



Charlottetown Library Learning Centre Rental Agreement

User Rental Agreement

The PEI Public Library Service grants permission to use the use of a rental space in the Charlottetown Library Learning Centre as outlined, subject to the Terms and Conditions of this Agreement.

User Information Business/Private User Registered Non-Profit or Charity Registry Number _____

Business/Organization/User's Name	Contact Person Name
Phone Number	Email Address
Contact Person (if differ than above)	Phone Number (if differ from above)

Venue Selection

Proposed Event	Estimate Guest Count
Date of Event: Time of Event: Selected Room:	Private or Public Event? <input type="checkbox"/> Public <input type="checkbox"/> Private

The spaces and times listed above have been reserved. The hours assigned to your event include all set-up and teardown of tables and chairs.

Please provide a detailed explanation of your event

I agree to pay the "Trustees of the Legislative and Public Library" (Charlottetown Library Learning Centre's payee name) the following amounts:

50% of Venue Rental Fee: Balance of Venue Rental Fee: Total of Venue Rental Fee:	Date Deposit Due: Date Remainder Due: I would prefer to pay in full: <input type="checkbox"/> Yes <input type="checkbox"/> No
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*Forms of payment accepted include credit card, e-transfer and cheque (addressed to "Trustees of the Legislative and Public Library").
Returns may take up to 6 weeks to process.*

I have read, understand and agree to follow the Charlottetown Library Learning Centre Room Booking Policy (www.cllcroomrentals.ca/terms-and-conditions).

Signature

I agree to the terms and conditions of this contract

First Name	Last Name	Date
Signature		