

Meeting Room
Rental Agreement

The Castellar and District Public Library grants permission for the use of the Library Meeting Room as outlined, subject to the Terms and Conditions of this Agreement.

Name of Organization: _____		
Name of Contact: _____		
Address: _____		
Phone: _____	Fax: _____	Email: _____

Dates Required: _____		
Time: _____	From: _____	To: _____
Number of people expected to attend? _____ (Maximum 70 people)		

Type of activity: _____

Business, Government and Individuals

1-4 hours: \$60 Regular bookings: \$30
4+ hours: \$80 Regular bookings: \$40

Non-Profit Groups

1-4 hours: \$30 Regular bookings: \$10
4+ hours: \$45 Regular bookings: \$20

Regular bookings are defined as at least four within six months

Key Deposit: \$100 (if rental takes place while the Library is closed)

Equipment Needed:

Digital Projector/screen: \$25 Overhead Projector/Screen \$15 Screen Only: \$10

Special Requests: _____

Total due: _____

The undersigned, agrees to be bound by the Rental Agreement and the Terms and Conditions and has the authority to sign on behalf of the organization.

Signature

Date

PLEASE SUBMIT YOUR PAYMENT WITH THE COMPLETED RENTAL AGREEMENT FORM

Library Meeting Room - Terms and Conditions

The Library meeting room is available for use on a rental basis. Library activities will take priority over all other bookings. The Organization renting the space is responsible for set-up, clean-up and ensuring the premises are properly secured if the Library is not open.

A. Renter's Responsibility

1. The renter shall:
 - b. pay the full cost of the rental in advance of the rental date;
 - c. pay the Library, on demand, the total cost of any damage to the premises or extra charges resulting from the use of the premises by the renter or any person permitted by the renter to enter the meeting room.
 - d. not construct, erect or attach any fixture to the floor, ceiling or walls of the premises or alter the premises in any way whatsoever without first obtaining the written consent of the Library and, if such consent is obtained, then the work shall be done only in strict accordance with such consent;
 - e. maintain the meeting room in a neat and tidy condition;
 - f. remove all items that were brought in by the renter.
 - g. during the period of occupancy, ensure that all persons using the meeting room do so in an orderly manner and do not breach any law, regulation, bylaw, rule or Library policy;
 - h. release the Library from any responsibility or liability whatsoever that might arise out of the Library failing to provide the premises or any services to the premises under the terms of this agreement;
 - i. adhere to the BC Liquor Control and Licensing Act and provide proof of approvals and/or certificates from other agencies such as: Serving it Right Certificate; Food Safe Certificate and Special Occasion License will be required, where applicable;
 - j. in accordance with the City's "Consumption of Liquor on City Property" Policy #2-6, proof of \$2 million liability insurance must be provided if alcohol will be served on the premises; and
 - k. comply with all applicable regulations respecting fire safety and other matters, and shall be responsible for the conduct of all persons on the premises during the period covered by the facility contract.
 - l. be responsible for any applicable licensing or royalties when playing music or videos.
 - m. confine any sales activities to the meeting room and not solicit other library patrons
 - n. provide a refundable deposit in the amount of \$100 prior to being provided with a key (a key is only necessary if the event occurs outside of Library operating hours.)
2. The renter agrees to notify the Library of any condition that may render the premises or equipment unsafe for use, and if the Library is unable to correct the condition, then the Library has the right to cancel the use of the premises until the condition is corrected.

B. Clean-Up

1. All tables and chairs must be cleaned and stored, and the carpeting must be vacuumed.
2. All items that the renter brought in must be removed from the meeting room

C. Security

1. Keys must be picked up and returned during regular Library open hours
2. Keys are to be returned to the Library within two days of the event or one week of stopping the regular booking for more than one month.
3. The person picking up the key will be held responsible for the care and control of the key as well as the security of the room.

D. Capacity

1. The Occupancy Load is limited to 70 people.