

## FACILITY RENTAL AGREEMENT

Village of Haines Junction

Phone: (867) 634-7100 / Fax: (867) 634-2008 / email: admin@hainesjunction.ca

Organization: \_\_\_\_\_ Contact: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose: \_\_\_\_\_ # In Attendance: \_\_\_\_

Other Information: \_\_\_\_\_

<u>Date</u>	<u>Room</u>	<u>Time of Event</u>	<u># of Hours</u>	<u>Cost of Facility</u>

*(Basic room rental includes tables, chairs, coffee makers, dishes, cutlery)*

The Renter is responsible for the entire set up and Take down. Please advise of dates and times you need access to the space to set up and take down.

- ☐ LCD Projector @ \$20 / day \$ \_\_\_\_\_
- ☐ Banquet Package (tablecloths, skirting, wine and water glasses, water jugs) @ \$2.50/person \$ \_\_\_\_\_
- ☐ SOCAN/RESOUND Fees (Society of Composers, Authors and Music Publishers of Canada) \$ \_\_\_\_\_
- ☐ Tech Room (JAM Tech Room access by JAM member) \$ \_\_\_\_\_
- ☐ Facility User Group Insurance (price varies) \$ \_\_\_\_\_
- ☐ Other \_\_\_\_\_ \$ \_\_\_\_\_

Special Instructions or Requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL ESTIMATED CHARGES

\$ \_\_\_\_\_

***Please see reverse for TERMS OF RENT and SIGNATURE LINE***

## TERMS OF RENT

- This booking does not take effect until it is signed by the Renter and returned to the Village Office. Please notify the Village Office as soon as possible regarding any cancellations.
- **The Renter is responsible for the entire set up and clean up of the facility.** Clean up is to be completed by noon the following day. The room is to be returned in the same state of cleanliness as it was received, or the Renter will be invoiced for custodial services. The Renter accepts financial responsibility for any damage caused to the facility or equipment during the time the facility is being rented. The Renter is responsible for securing the facility when they vacate it.
- The Renter must not exceed the maximum capacity allowed for the facility. (Convention Centre Grand Hall - 258 Theater Seating, 211 Table Seating, 269 Non-fixed Seating, 501 Standing; Convention Centre Atrium & Lobby - 281; Council Chambers - 91; Mezzanine - 150; Community Hall - 300)
- The sound system control room in the Grand Hall is a restricted area – maximum 2 persons and no access to persons under 18 years of age.
- The secured tech room next to the control room in the Grand Hall is an area accessible by JAM members only. If this service is required by the Renter, there will be an additional cost.
- ☐ If liquor is to be sold or served, the Renter must comply with Yukon Liquor Corporation regulations.
- ☐ If food is to be served or sold at an event that is open to the public, the operator must obtain an "Operation of Temporary Food Premises" permit (private functions, funerals and potluck events are exempt). If using the kitchen please deposit recyclables into the appropriate bin.
- Food is not to be served in the Grand Hall when the retractable seating is in use.
- Please remind your caterers to clean up after themselves.
- Pursuant to Village of Haines Junction Bylaw #262-10, overnight parking is no longer permitted on the St. Elias Convention Centre grounds except by special exemption or permit. Please ensure that members of your group are aware of the camping restriction.
- The Renter agrees to save harmless and indemnify the Village from any claim whatsoever arising from the storage of goods in the facility by the Renter, including damage caused by appliance failure or theft.
- The Renter agrees to save harmless and indemnify the Village from any claim whatsoever arising out of the use of the equipment or occupation of the facility by the Renter.
- ☐ Keys are to be returned to the Village Office by 4:30 p.m. the following day. A \$50.00 charge will be levied on lost keys. If this is an after-hours event, please make arrangements for keys prior to your event.
- ☐ It is the Renter's responsibility to ensure that you have all the equipment and information required to host your event. Any after-hours callouts may be charged back to the Renter.
- ☐ **The Village makes no guarantees whatsoever regarding the sanitization of the facilities or the health of those who have or will be attending the premises, and the Renter agrees to save harmless and indemnify the Village from any claim whatsoever arising from any eventual COVID-19 contamination or contraction.**

\*\* I, the undersigned, agree to the terms of this contract and will abide by the rules of the facility.

Renter's Signature

Date

Village of Haines Junction

Date