



# Huntsville Public Library Standard Rental Agreement Form

Complete and return in person, or by email to [debora.marshall@huntsvillelibrary.ca](mailto:debora.marshall@huntsvillelibrary.ca). The room booking will be considered tentative until payment is made. Payment must be made 7 days prior to the event. Call (705) 789-5232 X3401 for information.

## Section A – Application Information

Organization Name & Contact:

Regular:  Non-Resident/Commercial:  Non-Profit/Charity:  Charity Number:

Address & Postal Code:

Home Phone #:  Cell Phone #:  Email:

## Section B – Facility Rentals - Check Required Room

Friends Multi-Purpose Room:  Other:  **For Office Use Only**

### Equipment: Check Required Items

Tables (number):  Chairs (number):  Room Restoration (set up/take down **\$30 extra**):  Sound System:   
LCD TV or Ceiling Mounted Projector (remotes & HDMI Cable):  Laptop Projector:  Screen – Tripod:

## Section C - Event Details – Dates and Times

Event Details:

### Dates & Event Times - \*Please include your set up and cleanup time\*

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

Additional Date Information (Recurrences):

Start Time:  End Time:

Additional Information:

## 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: (rate x number of days)  Insurance Admin Fee:  Total Insurance Fee:

**Section E - Payment Details - Office Use Only**

Fee Summary

Room Cost:	<input type="text"/>	Insurance Fee:	<input type="text"/>	Room Restoration Setup/Takedown:	<input type="text"/>	Other Fees:	<input type="text"/>	
							<b>Total:</b>	<input type="text"/>

Payment Information

Visa:	<input type="checkbox"/>	Mastercard:	<input type="checkbox"/>	Interac:	<input type="checkbox"/>	Cheque:	<input type="checkbox"/>	Cheque #:	<input type="text"/>	Cash:	<input type="checkbox"/>
Payment Amount:	<input type="text"/>	Date of Payment dd/mm/yyyy:	<input type="text"/>	Receipt #:	<input type="text"/>	Staff Initials:	<input type="text"/>				

**Section F - See Separate Document for Conditions of Rental Form**

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 agree 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:	<input type="text"/>	Date:	<input type="text"/>
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The Huntsville Public Library hereby grants (hereinafter called the "Lessee") represented by

permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement. Rental bookings are not confirmed until we receive a copy of this Facility / Contract Agreement signed by the Licensee accompanied by the initial rental fee payment.

Library Signature:	<input type="text"/>	Date:	<input type="text"/>
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**To submit this application form, save the document as a PDF and email as an attachment to [debora.marshall@huntsvillelibrary.ca](mailto:debora.marshall@huntsvillelibrary.ca)**

Office Use Only