

FACILITY (VENUE) RENTAL FORM

Rental Contract: SFN Cultural Centre (SCC) & Band Hall (BH)

Rental

SCC Gymnasium: _____ SCC Multi-Purpose Room : _____ SCC Kitchen: _____

BH Gymnasium: _____ BH Kitchen: _____

Name: _____

Organization: _____

Time of Rental: _____

Date of Rental: _____

Contact Number: _____

Email: _____

General Information

Purpose of Rental: _____ Caterer: _____

Number of People: _____ Set-up style: (Please see page 2)

Department Hire: _____

Booking fee is to be paid in FULL upon the venue/room rental.

Please see reverse for Room rental cost. Damage/Clean-up deposit is **\$250.00** and Manitory before facility/venue rental. All events must be cleaned up the night of the event or a **\$50.00** an hour clean-up fee will be applied and deducted from your deposit. If there is no deductions you will receive a refund cheque in the amount of **\$250.00** from Saulteau First Nations for Damage/Clean-up deposit.

Booking Fee: \$ _____ Damage/Clean-up Deposit: \$ _____

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Additional Items:

Flip Chart- Yes ☐ No ☐

Whiteboard- Yes ☐ No ☐

Screen- Yes ☐ No ☐

Podium- Yes ☐ No ☐

Sound System Yes ☐ No ☐

Buffet/Food Tables- Yes ☐ No ☐

Tablecloths- Yes ☐ No ☐

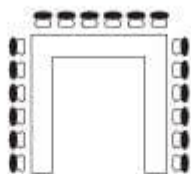
Other: _____

Set-up style:

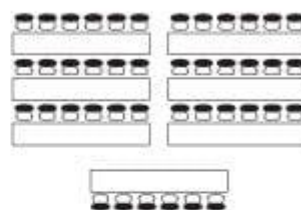
Theatre ☐



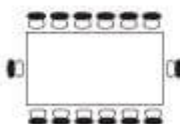
U-Shape ☐



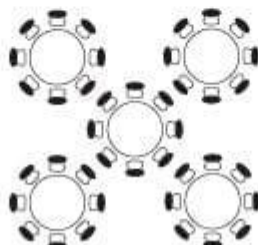
Classroom ☐



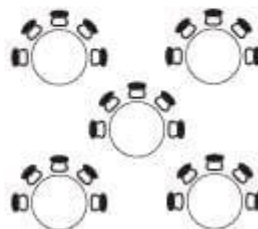
Boardroom ☐



Banquet ☐



Cabaret ☐



Facility Rental Rates:

SFN Members:	Non-SFN Members:
Gymnasium: ½ Day (1-4 hrs) \$100.00 Full Date Rate- \$200.00 (9am-5pm) (Tables & Chairs Provided)	Gymnasium: ½ Day (1-4 hrs) \$250.00 Full Day Rate- \$500.00 (9am-5pm) (Tables & Chairs Provided)
Gymnasium Weekend Rate- \$400.00 (6pm Friday-6pm Sunday)	Gymnasium Weekend Rate- \$800.00 (6pm Friday-6pm Sunday)
Multi-Purpose Room: ½ Day (1-4 hrs) \$50.00 Full Day Rate- \$100.00 (9am-5pm)	Multi-Purpose Room: ½ Day (1-4 hrs) \$200.00 Full Day Rate- \$400.00 (9am-5pm)

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Saulteau First Nations Conditions for Rental Agreement

- 1) Absolutely no drugs or alcohol allowed in the premises
Anyone under the influence of Drugs & Alcohol will be asked to leave premises immediately.
- 2) Saulteau First Nations ("The Band") will not be liable for any injuries sustained to any individual or rental group while the premises is being rented.
- 3) The facility will not be deemed booked until the contract has been signed & approved by an authorized officer of Saulteau First Nations.
- 4) Cancellations must be notified to the appropriate department within 3 business days prior to rental.
- 5) An inspection will be done before and after from the SFN personnel who approves the rental. The gymnasium floors must be swept at the end of each event. All tables shall be disinfected prior to putting back in storage room.
- 6) The rental group and it's contact person will be responsible financially and otherwise for any damages to the said premises, facilities and equipment as a result of the use and occupation by the rental group. Said damages to be paid by the rental group. Damages to the property shall be reported to the Programs and Services Director.
- 7) Saulteau First Nations reserves the right entirely as its discretion to accept, reject, or cancel any application for use of this facility, if it is determined that the proposed use will not be in the best interest of the Saulteau First Nations.
- 8) All Saulteau First Nations buildings are smoke free facilities. Should a rental group or person(s) using the indoor facilities smoke, the rental group will not be reimbursed their damage deposit.
- 9) The rental group shall remove all decorations, posters (tape on walls), streamers, etc immediately following the function. We ask that no loose glitter is to be used when decorating for events.
- 10) Under no circumstances should the table, chairs and kitchen equipment & supplies leave the facilities.
- 11) Animals are prohibited in any of the facilities to maintain cleanliness, safety and respect for the venue's environment.

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Name of Rental Group / Individual

Date

Name of Contact

Signature

Name of Witness

Witness Signature

Saulteau First Nations Representative Name

Saulteau First Nations Signature

Additional Comments:

- Please note: It is up to the department to send in your maintenance work order request to the Maintenance department on how you would like the gymnasium setup.
- If you are booking a weekend event/meeting it is up to the individual who booked the rooms to make sure all food, drinks and dishes are cleaned up and put away right after each event/meeting.
- Garbage's must be changed and taken out to the outdoor garbage bins after weekend or evening events/meetings.
- If you are booking the Elder's Lounge for a non elder event/meeting, please note that if elders are requesting the Elder's Lounge, they will have priority, and you will need to find a new meeting space.
- Please have tables & chairs put back boardroom style in the SCC Multi-purpose room after each meeting.
- ALL dishes that belong to the SFN do not leave the premises.

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