

TOWN OF ANNAPOLIS ROYAL

Appendix A

Facility Usage Agreement for Town Owned Facilities

Name of Group			
Please Indicate Group Status	<input type="checkbox"/>	Not-For-Profit /Community Groups /Schools /Other Governments	<input type="checkbox"/>
			Partnered Fitness & Sports Leaders
			<input type="checkbox"/>
			Private /Corporate /For-Profit Organizations
Name of Supervisor for Group			
Address			
Phone & Email Address			

Event/Activity			
Proof of Insurance Required	YES _____	NO _____	Insurance Attached <input type="checkbox"/>
Dates of Event /Activity			
Times	From:		To:

BOOKING FEES	
Location Required:	
Cost per Hour: (See Appendix B)	Number of Hours:
Janitorial Service Required (\$30/ hour) YES _____ NO _____	Key Deposit Required (\$20 per booking) YES _____ NO _____
TOTAL BOOKING FEES: (Payment due at the time of booking)	

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User Agreements

In consideration of the use of the Town owned facilities the User through its designated signatory to the agreement agrees that:

- The requirement of liability insurance is at the Town's discretion as per the Facility/ Usage Rental Policy
- The User group members present are jointly and severally liable to the Town for any damage caused to the facility or to its property
- The Town is not liable for any injury, loss or damage to another member of the group by any reason whatsoever during their use of the premises
- The User and all participants will adhere to all applicable terms and conditions under this Contract

Signature of Group Representative: _____ **Date:** _____

**Signature of Authorised Town Staff
Or Library Representative:** _____ **Date:** _____

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**Town of Annapolis Royal Facilities/Property Use Agreement
Office Use Only**

Invoice #: _____

Event Date: _____

Facility/Property Booked: _____

Fee: _____

Payment Method: _____

Employee Name and Position: _____

Employee Signature: _____

Date: _____