village Library Garden and Meeting Room Agreement

Signature of Applicant Date

Signature of KVL Room Coordinator Date

Thank you!

Please call or email Gloria O'Connell with any further questions.

goconnell@katonahlibrary.org

914-232-3508