



Civic Centre Rental Form & Bond

For Use of a Town Hall or Community / Civic Centre

PLEASE COMPLETE IN BLOCK CAPITALS

Name _____

Address _____

Telephone (Work) _____

Telephone (Eve / Mobile) _____

FOR USE OF:

Bodden Town Civic Centre

Breakers Community Centre

East End Civic Centre

Gun Bay Civic Centre

North Side Civic Centre

South Sound Civic Centre

On the Following Dates _____

At the Following Times _____

FOR THE FOLLOWING PURPOSE:

Business

Charitable

Community

Government

Political

Private Function

Religious

Sporting

Other _____

I/We understand that the Premises must be left in a clean and tidy condition following their use and I/We agree to reimburse the Cayman Islands Government in full for all expenses properly incurred to clean the premises should the Director of Lands and Survey conclude that I/We have not complied with the above. I acknowledge and agree to comply with the terms and conditions of this booking as detailed overleaf.

I/We are aware that failure to reimburse the Government will result in further applications to use any Town Hall or Community / Civic Centre being denied and may result in Legal action being taken.

Signed _____ Date _____
Renter

For Office Use Only:

Witnessed & Approved _____ Date _____
For Director of Lands and Survey

Rental Fee: _____ Receipt #: _____

Rental of Town Hall or Civic/Community Centre

Terms & Conditions / Useful Information

With effect from 11 February 2009

1. Prior to using the Hall a booking should be made at the Lands & Survey Department in person or by calling (345) 244 3420 between the hours of 8.30am and 5pm, Monday to Friday.
2. Town Halls/Civic Centres are available for use between the hours of 8am and 11pm seven days a week.
3. Rental Fees are payable as detailed;

CI\$45.00 per hour for South Sound Community Centre

CI\$35.00 per hour for all other Halls

These rates are payable for each of the first four (4) hours, with each subsequent hour being at 50% of the rate.

4. No bookings can be made without payment in full and completion of the Civic Centre rental form and Bond (Form CC1). Applicants are advised to ensure that the venue is suitable for the intended purpose prior to booking.
5. The caretaker is responsible for opening and closing the doors at the times specified on your completed forms.
6. **ALL BOOKINGS ARE FINAL AND RENTAL FEES NON-REFUNDABLE. However, providing at least five (5) working days notice of cancellation, a credit equal to the amount paid will be provided to offset the cost of any booking of a venue by the same user in the following six (6) months. A CI \$20.00 administration charge will however be payable.**
7. **Whilst using the venue** the person responsible for the booking should be in possession of a completed Form CC1 as proof of prior booking.
8. Users are kindly requested not to remove any furniture, or touch flags, pictures, etc. that they may find in the venue at the time of use. They are also reminded that any cutlery, crockery etc. required for functions must be provided by the users.
9. **Following its use** the venue must be left in a clean and tidy condition by the user. Sufficient time for cleaning up must therefore be included in the period for which the venue is booked. Failure to leave the premises in a clean and tidy condition will result in the user being required to reimburse the Cayman Islands Government in full for all expenses properly incurred in cleaning the premises and replacing any damaged or missing Government property.
10. Failure to reimburse the Government will result in further applications for use of any venue being refused.
11. Users are required to vacate the Hall at the time stated on the rental form. Failure to do so will be reported by the Caretaker and may result in further requests to use any venue being refused.
12. In the event that any Government body requires access to and/or use of any venue at a time when a facility has already been reserved by another party, the Government body will take priority. This includes the use of the facility as a hurricane shelter as required by the National Hurricane Committee. In these circumstances, the party with original reservations will be made informed at the earliest opportunity and a refund or credit will be made.
13. An administrative charge of CI \$20.00 will be made for changes of date, time or venue of an existing booking.
14. Storage of any item is strictly prohibited
15. The contact numbers below for venue caretakers are to be used in emergencies only;

Bodden Town	Cindy Ebanks	938-0489/ 947-2075	Breakers	Carla Forbes	548-5724
East End	Melrose Flashey	917-8117	Gun Bay	Hazel Scott	947-5234 / 924-4749
North Side	Roland Pouchie	947-9691 / 916-5624	South Sound	Mary White	925-0977 / 945-7637