



Islamic Centre of Cambridge

Rental Form

Today's Date: _____
yyyy/mm/dd

Part A: Hall Rentals

Date of Rental _____ Hall A: _____ Hall B: _____
yyyy/mm/dd

Hours of use: From _____ (am/pm) To: _____ (am/pm)

Deposit Amount (\$50) _____ Date Received: _____ Date Refunded: _____

Name of the person receiving the money Signature of the person receiving the money

(Please note: Deposit is refundable after the event, if the cleaning is adequate and properly done)

Amount Due: _____ Amount: Paid: _____ Date Paid: _____

Name of the person receiving the money Signature of the person receiving the money

Part B: Rental of Chairs and Rectangle Tables

Date of Rental: _____ Return Date: _____

Number of Chairs: _____ Number of Tables: _____

Amount Due: _____ Amount: Paid: _____ Date Paid: _____

Name of the person receiving the money Signature of the person receiving

Part C: Renter's Information

_____	_____	_____
Last Name	First Name	Middle Initial

_____	_____
Street	Apt #

_____	_____	_____
City	Province	Postal Code

_____	_____	_____
Phone (Home)	Phone (Business)	Phone (Cell)

Email Address

With the signing of the Rental Agreement, the Renter accepts the grounds/buildings as they exist and agrees to restore the premises to the same condition in which they existed prior to the event.

Renter's Signature _____ ICC-Authorized Signature _____

ICC-Person responsible for the event: _____



Hall/Room

Description	Rental	Comments
Hall A	\$600.00/per event	Includes Kitchen, Cleaning & Security
Hall B	\$800.00/per event	Includes Kitchen Cleaning & Security
Kitchen for cooking	\$100.00/per event	Keep it clean

Items

Description	Rental	Quantity	Check Mark	Comments
Chairs - Folding	Free			
Coffee/Tea Percolator (60 cups)	Free			
Napkins (Maroon)	\$1.00/each			
PA System with One Microphone	Free			
Podium	Free			
Table Cloth – Blue for Serving Table	\$5.00/each			
Table Cloth – Maroon	\$5.00/each			
Table Cloth – White	\$5.00/each			
Table Cloth – Blue	\$5.00/each			
Tables Round (60")	Free			

Copies to: The Renter
ICC Office