Ditidaht First Nation

Attention Ditidaht Members:

Newly Revised Community Hall booking contract

Please contact me, Anna Joseph, at the Front Desk at the Administration Office for *all* future booking arrangements:

Phone: 250.745.3333
Email: reception@ditidaht.ca

Thank you for your patience and understanding to this new process. We look forward to assisting everyone in getting the hall booked and ensuring that it is cleaned before and after each use. I will be doing inspections for each booking as well.

Thank you,
Anna Joseph

attachment

DITIDAHT FIRST NATIONS HALL RENTAL AGREEMENT

Between
DITIDAHT FIRST NATION
and
Individual and/or Group (Hall renter)

Agreements upon: Rental Date: _____ Rental End Date: _____

1.

Hall Rental – *includes hydro fees*	$100
Kitchen	$50
Damage Deposit	$50
Hall rental for 'Community Events' - (where everyone is welcome)	No Fee. ***An invoice will be submitted to Dept. for cleaning.***
Departmental Use	P.O. required

2. Upon inspection before and after each event, damage deposit may be refunded as per this agreement.

3. I agree to the following:

___ (*renters initials*) I am authorized and am solely responsible for the ***hall keys*** (sign in and out the hall keys on date of signed agreement)

___ ***(renters initials)*** ***I will not make the responsibility of the Hall keys to anyone else***

STAFF INSPECTION

___ (*staff initial*) SET UP and PUT AWAY; all tables and chairs in designated areas.

___ (*staff initial*) SWEEP & MOP ALL FLOORS (Main Hall, Kitchen, Washrooms, and Hallways.

___ (*staff initial*) KITCHEN- All mentioned cleaned thoroughly; kitchen stoves, refrigerator and Counter tops.

___ (*staff initial*) WASHROOMS- Sweep and mop thoroughly, dispose of garbage.

___ (*staff initial*) EXTERIOR- Clean and presentable. All garbage on ground picked-up.

___ (*staff initial*) GARBAGE -All and any garbage from the hall and the kitchen to be brought to garbage bin.

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___ (*staff initial*) KEYS – Picked up at a reasonable timeframe for inspection before use. Return to the office the next business day for inspection by a designated staff member and damage deposit refund.

___ (*staff initial*) LOCKING/UNLOCKING BUILDING – Will assure all windows and doors are locked before returning keys.

I, _____ agree to the above
(Signature)

4. I agree to take full responsibility for the following;
   a) Always ensure proper supervision
   b) Always ensure cleanliness of hall during use
   c) Ensure that there is **ABSOLUTELY NO DRUGS OR ALCOHOL** consumed inside or outside the Community Hall during any event.
   d) Ensure the security of hall during all of event.

5. MAKE SURE ALL WINDOWS AND DOORS ARE LOCKED AND RETURN KEY ON THE DATE APPLIED, TO DITIDAHT FIRST NATION Administration Office.

I understand that if the hall is not cleaned to satisfactory inspection or needs repairs or damage caused by users or participants during the event their damage deposit will be withheld. If the damage exceeds the damage deposit I will be responsible.
I understand Ididaht First nation will not be responsible for any lost or stolen items.
I have read and understand all the above and agree to all stated conditions.
By signing this agreement, I understand if any conditions are not followed could result in termination or fees to renting the hall in the future.

Print name: _____ Signature: _____

Witness Print: _____ Witness Signature: _____

DITIDAHT FIRST NATIONS HALL RENTAL AGREEMENT

Community Hall Rental Key Pick-up/Drop-off
Signing form

Date key pick-up: _____

Date of Rental: *from* _____ *to* _____

I _____ take full responsibility for the key/s to the
Signature
Community Hall/kitchen. In case these keys are lost, stolen, or misplaced I will take full responsibility and agree to pay $100.00 for replacement of the keys to Ditidaht Administration Office.

Signed by Renter: _____

Witnessed by Administration Staff: _____

Date of key return: _____

DITIDAHT FIRST NATIONS HALL RENTAL AGREEMENT

Renters Copy of Terms and Conditions

A) I am the only authorized, and responsible person to hold the Community Hall keys. I have signed the Key Sign-Out form. ***I will not pass over the keys to anyone else unless authorized to do so. ***

B) Set-up/Put-away; all tables and chairs in designated areas.

C) Sweep and mop all floors. (Main hall, kitchen, washrooms, hallways)

D) KITCHEN – All counter tops cleaned thoroughly, kitchen stoves, refrigerator, all garbage placed in proper garbage bins.

E) WASHROOMS – Sweep and mop thoroughly, wipe down counters, dispose of garbage.

F) HALLWAYS – Sweep and mop.

G) EXTERIOR – Clean and presentable.

H) Proper supervision at all times.

I) Ensure cleanliness of hall at all times.

J) Ensure that there is Absolutely NO Drugs or Alcohol consumed inside or outside the Community Hall during any event.

K) Ensure the security of the hall during any event.

Make sure all windows and doors are locked and return key on stated date of Hall Rental Agreement to Ididaht Administration Office.