



GPPL Room Rental Contract

**GRANDE PRAIRIE
PUBLIC LIBRARY**

Name of Business / Group: _____

Contact Name: _____

Mailing Address: _____ City: _____

Postal Code: _____ Non-Profit # _____

Phone No: _____ E-Mail: _____

Event Name: _____

Dates Booked*** (No more than 2 at a time and not for more than 3 months in advance)	Start Time (including setup)	End Time (Including clean up and take down.)

*** Room must be vacant a minimum of 15 minutes prior to Library closing time. Bookings are subject to change (see Rental Terms and Conditions).

Please check one:

<input type="checkbox"/> Rotary Training Room	<input type="checkbox"/> Rotary Community Room	<input type="checkbox"/> Study Space
Capacity: 18	Capacity & Style: <input type="checkbox"/> 100 Auditorium Style <input type="checkbox"/> 48 Classroom Style	Capacity: 4
\$40/hour + GST Non Profit \$18/hour + GST	\$50/hour + GST Non Profit \$25/hour + GST	No Charge

Food and Beverages Supplied through Jeffrey's Café Co (Montrose Cultural Centre) Phone: 780-539-3131 or Email: catering@jeffreyscafe.ca	Rooms available during GPPL open hours. Contact Booking Desk at 780-357-7450 for more info.
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Fees are due upon receipt of invoice. Any additional charges will be invoiced.

TOTAL TIME: _____ X \$ _____/Hour + _____ GST = \$ _____

Meeting Rooms can be booked online at www.gppl.ca.
 Download the form and email to: roombookings@gppl.ca
 Booking Desk: 780-357-7450
 Check the online calendar for times and dates of room availability.
WHEN SUBMITTING THE BOOKING FORM, PLEASE SUBMIT BOTH PAGES.

Grande Prairie Public Library
 #101, 9839 – 101 Street
 Grande Prairie, AB T8V 6M7
 780-532-3580
www.gppl.ca

Personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 33c and is used to administer the booking of GPPL meeting rooms.

RENTAL TERMS & CONDITIONS

1. No more than 2 (two) meeting dates can be booked at a time and no longer than 3 (three) months in advance.
2. Bookings must be received a minimum of 24 hours prior to the use of the room.
3. Charges for room rental will be for time booked; no refunds will be given for time not used by the renter.
4. **Bookings are only confirmed once the renter has received a confirmation email or a copy of the rental contract if the booking is done in-person.**
5. Cancellations must be received within one week in advance of meeting date. Cancellations received with less than one week's notice of the meeting date will be subject to a cancellation fee of 50% of the agreed upon fee outlined in this contract.
6. Please check in at the Library Customer Services desk immediately prior to booked event.
7. The room must be clean and in the same condition as you found it. Furniture should be replaced to its original location. Any damages may be subject to additional charges. Set-up and take-down times **MUST** be included in rental time.
8. Alcohol and smoking are not permitted.
9. Users may not disrupt the use of the Library by others. Persons using the meeting rooms are subject to GPPL Rules of Conduct. Rooms are available for outside rentals only during regular library hours. GPPL is locked before and after open hours.
10. Rental is for meeting room space only. No other areas of GPPL may be used for promotion or advertising.
11. GPPL Meeting space cannot be rented by a business as its primary operating space.
12. Granting permission to use GPPL facilities does not constitute an endorsement of the group or its beliefs by GPPL.
13. GPPL reserves the right to refuse or limit the use of the meeting rooms to any group.
14. GPPL reserves the right to allow Library staff, security or custodians to enter the meeting room at any time.
15. The grand piano is not permitted to be played except by prior arrangement. Also, absolutely no items are to be placed on the top of the piano. Any damage to the piano or cover will be charged to the renter. Moving the piano in and out of the storage room must be done under the supervision of a library staff member.
16. GPPL cannot be responsible for items left in the room.
(Equipment, supplies, or personal effects cannot be stored or left in the meeting room before or after use. In the case of a two-day rental, and if there are no other bookings during this time frame, the Library Director may give consent for materials to be left in the meeting room overnight. GPPL however, is not responsible for these items.)
17. GPPL programs are given first priority for the meeting rooms. GPPL reserves the right to cancel bookings with two weeks' notice if needed for library programming. All efforts will be made to avoid cancellations.
18. The lessee signing the contract must be eighteen (18) years of age or over and by signing this contract assume full responsibility and liability for the function and those involved in the function. Any vandalism, disruptive behavior or extended use of allotted time may be subject to additional charges and/ or loss of privileges.
19. Lighted candles or flames are not to be used within GPPL, including its meeting rooms.
20. The lessee agrees to indemnify and save harmless GPPL and the City of Grande Prairie from and against all claims, demands, losses, costs, damages, actions, suits or proceedings arising out of, or in any way related to the rental of the facilities under this agreement. Without restricting the generality of the foregoing, the lessee shall be responsible for any loss or damage to the facility property or equipment, howsoever caused, arising out of the rental of the facility under this agreement.
21. Meeting room users should make the attendees aware that in case of emergency, the GPPL muster point is at the East end of the parking lot.

I hereby agree to the terms and conditions as indicated in this agreement.

Lessee Signature

Date

**Please return completed contract within 3 days of requesting a booking date;
Booking is not confirmed without Lessee signature and confirmation by Booking Desk.**