



NLHHN - Space Rental Form

Requested Date: _____

Applicant Information

Organization
Name: _____

Contact
Name: _____

Address: _____

Mailing Address

City

Province

Postal Code

Work Phone: _____

Fax Number: _____

E-mail: _____

Is this a government or corporate
organization?

YES

NO

Is this a not-for-profit organization?

YES

NO

If government... Check:

MUNICIPAL

PROVINCIAL

FEDERAL

Organization
Description: _____

Organization
Website: _____

Rental Fees

Not for Profit / Charitable Sector

- ½ day or less – \$50.00
- Full Day - \$100.00

Corporate/Business/Government

- \$100 / half day
- \$150 / Full Day

NOTE: Hours of Operation 8:30am – 4:30pm

½ day: **Option 1** = 8:30am-12:30pm

Option 2 = 12:30pm-4:30pm

- Rental requests for a half-day session need to adhere to Option 1 or Option 2
- Evening and weekend rental requests will be considered on an individual basis

Session Information

AV
Requirements:

(Rental fees
available on
request)

	Projector with screen	Laptop	Podium with Microphone	Wireless handheld Microphone	Flip chart(s)	Internet	Clicker
Session Name:							

Date: _____

Description: _____

Number of
Participants: _____

Number of
Sessions: _____

Time...
From: _____ To: _____

Preferred Room set up _____

Will you be requiring catering for your session? YES NO

Payment Information

Name of Payee to Add: _____

Payment Type:

- Cheque
- Visa
- Money Order
- Purchase Order (PO)

Disclaimer and Signature

I certify that the above given information is true and correct. Prices are subject to change without notice.

Signature: _____ Date: _____

When completed, please fax back to NLHHN at (709) 722-8335 or e-mail info@nlhhn.org



FACILITY RENTAL TERMS & CONDITIONS

1. The Newfoundland & Labrador Housing and Homelessness Network (hereinafter referred to as the "Network") shall not be liable for personal injury, damage, loss or other liability with respect to the loss or theft of clothing or equipment belonging to the Renter, its representatives, participants, or anyone attending on the invitation of the Renter. As part of the consideration for the Network renting this facility to me/my group, on behalf of myself, my organization, its members and anyone attending by invitation, I agree to protect, indemnify and save harmless the Network, its servants and agents from and against all claims for damage, loss or injury, by whomsoever made or brought, in respect of any costs, losses, damage or injury arising out of the Renters use of the facility.
2. The Renter as a party to this agreement agrees to compensate the Network for any damage or loss to property or equipment contained within the facility and arising out of the Renters use of the facility.
3. Regular hours of operation for the NLHHN Learning Centre are from 8:30 am – 4:30 pm. Any adjustments to this arrangement must be made in advance and will be subject to additional charges.
4. All Renters of Network facilities must be the legal age of eighteen (18) years or older to enter into a rental contract.
5. The Renter will ensure that all persons in attendance at the event associated with this agreement shall conduct themselves in an orderly manner and comply with all Federal, Provincial and Municipal laws, by-laws and regulations. Failure to do so may result in the cancellation of this agreement, at the option of the Network.
6. The Renter will not exchange or give the use of the facility, for the date(s) on this agreement to any other person or group without the written permission of Network.
7. All property of the Renter and its participating members and guests must be removed after the event unless special arrangements for storage are made with the Network.
8. This permit may be pre-empted at any time by the Network to use the facility for a specific purpose and/or for emergency maintenance. Whenever possible, notice will be given 48 hours in advance of pre-emption.
9. The Network is not responsible or liable for any costs for failure in supplying the facility due to circumstances beyond its control (example: power failure etc.) In such cases, consideration will be given for reimbursement in part or in full for non-use.
10. The Renter agrees to pay any costs for maintenance over and above the normal cleaning that might be required to return the facility to the same conditions it was found, prior to the rental.

FOOD

No outside food/catering shall be brought on-site under any circumstances. All food or catering needs have to be made through the Network Café. 722-1030.

ALCOHOLIC BEVERAGES

The sale and/or consumption of alcoholic beverages without the proper licence or permit is strictly forbidden at all times

SMOKING REGULATIONS

All persons attending the function(s) specified by this agreement shall strictly observe the “No Smoking” Regulations. No person shall smoke within near any entrance of the Network Offices, Learning Centre or Café.

PAYMENT

Rental fees are to be paid to the Network within fourteen (14) business days after the rental date.

CANCELLATIONS

The Network must be notified in writing of cancellations to rentals at least 24 hours in advance.

The Network reserves the right to cancel this rental should there be a breach of the terms and conditions or should the Network determine that the premises are not being used for the purpose contained herein.

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