



Morinville Community Library Birthday Party Contract

1. The \$125.00 Booking fee includes:
 - a. Use of the Morinville Community Library Program for up to 15 children (max. 20 guests in room) (Ratio - Age 0 - 5 years: 1 adult per 3 children, Age 6 - 12 years: 1 adult per 5 children, Age 13 & up: 2 adults)
 - b. Use of the:
 - i. **Lego Party** - Lego
 - ii. **Movie Party** - the projector, screen and sound system (must have a current Morinville Community Library card in good standing, temporary card can be issue for the cost of \$2. This is due to licencing restrictions for the movies.
 - c. Theatre popcorn
2. The booking fee must be paid when the booking is made.
3. I may arrive 15 minutes early to set up tables, chairs and decorations (nothing can be taped or pinned to the walls); only the above listed items are provided for by Morinville Community Library and I am responsible for additional items (for example: cake, cake knife, food, beverages, plates, napkins, cutlery and glasses)
4. Lessee is responsible for supervision of children and guests for the entire duration of their party.
5. Bookings cancelled prior to 1 week before the rental date will be charged a 10% administration fee. Bookings not cancelled, or cancelled less than 1 week before the rental, will be charged the full rental cost.
6. Please check in at the front desk before your party.
7. The room must be clean and in the same condition as you found it. When you are finished, please check out at the front desk. Any damages or excessive mess may be subject to additional charges.
8. Any damage to the Morinville Community Library building and/or it's equipment must be repaired or replaced at the renter's expense.
9. Persons using the program room are subject to all library rules and regulations.
10. The Morinville Community Library is not responsible for personal injury or articles left in the room.
11. The person signing this 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, rowdy behavior or extended use of allotted time may be subjected to additional charges or loss of privileges.
12. Tables and chairs are available at the library. The set-up and cleaning of the room is the responsibility of the lessee.
13. The lessee agrees to indemnify and save harmless the Morinville Community Library 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.

I have read and agree to the terms as indicated in this agreement.

Lessee Signature

Date

Staff Signature

Date