



Burns Lake Public Library Meeting Room Rental Agreement

Application Date: _____

Name of Organization/Individual: _____

Contact Name (if different than above): _____

Mailing Address: _____

_____ Postal code: _____

Contact Phone Number: _____

Email: _____

Nature of Activity: _____

Date(s): _____ Day: Sun Mon Tues Wed Thur Fri Sat Hours: _____ TO _____

Estimated Attendance: _____ Hourly: _____ Less than 4 hrs More than 4 hrs

Rental time must include any needed set up and clean up time.

Number of Chairs: _____
(40 max)

Number of Tables: _____
(5 max)

The applicant certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the Applicant and agrees that the Applicant has received and will observe all the Library's policies and procedures. The Applicant agrees to exercise the utmost care in the use of the facility. Users must hold and save harmless the Burns Lake Public Library from and against all claims and damages arising out of, or in any way connected with the event.

I understand that I am responsible for my own set up and clean up (see attached checklist). If clean up is not completed to the satisfaction of library staff, a cleaning charge of \$25 per hour, with a minimum charge of one hour for any clean up, will be levied.

Applicant: _____ Date: _____

BLPL: _____ Date: _____

Non-Profit* Rate Daily	Commercial* Rate Daily	Private Individual* Rate Hourly
\$25 less than 4 hrs \$50 more than 4 hrs	\$50 less than 4 hrs \$100 more than 4 hrs	\$15 per hour
Deposit \$50	\$50	\$50

Rental Amount Received: _____ Cash Cheque E-transfer

Deposit \$50: Cash Cheque

(Must be paid separately and E-transfer is not available for deposit)