



Nàkwät'à Kù Rental Agreement
KWANLIN DŪN DEPARTMENTS & OTHER ORGANIZATIONS FORM

Event Name: _____

Event Date(s): _____ Time: _____

Renter's Name: _____

Contact Phone #: _____ Alternate Contact # _____

Billing Address: _____

Rental Fee Schedule		Fee / Day	# of Days	Sub Total
Hall Rental		\$ 200		
Kitchen Rental	With Hall rental	\$ 100		
	Kitchen only	\$ 125		
Coffee Urns		\$ 45		
		One-time Fee		
Sound System & Projector/Screen		\$ 100		
Mandatory Cleaning Fees (non-refundable)	Hall	\$ 125		
	Kitchen	\$ 100		
	Washrooms	\$ 100		
Mandatory Damage Deposit	Hall	\$ 350		
	Kitchen	\$ 175		
Mandatory Key deposit		\$ 75		
			Total:	

LPO Number: _____ Cheque Number: _____

Debit/Cash Receipt Number: _____

Keys & code to Nàkwät'à Kù will not be issued until the first day that the facility has been rented and Community Services has received payment of the damage deposit and rental fees by purchase order, cheque, debit, credit or cash. A receipt will be issued to the renter for the amount paid.



Nàkwät'à Kù Rental Agreement
KWANLIN DÜN DEPARTMENTS & OTHER ORGANIZATIONS FORM

MISSION STATEMENT

Nàkwät'à Kù is an important asset of the Kwanlin Dün First Nation. It holds a prominent place in the community and represents a commitment to the Nation to return to the traditional laws and cultural practices. Kwanlin Dün heritage is recognized through the display and promotion of arts and culture. Nàkwät'à Kù hosts many events and community functions in a manner that promotes and represents community pride and ownership.

AGREEMENT

The renter agrees that the Kwanlin Dün First Nation shall not be held liable for any injury or damage to the renter or participants at the event while using Nàkwät'à Kù facilities. The Kwanlin Dün First Nation shall not be held liable for damage caused to food or supplies being stored at the facility.

The renter agrees to perform all tasks outlined on the attached sheets. If using the kitchen, the renter agrees to bring their own cooking utensils, pots and pans. If using cooking vessels or utensils belonging to Kwanlin Dün, the renter agrees to wash and return pots, pans and utensils to their storage area. The renter agrees to pay for the replacement of any items that have been removed from the facility. The applicant agrees not to use food in the freezer that does not belong to them.

The use of alcohol and drugs is strictly prohibited both inside Nàkwät'à Kù and on the grounds of the facility including the fire pit and the parking lot.

*The death of a Kwanlin Dün citizen takes precedence over all other events booked at Nàkwät'à Kù. The renter will be notified of a cancellation and refunded the damage deposit and any rental fees already paid for use of the hall.

Renter's Signature

Date: _____

Community Services Representative

Date: _____

Damage Deposit was received on _____ in the amount of \$ _____.

Deposit was refunded on _____ in the amount of \$ _____.



Nàkwät'à Kù Rental Agreement
KWANLIN DÜN DEPARTMENTS & OTHER ORGANIZATIONS FORM

RENTER'S HOUSEKEEPING PROCEDURES

1. Main Hall

- tables and chairs are to be returned to the storage area (extra care is to be taken when dollies are full);
- tables should not be stacked more than 12 chairs high;
- ensure the sound system is properly stored and the case is locked;
- floors are swept;
- remove all workshop/event materials and personal items;
- dispose of all bagged garbage in the bins located outside at the rear of the building; and
- any litter on the walk ways or the grounds must be picked up, bagged and placed in the outside garbage bin at the rear of the building.

2. Kitchen

- all foods (especially meat and fish) must be properly packaged and stored in bins/pans to prevent leakage
- remove all food from fridges and counters;
- empty and wash coffee urns;
- wash, dry and put away any cooking vessels or utensils;
- wipe down counter tops;
- scrape the grill with the grill scraper provided;
- wipe down stove top;
- wipe out refrigerator, especially if there has been spills;
- sweep the floor, and
- all garbage is bagged and placed in the garbage bin at the rear of the building (outside).

3. Women & Men Restrooms

- all garbage is bagged and placed in the garbage bin at the rear of the building (outside); and
- sweep the floors

4. Exterior Doors

- make sure all the interior lights are turned off
- make sure all doors are securely locked and enter the code provided
- return the key to Community Services the next business day