



Burns Lake Public Library Equipment Rental Agreement

Application Date: _____

Name of Organization/Individual: _____

Contact Name (if different than above): _____

Mailing Address: _____

_____ **Postal code:** _____

Contact Phone Number: _____

Email: _____

Date(s): _____

Pick-up Day _____

Drop off Day _____

Number of Chairs: _____
(55 max)

Number of Tables: _____
(46 max)

Projector:
(1 only)

The applicant certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the Applicant and agrees that the Applicant has received and will observe all the Library's policies and procedures. The Applicant agrees to exercise the utmost care in the use of the equipment. Users must hold and save harmless the Burns Lake Public Library from and against all claims and damages arising out of, or in any way connected with the event.

I understand that I am responsible for the return of the items in clean and good condition. Items must be returned during open hours. If items are returned in a state that is not to the satisfaction of library staff, a cleaning charge of \$25 per hour, with a minimum charge of one hour for any clean up, will be levied. If the equipment is damaged while in the possession of the renter, the deposit will not be returned.

The information on this form is collected by Burns Lake Public Library under the authority of BC's Library Act and BC's Freedom of Information and Protection of Privacy Act, 5.26. The information will be used for the purpose of renting library equipment. For questions about this collection or use of this information, please contact the Burns Lake Public Library's Privacy Officer, Monika at: monika@burnslakelibrary.com or it's designee, Roberta at: roberta@burnslakelibrary.com

Applicant: _____ **Date:** _____

BLPL: _____ **Date:** _____



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Table Rate	Chair Rate	Projector Rate
\$6 each	\$1 each	\$20

Rental Amount Received: _____ Cash Cheque E-transfer

Date Received: _____ BLPL init. _____

Deposit \$50: Cash Cheque Date Received: _____ BLPL init. _____

Deposit Returned Date: _____ APPL. init.: _____ BLPL init.: _____

Deposit and Rental must be paid separately. All deposits that are not picked up within 30 days of rental will be considered a donation to the Burns Lake Public Library. If you are unable to pick up your deposit, please make alternative arrangements with the library.

E-transfer is not available for deposit