

**APPENDIX D  
TOWN OF PELHAM PUBLIC LIBRARY  
CONDITIONS FOR RENTAL OF FESTIVAL ROOM**

(i)

1. Room Rental : A. **Non-Profit groups** -- \$30.00 for up to four hours, \$60.00 full day  
B. **For Profit groups** -- \$50.00 for up to 4 hours, \$100.00 full day.  
**This rental fee to be paid at time of contract signing**
2. **KEY DEPOSIT & LIABILITY** : For **after-library-hours renters** - A **\$50.00 key deposit** must be paid at the time of contract signing.  
**All renters must deposit a mandatory \$25.00 cleanup deposit at the time of signing.** The Renter will be liable for a) any damage or loss to the facilities, b) staff time spent cleaning or rearranging facilities, and c) any false alarms and costs incurred by the Library as a result of accidental activation of the security system results in the forfeit of the key deposit .The key must be returned the following morning prior to **12 noon.**
3. A reservation for the room will be accepted by telephone on a provisional basis by the deputy CEO, or designate. It will be considered firm with a completed application form, payment of Room Fee and deposit, received by the deputy CEO/designate. The Festival Room is available from 8:30 a.m. to 10 p.m. Monday – Saturday with the approval of the deputy CEO/designate. No Sunday rentals with the exception of Pelham Art Club and Town/Library staff.
4. The Renter will be responsible for arranging tables and chairs prior to the event, putting chairs and tables away, washing and putting away dishes and cutlery, leaving the room clean and ensuring that attendance is within the posted limits.
6. **NO SMOKING ON THE PREMISES. ALL FIRE REGULATIONS MUST BE OBSERVED.** (Use of candles and fragranced products such as incense are **not** allowed)
7. Renters may serve alcohol only with a Special Occasion permit from the LCBO. Said permit must be shown to library staff prior to the event and displayed prominently during the event. Compliance with the Town of Pelham Alcohol policy is required. See Attached.
8. **NO EXCESSIVE** noise at any time. Please be aware this includes the Library lobby during our open hours.
9. There is no phone available to the renter. Your key does not allow access to the Library proper.
10. Under the Library's customer service accessibility policy, service dogs must be permitted entry to the room, and space must be allocated for support persons if needed.

**NOTE** : Item 1 A. does not apply to groups with a formal agreement with the Pelham Public Library

Approved : January 09, 1991

Last updated : Nov 2009, **Jan 2010, May 2011**

ii) **TOWN OF PELHAM PUBLIC LIBRARY  
REQUEST FOR RENTAL OF THE FESTIVAL ROOM**

Date of Rental : \_\_\_\_\_

Time : \_\_\_\_\_

Individual or Organization Name : \_\_\_\_\_

Address : \_\_\_\_\_ Postal Code : \_\_\_\_\_

Phone : \_\_\_\_\_ Fax : \_\_\_\_\_ Email: \_\_\_\_\_

Proposed use of the room : \_\_\_\_\_

Non-Profit group : \_\_\_\_\_ Profit group : \_\_\_\_\_ LCBO permit : \_\_\_\_\_

Rental Fee Received : \_\_\_\_\_ Insurance Form Received : \_\_\_\_\_

Key Deposit Rcvd : \_\_\_\_\_/Retd \_\_\_\_\_ Cleanup Fee Deposit Rcvd \_\_\_\_\_/Retd \_\_\_\_\_

Insurance Clauses for Facility Rental Agreements

1. Hold Harmless/Indemnification Clause

"As part of the consideration for the Municipality and/or Library Board renting the above-noted facilities to me/us, I on behalf of myself, the renting organization and its members agree to release and discharge, and to indemnify and save harmless the Municipality and/or Library Board from and against all claims and proceedings, by whomsoever made or brought, in respect of any cost, losses, damage or injury arising by reason of my/our use of the rented facilities."

2. Insurance Requirement

"The Municipality and/or Library Board requires the applicant to carry Comprehensive General Liability Insurance in an amount not less than Two Million Dollars. This insurance will be carried for the rental period and will have the Municipality and/or Library Board shown as an additional Insured to the policy".

3. Liquor Licence Liability

When SOP (Special Occasional Permits) are in use, it is recommended that Smart Serve practices are followed.

I agree to abide by the rental conditions as laid out above.

\_\_\_\_\_  
Applicant signature                      Date of request                      Contact Person

\_\_\_\_\_  
Request approved                      Date                      Telephone

Approved : January 09, 1991 Revised : February 1997, Dec 2002, Nov 2005 , Dec 2007, **Nov 2009**

\*Please note : rental fee is subject to change without prior notice