KARIBIB
TOWN COUNCIL

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RENTAL AGREEMENT OF KARIBIB TOWN COUNCIL HALL

1. Town Hall ☐
2. Usab Hall ☐

Name/ Organization: .....
Address: ..... Tel/Cell No.: .....
Date of Use: ..... Time (from) ..... (to) .....
Intended use: .....
Number in attendance: ..... Will alcohol be served? Yes/No.....
Responsible person: .....
Fees :

CONDITIONS TO COMPLY:

1. Cleaning of the Hall
    a. Sweeping all floors
    b. Cleaning all counters and tables
    c. Putting away all tables and chairs used accordingly
    d. Turning off all lights
    e. Cleaning all spills

2. NO SMOKING IS PERMITTED WITHIN THE HALL BUILDING AT ANY GIVEN TIME.

3. Garbage
    a. All waste generated should be disposed of in the bins available at the hall. EXCEPT Food waste to be disposed of at the Karibib Town Council dumping site and covered accordingly.

4. COVID-19 SOP'S
    a. Attendance register should be kept which includes: Name, contact number and the Town where the individual resides.
    b. All attendees to wear masks at all times
    c. Hand sanitizers to be made available at the entrance.
    d. 1.5 meter spacing to be practice at all times.
    e. All tables, chairs and any other equipment belonging to Karibib Town Council should be sanitized prior to handing over.
    f. Maximum gathering number to be adhered at all times.
5. Other:
    a. Use of nails, tacks, staples or tape on the walls is PROHIBITED.
    b. Excessive noise is PROHIBITED.

c. All decorations to be removed after the event.
d. All damages to the premises, building and equipment to be reimburse to the Karibib Town Council within five (5) working days.
e. To accept the premises in its present condition and return it in like condition.
f. To vacate the premises at the scheduled time.
g. To notify Karibib Town Council 72 hours in advance of any cancellation. Failure to notify may result in forfeiture of all rental payments made.

FOR OFFICE USE ONLY

Inspection Done:

Signature LED Department:.....Date Stamp

Payment Received:
Signature Finance Department: ..... Date Stamp

Approved: Office of the CEO: .....Date Stamp