



Rental Application for Rotary Room

Name and Address
of Organization

Contact Person/s

Telephone No.

Date/s Required

Purpose of renting the Rotary Room

Time needed

How many people will be involved in your organization?

Are you serving food and/or beverages?

Is a Special Occasion Permit required?

Do you require the kitchen facilities?

Will displays be hung in the Rotary Room/Lobby?

Signature of Applicant

Date



Rotary Room Rental Agreement

In consideration of the identified fee and acceptance of the terms identified in this agreement, authorization for use of the Rotary Room/Lobby is granted to:

NAME: _____

ADDRESS: _____

TEL.NO. _____

DATE: _____

TIIME: _____

FEE: \$ _____

It is expressly understood and agreed that:

1. A payment of \$ _____ must be paid upon request, at the time of the reservation of the rental.
2. Cancellation notice must be given prior to 72 hrs for a full refund. Failure to do so will result in forfeiture of the deposit.
3. The lessee (person or organization) agrees to pay for any loss or damage to the Rotary Room/Lobby which occurs during the rental hours. Inspection of the premises will be conducted by Library personnel following the rental period. In the event of damage, the renter will pay the cost of repairs determined from estimates and as obtained by the Library Board.
4. The lessee (person or organization) must remove all articles, goods end effects brought to the premises **immediately** following the event and leave the Rotary Room/Lobby clean, neat, tidy and secure.
5. Any articles left will be disposed of at the Library CEO's discretion.
6. **ONLY BRICK CLIPS (supplied by the Petawawa Library with a deposit of \$20.00) ARE TO BE USED FOR DISPLAYS.**
7. **NOTHING is to be displayed/attached/affixed onto the non-brick walls.**

8. A Special Occasion Permit must be obtained at the expense of the renter if other than non-alcoholic beverages are being served. Conditions attached to the liqueur permit must be adhered to. Failure to do so will result in a refusal to grant future rentals.
9. The Petawawa Library Board reserves to right to close any function for failure to observe the aforementioned.

My signature indicates that I have read, understand and accept the terms of this agreement.

Signature of Applicant

Library Representative

Date: _____

Date: _____

Fee rec'd _____