



## Hall Rental Contract

This contract is entered into between the renter and Skawahlook First Nation, hereafter referred to as 'SKFN'. The renter desires to engage the services of SKFN. Both parties agree to abide by the following conditions:

### 1. Protection of Property

- a. The SKFN Hall and adjacent properties must be protected from damages during the entire rental period. Failure to protect SKFN property will result in the immediate cancellation of the event, the loss of the damage deposit, and a denial of any future use of the SKFN Hall.

### 2. Rental Charges

- a. Rental of SKFN Hall is **\$450.00** to be paid 1 month in advance of the event for events taking place during regular business hours (Monday – Thursday, 9 a.m. – 5 p.m.). The rental for the Hall at any other time is **\$1,000.00** per day (8 a.m. – 1 a.m.). SKFN members may book the hall for 50 per cent of the cost.
- b. The SKFN boardroom, to be used as a wedding party preparation room, is being offered at no charge.
- c. The rental charge is for use of the hall only. If you have requested additional amenities they will be detailed on your invoice.

### 3. Maintenance Fee

- a. An additional maintenance fee in the amount of **\$150.00** will be charged for events occurring during the business hours noted in Section 2 or **\$300.00** if the event occurs outside business hours. This is required for set-up & janitorial costs and applies to all renters regardless of their status as an SKFN member.
  - i. In order to facilitate hall set-up please discuss your requested seating plan with our administrative staff who can be reached by phone at (604) 796-9129 (Please see Appendix A – Seating Options).
- b. Additionally, SKFN staff will be on hand for the duration of your event. They will assist with:
  - i. Mopping up spills.
  - ii. Replacing consumable supplies.
  - iii. Performing minor building maintenance.
  - iv. Other reasonable duties as they are able.

### 4. Damage Deposit

- a. A damage deposit in the amount of **\$300.00** is required within 1 month of scheduling an event. This is applicable to all renters regardless of their status as an SKFN member.
- b. The damage deposit can either be a separate cheque or a credit card number to be kept on file.
- c. The damage deposit cheque will be returned within 7 days pending an inspection of the property. If there is damage resulting in the forfeiture of part of

or all of the deposit, the damage will be documented and an estimated repair cost provided to the renter.

**5. Cancellation Policy**

- a. An event must be cancelled at least 1 month in advance to obtain a full refund of the damage deposit.
- b. Cancellations made between 2 and 4 weeks of the scheduled event will forfeit 50% of the damage deposit.
- c. No refund of the damage deposit will be issued if the cancellation is made less than 2 weeks before the scheduled event.
- d. SKFN reserves the right to cancel an event if members of the rental party are disturbing the peace and quiet of local residents. In the event of a cancellation for disturbance, no refund will be issued to the renter.

**6. Liquor and Drugs Policy**

- a. Subject to provincial regulations, alcohol may be served at SKFN Hall under the following conditions:
  - i. It is the responsibility of the user to supply SKFN with a copy of provincial liquor license at least 2 weeks prior to the event.
  - ii. The liquor license must be posted in a visible location for the duration of the event.
  - iii. No liquor will be served to minors.
  - iv. No liquor is to be consumed outside the SKFN Hall, including at outside tables or in the parking lot.
  - v. The user must secure the services of trained bartending services when liquor is to be served.
  - vi. No marijuana/cannabis products shall be consumed within SKFN Hall or outside of designated smoking areas.
  - vii. No illicit drugs shall be used on SKFN grounds. Failure to comply will result in a permanent ban from renting SKFN facilities.

**7. Smoking Policy**

- a. There is NO SMOKING permitted in the SKFN Hall. This includes tobacco, cannabis/marijuana products and vaping of any kind.
  - i. It is the responsibility of the renter to ensure that all guests know about this policy.
- b. Outdoor designated smoking areas with ashtrays are supplied for the convenience of smokers.

**8. Time Policies**

- a. SKFN Hall will be closed at 1:00 a.m.
  - i. It is the responsibility of the renter to notify all guests about this time policy.
  - ii. It is the responsibility of the renter to ensure that SKFN Hall is totally vacated by or prior to 1:00 a.m.
  - iii. Failure to vacate the Hall on time will result in a charge of \$50 per hour or part hour and will be subtracted from the damage deposit.

- iv. Failure to vacate the hall after 1:00 am and upon request may result in the authorities being notified.

## 9. Hall Decorating Policy

- a. No tape, staples, duct tape, or nails shall be used on the walls.
  - i. Decorating hooks are provided along the two sidewalls for your convenience.
- b. No confetti or rice may be thrown inside the Hall or in the parking lot. Bubbles may only be used in the parking lot.
- c. If unoccupied, the hall may be available for decorating the day prior to the event at no extra charge (or on Thursday for weekend events). However, the decorating must take place during normal office hours.
  - i. After-hours access may be arranged at an additional fee.
  - ii. When decorating the hall, the renter is responsible for bringing their own supplies for decorating the hall including tape, scissors, ladders, etc.
- d. Non-drip candles contained in safe candleholders may be used on event tables
  - i. SKFN approves the use of non-drip candles only to be used during any event.

## 10. Tent Rental

- a. SKFN offers rental of 1 – 20 x 20 tent, 1 – 13 x 9 tent, and 2 – 9 x 9 tents including set up and take down for a fee of \$300.00.

## 11. Dance Security

- a. SKFN may require security to be present at dances. A list of recommended security firms can be provided upon request.
  - i. If using a different security firm, their name, address and phone number must be provided to SKFN 1 week prior to the scheduled dance.

## 12. Catering Policies

- a. If catering is required, the renter is responsible for providing or booking their own catering. A list of recommended caterers can be provided upon request.
- b. A fully equipped, professional-quality kitchen is available to the renter or catering company for an additional fee of **\$200.00**.
  - i. It is required that the kitchen be left in the same condition prior to use
- c. ***Skawahlook First Nation accepts no liability associated with use of the kitchen or consumption of food.***
  - i. The renter or caterer must carry valid liability insurance and valid Food Safe Certification.

## 13. Insurance Policy

- a. SKFN requires a copy of liability insurance information/coverage from the renter depending on the nature of the event.
  - i. An event policy is available through any insurance provider or online at [www.frontrowinsurance.com/event-insurance-bc](http://www.frontrowinsurance.com/event-insurance-bc).

## 14. Payment Policy

- a. Payment is due upon receipt of invoice and prior to the event by:
  - i. Certified cheque, cash or money order.

- ii. Credit or debit card.
- iii. Electronic transfer (e-transfer)

By initialling below, the renter acknowledges that they have read and understand all of the terms, conditions and policies contained within this Hall Rental Contract.

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*(renter initials)*

	Renter	Skawahlook First Nation
Name:		Office Administration
Company:		Skawahlook First Nation
Address:		58611A Lougheed HWY Agassiz, B.C. V0M 1A2
Phone Number:		(604) 796-9129
Email Address:		info@skawahlook.com <a href="mailto:dianna@skawahlook.com">dianna@skawahlook.com</a>
Hall Rental Dates:		
Event Type		
Credit Card # for Damage Deposit		Exp. Date:
Estimate # of people attending event		
Signature:		