



The Provincial Learning Center: Rental Form

Requested Date: _____

Applicant Information

Organization Name: _____

Contact Name: _____

Address: _____

Work Phone: _____

Fax: _____

Email: _____

Is this a government or corporate organization: Y N

Is this a not-for-profit organization: Y N

If government: (circle) Municipal Provincial Federal

Organization Description: _____

Organization Website: _____

Rental Fees

Not-for-Profit/ Charitable Sector	Half Day - \$75 Full Day - \$125	Corporate/Business/ Government	Half Day - \$125 Full Day - \$175
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Hours of Operation: 8:30 a.m. – 4:30 p.m.

Half Day Option 1: 8:30 a.m. – 12:30 p.m.

Half Day Option 2: 12:30 p.m. – 4:30 p.m.

****Cancellations made within one week of the event will be subject to a Cancellation Fee****

PLEASE NOTE:

- Rental requests for half-day sessions need to adhere to Option 1 or Option 2.
- Rentals exceeding the hours of operation will be subject to an additional \$25 per half hour.
- Evening and weekend rentals will be considered on an individual basis.

Session Information

Audio/Visual Requirements:

Projector w/ screen	Laptop	Podium w/ Microphone	Wireless Microphone	Flip Chart (Additional \$25 per chart)	Internet

Audio/Visual Fees:

Non-Profit/Charitable Sector: \$50

Corporator/Business/Government: \$75

**additional costs for conference calling equipment and length of call*

Session Name: _____

Date: _____

EVENT START TIME: _____ **EVENT END TIME:** _____

ARRIVAL: _____ **DEPARTURE:** _____

*(*Please note, our building operates between the hours of 8:30 a.m. and 4:30 p.m. Arrivals or departures outside of those hours **must be confirmed** 48 hours/2 business days in advance for staffing requirements.*

Rentals exceeding the hours of operation will be subject to an additional \$25 per half hour.)

Number of Participants: _____

Number of Sessions: _____

Preferred Room Setup: _____

Horseshoe: Maximum 30 people.

Boardroom/Meeting: Tables/chairs, in a square; maximum 35 people.

Classroom Style w/ tables: Tables/chairs, parallel to the front of the room; maximum 52 people.

Banquet Style: Tables/chairs, vertical to the front of the room; maximum 72 people.

Round Tables/Chairs: Maximum 72 people.

Theatre Style: Chairs only; maximum 75 people.

Will you require catering for your session? Y N
*(*All catering requests must be confirmed 48 hours/2 business days in advance)*

Payment Information

Name of Payee to Add: _____

Payment Type: *(circle)*

Cheque

Credit Card

Money Order

*(*can be processed over the phone,
(709) 722-1030)*

Disclaimer & Signature

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

Signature: _____ Date: _____

When completed, please return to alice@nlhnh.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 must be made through the Network Café, 579-1030.

ALCOHOLIC BEVERAGES

The sale and/or consumption of alcoholic beverages is strictly always forbidden

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 48 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.
