



# RECREATION AND CULTURE DEPARTMENT

## CARAMBECK COMMUNITY CENTRE RENTAL APPLICATION

Contact Name:	Organization Name:
Phone Number:	Email:
Mailing Address:	
Rental Date:	Rental Time:
Rental Purpose:	
Is an admission fee/registration fee being charged to your participants:	

Please indicate which space(s) you will be renting for your event:

Gymnasium:	
Library	
Meeting Room	

I \_\_\_\_\_ the undersigned have read and agree to be bound by this permit and the terms and conditions for the rental of the Town of Carleton Place Carambeck Community Centre as attached hereto. If the applicant is acting on behalf of a group or organization, the undersigned applicant hereby warrants and represents that he/she executes this permit on behalf of the group or organization and has sufficient power, authority and capacity to bind the group or organization with his/her signature.

Signature \_\_\_\_\_ Staff Witness \_\_\_\_\_ Date:             

**Office Use Only**

Rental Fee \$ \_\_\_\_\_ HST \$ \_\_\_\_\_ Rental Fee Total \$ \_\_\_\_\_ Date Rental Fee Paid             

Payment Method \_\_\_\_\_

Payment must be received prior to rental date.

**Cancellation Policy:** Should a booking conflict occur, the Town of Carleton Place must give at least four weeks' notice. Should the applicant wish to cancel, four weeks' notice must be given. Please note a 25% admin fee will be deducted from the refund.

Cancellations of Meeting Room Rentals must be given within 24 hours of the designated start time. Failure to do so will result in an hourly fee to be charged to the applicant for the hours that were reserved and not utilized.