

MINISTRY OF LOCAL GOVERNMENT SPORTS & CULTURE

LOCAL GOVERNMENT DEPARTMENT

RENTAL AGREEMENT FOR COMMUNITY HALL

1. The person(s) renting the hall shall be responsible for the building and everything therein (i.e. furniture and other equipment)
2. The District Administrator or the Assistant Administrative Officer must ensure that available facilities are checked or inspected in the presence of the person(s) renting the hall and an inventory carried out in the presence of the above mentioned.
3. Both parties must agree upon the conditions/state of the facilities being available for use. They must also agree to inspect same after use.
4. The person(s) responsible shall ensure that the facilities and/or equipment are properly maintained during the time/period they are being rented.
5. The person(s) must agree to take responsibility vis-à-vis result of neglect, misuse or loss where cost is incurred.
6. The person(s) shall be agreeable to pay the fees as per rental agreement and any other cost in regards to conditions stated at (5) above.
7. The person(s) renting the hall must take note of the above conditions that he/they must comply with.

I sign in agreement to the conditions stated above.

Signature:

Date:

Signature:

Date:

(Administration Officer)