



**The Sir Charles Hayward Library
Training/Conference Room Rental Agreement**

Name: _____ Date: _____

Group Name: _____

Mailing address: _____ Phone: _____

E-mail: _____

Date(s) Requested: _____ to _____ Time: _____ to _____ (Please include set up time)

Purpose of Rental Use: _____

Approximate Attendees: _____

The maximum occupancy of the Sir Charles Hayward Library Training Room (SCHLTR) is forty people.

Terms

- All individuals and/or businesses must complete a Rental Agreement Form
- Room availability is Monday-Friday 8:30 a.m. - 6:00 p.m. Weekend hours are Saturdays 2:00 p.m. – 8:00 p.m. & Sundays 1:00 p.m. - 6:00 p.m.
- The Sir Charles Hayward Library is a drug, alcohol and smoke free facility
- Rentals are booked on a first-come, first-served basis
- A fifty percent (50%) deposit is required on all rentals
- Payment is due two weeks prior to the date of use
- Cancellation must be made one week prior to the scheduled event, or deposit is will not be refunded
- The training/conference room is furnished with tables, chairs and audio-visual equipment
- After hours and weekend rentals are available at an additional charge of \$10.00 an hour
- Without incurring extra charges, events may be held during library hours of operation Monday-Friday: 9:00 a.m.-5:00 p.m.
- The Sir Charles Hayward Library reserves the right to terminate the contract at our discretion

Regulations

- Renters are responsible for any damage to the facility and its equipment, contents and fixtures. All damages must be reported immediately to Sir Charles Hayward Library staff
- The room must be left in a neat, clean and orderly condition. If food is brought in, please ensure that all items are removed before leaving.
- It is understood that the Sir Charles Hayward Library is in no way responsible for any

personal injuries, property damage or other liabilities that may be incurred during use of the facility

- Renter agrees to release indemnity and hold the Sir Charles Hayward Library harmless of any such damage
- **Renters understand that nothing shall be attached to the walls, ceiling, or any of the fixtures**

Pricing

Daily Rate: \$150.00, plus an additional \$50.00 cleaning fee

Weekly Rate: \$600.00

Forms of Payment

- Cash
- Cheques - Make Cheque payable to: Sir Charles Hayward Library
- Direct Deposit - Bank: RBC Main Branch Name of Acct: Sir Charles Hayward Library Acct#: 1698927 Branch#: 05285

By signing and returning this form, the patron hereby agrees to the rental policies outlined. If violation of any of these conditions outlined in this agreement occurs, the renter may be subject to monetary penalties and will be denied future rentals.

Signature _____ Date _____

Return completed form to:

Sir Charles Hayward Library
Mall Drive, Freeport, Bahamas
PH: (242) 352-7048

sircharleshaywardpubliclibrary@gmail.com