



Library Meeting Room Rental Agreement Form

Organization Name: _____

Event Name for signage, if different (34 characters maximum):

Contact Name: _____

E-Mail Address: _____

Phone Number: _____

Date(s) Required: _____

Time Required: From: _____ To: _____

(Booked time will include your personal setup and take down.)

Estimated Attendance: _____

Room Requested (Indicate your choice):

- Room 1A&B
- Room 1A
- Room 1B
- Room 2

Set-up Style Requested (Indicate your choice):

- Theatre
- Banquet
- Classroom
- Conference
- U-Shape

Additional Notes Regarding Room Setup: _____

Rental Equipment and Fees (Indicate your choice)

- Laptop Projector - \$15.00
- Microphone - \$10.00
- TV / DVD / Blu-ray Player - \$10.00
- Business-grade Speaker Phone and Line - \$10.00 (plus long distance charges incurred)
- Lectern – No Charge
- Assistive Listening Device – No Charge
- Flipchart (includes paper & 1 black marker) – No Charge

Complimentary Amenities in Each Room

- Sink with countertop
- Whiteboard (includes 1 black dry marker)
- Wall Screen
- Wi-fi

We do not provide office supplies or printing/copying services. There are coin-operated public printer/copiers available at a nominal fee during regular library hours.

Rental Fees	
Room Fee Per Date(s)	\$
X_____ = Total Room Fee	\$
Equipment Fee(s)	\$
Equipment Fee(s)	\$
Additional Fee(s)	\$
SUBTOTAL:	\$
HST	\$
GRAND TOTAL	\$

- Do you require an invoice?

Parking spaces directly behind the library are available only to Library patrons for short-term use.

Please advise all your participants that paid parking is available in the Municipal Parking Lot east of the Library for meeting room users.

- A garden courtyard acts as a safe pedestrian link from the Municipal Parking Lot to the Library.
- The Municipal Parking Lot is free after 6:00 pm on weekdays and all day Saturday.
- Library building is fully accessible. Meeting rooms are on the main floor.

In consideration of the issuance of the Permit which is the subject matter of this Permit, the undersigned (jointly and severally if more than one) covenants and agrees to indemnify and save harmless the Whitby Public Library, the Town of Whitby, its Officers, Employees, Servants, Agents and Contractors and their respective Heirs, Executors, Administrators, Successors, and assigns, with respect to any and all actions, cause of actions, claims, demands, proceedings, costs, damages and expenses howsoever arising either directly or indirectly from the issuance of such Permit and the carrying on of the business, project or other activity for which this Permit is issued. Failure to comply with the Rules and Regulations of the Permit could result in the cancellation of this Permit.

It is understood and agreed between the applicant and the Whitby Public Library that the applicant has read the regulations governing the rental of the room(s) and that the conditions contained therein will be observed.

PLEASE SIGN AND RETURN:

I have read and agree with the above statements.

Dated: _____

Signature of Client: _____

Document may be FAXED to 905 668-7445, or SCANNED and sent via email to roomrentals@whitbylibrary.on.ca

CONFIRMATION OF RESERVATION:

Reservation of the space requested above will be confirmed by Library staff by (Indicate your choice)

Phone

E-Mail

OFFICE USE ONLY

Payment of \$ _____ has been received:

Cash

Debit

Cheque # _____

Credit Card - Visa _____ (Authorization #)

Credit Card – MasterCard _____ (Authorization #)

Invoice #: _____

Date: _____

Authorization Staff Signature: _____