



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 [lorraine.thomas@huntsvillelibrary.ca](mailto:lorraine.thomas@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:	<input type="text"/>						
Regular:	<input type="checkbox"/>	Non-Resident/ Commercial	<input type="checkbox"/>	Non-Profit/ Charity:	<input type="checkbox"/>	Charity Number:	<input type="text"/>
Address & Postal Code:	<input type="text"/>						
Home Phone #:	<input type="text"/>	Cell Phone #:	<input type="text"/>	Email:	<input type="text"/>		

### Section B – Facility Rentals - Check Required Room

Friends Multi-Purpose Room:	<input type="checkbox"/>	Other:	<input type="text"/>	For Office Use Only
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#### Equipment: Check Required Items

Tables (number):	<input type="text"/>	Chairs (number):	<input type="text"/>	Room Restoration (set up/take down <b>\$30 extra</b> )	<input type="checkbox"/>	Sound System:	<input type="checkbox"/>
LCD TV or Ceiling Mounted Projector (remotes & HDMI Cable):	<input type="checkbox"/>	Laptop Projector:	<input type="checkbox"/>	Screen – Tripod:	<input type="checkbox"/>		

### Section C - Event Details – Dates and Times

Event Details:	<input type="text"/>		
Dates & Event Times			
Start Date dd/mm/yyyy:	<input type="text"/>	End Date dd/mm/yyyy:	<input type="text"/>
Additional Date Information (Recurrences):	<input type="text"/>		
Start Time:	<input type="text"/>	End Time:	<input type="text"/>
Additional Information:	<input type="text"/>		

### 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):	<input type="checkbox"/>	I will provide my own insurance *must provide copy*:	<input type="checkbox"/>	I will be purchasing insurance:	<input type="checkbox"/>
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#### Office Use Only

Category:	<input type="text"/>	Number of People:	<input type="text"/>		
Insurance Rate: (rate x number of days)	<input type="text"/>	Insurance Admin Fee:	<input type="text"/>	Total Insurance Fee:	<input type="text"/>

## 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"/>	
							Total:	<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 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:	<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 [lorraine.thomas@huntsvillelibrary.ca](mailto:lorraine.thomas@huntsvillelibrary.ca)**

### Office Use Only