

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: _____

Date	Room	Time of Event	# of Hours	Cost of Facility

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

Table & Chair set up / take down (including theatre-seating) (\$35.00/hour; \$35.00 min.) \$ _____

Describe how the tables/chairs are to be set up: _____

Overhead projector / TV/VCR / Flipchart/Wireless microphone/Screen @ \$10 / item / day \$ _____

LCD Projector @ \$20 / day \$ _____

Meeting Package (coffee/tea, water glasses, water jugs) @ \$1.50/person (\$15.00 minimum charge) \$ _____

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) _____

Other _____ \$ _____

COVID-19 Cleaning and Sanitization Estimated Surcharge (\$30/hour) \$ _____ OR

COVID-19 Cleaning and Sanitization to be completed by user group Initial: _____

Special Instructions or Requests: _____

TOTAL ESTIMATED CHARGES \$ _____

Please see reverse for TERMS OF RENT and SIGNATURE LINE

TERMS OF RENT

Note: Please do not use pins, thumbtacks, or staples to post notices. We will supply Fun-Tak.

- 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.
- Office services (photocopies, faxes) are available at an extra charge. Contact the Village Office for details.
- 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 Renter has read and agrees to follow the St. Elias Centre Operations COVID-19 Guidelines. The Renter takes full responsibility for ensuring that that the Organizers and Attendees fulfill the responsibilities as outlined in the guidelines. The Renter undertakes to ensure that they are aware of and follow any and all Federal and/or Territorial regulations and recommendations in place at the time of the event.**
- Given the changing circumstances related to the COVID-19 pandemic, this booking can be cancelled by the Village at any time. Please note that even if the Village has the right to have its facilities open to rent, it is not obliged to do so should the Village feel that it is in the best interests of the community to remain closed.**
- 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