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| **Applicant Information & Rental Information** | | | | | | | | | |
| Date of Application: |  | | | | Date(s) Required: | | | | |
| Time: |  | | Room:  Lower Meeting Room  Other: | | | | | | |
| Name of Applicant: |  | | | | | Company Name: | | |
| Address: |  | | | | | HST no. | | |
| Email Address: |  | | | | | Phone #: | | | |
|  | | | | | | | | | |
| Event Details & \*Insurance | | | | | | | | | |
| Description of Event: |  | | | | | | Length of Rental: | | |
| Applicant Status: | Profit  Non-Profit  Library Co-Sponsored  Other: | | | | | | | | |
| \*Proof of Insurance: | Yes, I have a copy of my insurance Certificate - Company name: | | | | | | | | |
| **(Insurance is Mandatory)** | No, I need to purchase event insurance from the Township of Uxbridge | | | | | | | | |
| Cost of Room Fee: |  | | | Insurance Cost: | | | | Cleaning Deposit Paid: | |
| **TOTAL:** | Cost: | | | Invoice #: | | | | Paid:  Cash  Debit  Chq | |
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| Rental Agreement | | | | | | | | | |

It is understood and agreed between the applicant and the Uxbridge Township Public Library that the Library policies for the use of the meeting rooms and the following regulations have been read and will be observed:

1. **The signer of the applications must be at least 18 years of age and must be in attendance during the meeting.**
2. **Rental fees must be paid in advance of the event.** A refund will be given if cancelled at least **48 hours** in advance of the event.
3. The Uxbridge Public Library requires the applicant to carry comprehensive general liability insurance in an amount of not less than two million dollars ($2,000,000) per occurrence and to provide the Uxbridge Public Library with proof of insurance that is satisfactory to the Uxbridge Public Library and the Township of Uxbridge.
4. Proof of insurance is a requirement of the rental and if not received by the rental date, the event will not take place, regardless of whether a rental fee has been paid in advance. If the applicant is unable to provide insurance, The Township of Uxbridge User Group Program will arrange the required insurance providing the applicant is approved by the insuring company and the applicant pays the full cost of the insurance.
5. The applicant covenants and agrees to indemnify and save harmless the Uxbridge Public Library and the Township of Uxbridge against all liability, claims, damages, injuries, losses or expenses arising out of any activities, errors, omissions or negligence of the applicant and/or the Uxbridge Public Library, the Township of Uxbridge, it’s servants, employees, agents, invitees or licensees of any provision of this rental agreement.
6. It shall be the responsibility of the Applicant to ensure that all persons admitted to the Facility pursuant to this agreement vacate the Facility and grounds immediately after the time specified in the agreement, failing which an overtime charge will be applied.
7. Authorizing offices and the incorporated organizations or offices of unincorporated organizations in their personal capacity using the facilities under this agreement, agree to accept responsibility for damages to the furnishings, equipment and premises during the period of the agreement.
8. **The applicant must assume responsibility for loss or damage to their goods or library property up to $5000.**
9. Publicity is the responsibility of the applicant.
10. Federal, Provincial and Municipal laws, bylaw and fire regulations must be observed at all times.
11. Maximum capacity of the Lower meeting room: 30 people
12. No alcohol is to be served on the Library premises.

**Signature of Applicant (application must be signed prior to meeting)**

Signature of Library representative \_\_\_\_\_\_\_\_\_\_\_\_

**RATES: Non-Profit: $20 per hour + HST All Other and Commercial: $40 per Hour + HST** **Cleaning Deposit:** $25 \*Deposit must be a separate cheque