



Huntsville Public Library
7 Minerva Street East
Huntsville, Ontario, P1H 1W4

Huntsville Public Library Standard Rental Agreement Form

Complete and return in person, or by email to debora.marshall@huntsvillelibrary.ca. The room booking will be held as tentative until payment is made. Call (705) 789-5232 X3401 for information.

Section A – Application Information

Organization Name & Contact:

Regular: Non-Profit / Charity: Charity Number:

Address & Postal Code:

Home Phone #: Cell Phone #:

Email Address:

Section B – Facility Rentals - Check Required Room

Friends Multi- Purpose Room: The Annex:

Equipment: Check Required Items

Tables (number): Chairs (number): Photocopies: B&W - (\$0.25/copy OR colour \$0.50/copy):

LED TV / Blu-ray (remotes & HDMI Cable): Laptop Projector: Room Restoration Fee (\$25):

Overhead Projector: Screen – Tripod: After Hours Closing Fee (\$25):

Section C - Event Details – Dates and Times

Event Details:

Dates & Event Times

Start Date dd/mm/yyyy: End Date dd/mm/yyyy:

Additional Date Information (Reurrences):

Start Time: End Time:

Section D – Insurance Information

All events require liability insurance in the amount of five (5) million dollars with the Corporation of the Town of Huntsville named as an additional insured. Certificate of insurance must be received 10 days prior to event. More information can be found in **Section F – Conditions of Rental**.

Select one of the following three options:

I will be declining insurance (Option available only for low-risk events):

I will provide my own insurance
must provide copy:

I will be purchasing insurance:

Office Use Only

Category: Number of People:
Insurance Rate: Insurance Admin Fee: Total Insurance Fee:
(rate x number of days)

Section E - Payment Details - Office Use Only

Fee Summary

Room Cost: Insurance Fee: Other: **Total:**

Payment Information

Visa: Mastercard: Interac: Cheque: Cheque #: Cash:

Payment Amount: Date of Payment dd/mm/yyyy: Receipt #: Staff Initials:

The applicant has read the regulations and agreed to abide by the terms for renting library facilities.

I further agree that I have read and understand all sections of the Agreement Form and as the Applicant I agrees to be bound by this Agreement and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that I execute this Agreement and have sufficient power, authority and capacity to bind the Agreement with my signature on behalf of myself or the organization/committee I am representative thereof.

Payment must be received seven (7) days prior to event.

Renter Signature: Date:

Library Signature: Date: