

## Facility Terms and Conditions Agreement

We welcome you to Penhold & District Library for the use of our space and lovely piano.

**1. Booking Communication:**

Library Manager

e-mail: [penholdlibrary@prl.ab.ca](mailto:penholdlibrary@prl.ab.ca)

Phone: 403-886-2636

2. **Rental fees:** \$60.00 per hour with a minimum commitment of two hours. Capacity of 80 people. Should the event go longer than planned the Applicant will be responsible for payment.
3. **Set-up and Clean-up:** The library will organize the space and set-up chairs. Clean-up will be the responsibility of the applicant with direction of Library Representative. If the library is left with excessive clean-up an additional fee of \$60.00 will be charged.
4. **Usage of Penhold & District Library:** By renting the facility to the Applicant, Penhold & District Library in no way relinquishes the right to control the management of the facility and to enforce all necessary rules and regulations. Use of the facility will only be during hours that the library is closed to the public. Penhold & District Library retains the right to alter or terminate any bookings that are incompatible with Penhold & District Library or Penhold Regional Multiplex. Penhold & District Library shall do its best to accommodate the Applicant on alternate dates. **Should damages occur at the time of rental the applicant will be held financially responsible. Damages will be assessed and billed within one month of the event.**
5. **Prohibited Activities:** The Penhold Regional Multiplex and Penhold & District Library are a non-smoking and alcohol-free facility.
6. **Acceptable Beverages:** The library will permit beverages in sealed containers (juice boxes and water bottles, coffee/tea with lids), due to spillage on carpet.
7. **Finger Foods:** Please avoid excessive sticky or crumb items. No popcorn.
8. **Usage of Piano:** There are to be NO drinks or food around the piano and NO fingers touching the inner mechanisms of the piano. Please do not lean on or rub jewelry on the piano. Younger children who are not part of the event are not to play the piano.
9. **Washroom Facilities:** We request the guests use the washrooms located in the lobby of the Penhold Regional Multiplex.
10. **Timing of Payment:** Payment must be paid in full one week prior to the event. Payment secures the date.
11. **Method of Payment:** All payments made under this agreement are to be made via cash or e-transfer to [penholdlibrary@prl.ab.ca](mailto:penholdlibrary@prl.ab.ca) A receipt will be supplied.
12. **Donations to the library:** for donations to the library a charitable tax receipt will be provided.
13. **Cancellation:** Cancellation notice must be provided 24 hours prior to the event. A cancellation fee of 1/3 of the rental may be retained by the library.

**Applicant Initials:** \_\_\_\_\_

14. **Binding Effect:** This document shall constitute the sole and entire agreement between the parties and is intended to create legal obligations. The undersigned hereby warrants that they have authority to bind the Applicant as per the Terms and Conditions hereof. This document shall not be of any effect unless executed by both parties.

**Details of Applicant and Rental:**

**Name of Applicant (print):** \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Setup Time: \_\_\_\_\_ Event Time: \_\_\_\_\_

Completion time (all people vacated the library): \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

**Total Fee of Rental:** \_\_\_\_\_

Contact Information:

e-mail: \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

Date of Payment of Rental Fee Received: \_\_\_\_\_

Amount of Payment: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Library Manager Name: \_\_\_\_\_

Signature of Library Manager: \_\_\_\_\_