



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

The Muslim Youth Organisation of Guyana



Headquarters: M.Y.O. Building, Woolford Avenue, Thomas Lands, Georgetown, Guyana
Tel: 02-61233

MYO Annex/Auditorium Rental Agreement

Details Regarding the event:

Name: _____

Address: _____

Cell Phone: _____

Home Phone: _____

Work Phone: _____

E-mail: _____

Event type: _____

Start Time: _____

of Guests: _____

Rental Equipment and Pricing:

Category	Pricing
Security Deposit	\$25,000(Refunded upon satisfactory completion of contract)
Light & Water	\$10,000
Annex	\$75,000(includes PA system and stage)
Auditorium	\$60,000 (includes PA system and lights)
Cooking Facilities & Utensils	\$25,000
Tables (Plastic- 6ft)	\$800 Each
Tables (Wooden)	\$500 Each
Table Cloth	\$500 Each
Plastic Chairs	\$30 Each
Folding Plastic Chairs	\$60 Each
Garbage Disposal	\$10,000

Terms & Agreement:

- MYO reserves the right to refuse rental of buildings to organizations and persons who are not in sympathy with MYO's principles and values.
- All decorations and equipment must be broken down and removed immediately following the event.
- The renter is responsible for set-up and break-down for all tables and chairs used at functions/weddings. All furniture shall be placed back in its original position unless prior arrangements have been made.
- Deposit - \$25,000 due upon signing contract. Deposit fee will be returned if there is not breakage, damage, or loss to the building contents, or additional expenses incurred due to event. If breakage, damage, loss, or additional expenses incurred exceeds \$25,000 the undersigned agrees to reimburse the Muslim Youth Organization for the excess within ten (10) days.
- Deposit is non-refundable due to cancellation.
- The rental fee must be paid no later than thirty (30) days prior to scheduled event and is not refundable.
- Alcohol or Alcoholic beverages is strictly prohibited.
- All Table Cloths used must be washed thoroughly and folded upon returning. Damaged table cloths are subject to a cost of \$3,000 each.
- All cooking utensils must be washed and packed up before leaving the venue. The cooking facilities must be cleaned before leaving the venue.
- The stage and Annex must be cleaned before leaving the venue.
- All tables and chairs must be packed away before leaving the venue.
- Damage to MYO's property caused by the renter, any contractor, or any employee of the renter, or any person attending the event for which the MYO was rented, will be charged to the renter.
- MYO would not be held responsible for blackouts caused by GPL.
- MYO will not be responsible for security arrangements, renter will have to provide own security.
- Parking of vehicle will be done outside of MYO complex unless prior arrangements are being made with MYO executives.
- MYO holds no responsibility to vehicle park outside of it complex should there be any brakeage, stolen items etc.

Supplementary Agreement:

Contact Person: _____

Phone: _____

Total Due: _____

1st Payment: _____ received on: _____

Balance Due on: _____

(PLEASE MAKE RENTAL FEES PAYABLE TO: "MYO". THE BALANCE OF ALL FEES IS DUE NO LATER THAN 2 WEEKS PRIOR TO YOUR EVENT)

Received: \$ _____ Date: _____

Renter Signature: _____

MYO Rep Signature: _____

Notes:

Inspection(after event):

Initials: _____