



What does it take to book my meeting or event in the Crow's Nest space (upstairs) at the Anchor Archive?

Meeting bookings: \$5/meeting, up to 3 hours. Can be booked in advance.

Event bookings: \$10/half day (up to 6 hours), \$20/full day (up to 12 hours). Add \$5 for every additional 3 hours.

Events must be alcohol free and over by midnight (unless approved at a Calendar Committee meeting by filling out an exemption form).

Events could be lectures, discussions, screenings, workshops, etc.

Kitchen use is negotiable for additional costs (depending on appliance use, electricity and time).

For either type of booking,

You get:

- use of tables, chairs & bathroom upstairs
- use of TV, DVD player, stereo, wireless internet
- limited kitchen access for making coffee or tea (available for additional cost)

And you must:

- pay in advance in order to book time and have your event time reserved on the calendar (you can pay several months in advance)
- fill out the event form, with contact information and description of the event
- take out your trash
- = clean up, put away tables and chairs (leave the space as you found it)

For any groups with an Anchor Archive key holder involved, you can book and use the space any time that the room is available. When you pay, it is reserved.

Groups without key holders involved can book and use the space during Anchor Archive open hours, or pay \$10/hour for a key holder to be present outside of open hours. (The \$10/hour would go to person who sits the space during the meeting/event.)

Bookings are first come, first served. Payment may be refunded only if a booking is cancelled a week or more in advance. Otherwise, you lose your money.

If a group or individual leaves a mess or is generally disrespectful, they will be placed on the Shit List (which will be displayed for all to see). Further bookings will not be accepted until the person or group are removed from the Shit List, which is possible by doing maintenance and cleaning work, or negotiating compensation.



If this policy doesn't work for you or your group you can fill out an exemption form or come to a meeting. A proposal for a lower price, proposing a trade, asking a core member to volunteer their time, or other things will be evaluated at Calendar Committee meetings. Exemptions will be awarded at the discretion of the members in attendance at that meeting.

Get in touch with questions!

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Anchor Archive Crow's Nest Event Form

Date:

Name of group:

Contact person:

Phone number and email:

Fill out either:

1. Meeting

Meeting date(s) requested:

Second choice for meeting date(s):

(please list all future dates if ongoing)

Do you want us to promote this meeting (AA emails, website, newsletter)?

2. Event

Event name :

Date requested:

Second choice for date:

Time and duration of event (including set-up and clean-up) :

Short event description:

Is this event public or private?

Do you want us to promote this event (AA emails, website, newsletter)?



Anchor Archive Crow's Nest Exemption Form

Date:

Name of group:

Contact person:

Phone number and email:

What rules are you asking to be exempt from, or what special requirements do you have? (for example – price, paying for AA staff, event end time, kitchen use...)

Are you already talked to an Anchor Archive Calendar Committee member about volunteering their time? Who was it?

Do you have a proposal for a trade, or something to offer the Anchor Archive?

Why do you think you should be approved for an exemption?