



# FACILITY RENTAL AGREEMENT

BOX 57 FORT McPHERSON, N.W.T. X0E 0J0 TEL: (867) 952-2428 FAX: (867) 952-2725

**NAME OF GROUP / ORGANIZATION / PERSON RESPONSIBLE FOR RENTAL PAYMENT**

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**CONTACT PERSON**

**NAME / PURPOSE OF EVENT**

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**BILLING ADDRESS**

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**BUILDING / ROOM REQUESTED**

**DATES REQUESTED**

**TIMES / HOURS / DAYS**

ARENA		
COMMUNITY HALL		
ELDERS / YOUTH		
COUNCIL CHAMBERS		
OTHER		

**EQUIPMENT OR SERVICES REQUIRED**

COMPUTER	
PROJECTOR	
SCREEN	
PODIUM	
EASEL	
PA SYSTEM	

SET-UP	
TAKE DOWN	
COFFEE / TEA	
SNACKS	
OTHER	

**SPECIAL REQUEST SERVICES**

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## TERMS AND CONDITIONS OF RENTALS

1. The renter shall be responsible for all supervision of participants and guests during the rental times agreed to. The renter must enforce all rental terms and conditions. The renter is responsible for the conduct of participants at events.
2. The renter is responsible for all security of the facilities and equipment rented and is responsible for any damages.
3. The renter agrees to save harmless the Hamlet of Fort McPherson for any and all injuries or damages to any persons under this rental agreement. The Hamlet of Fort McPherson shall not be responsible for any injuries to persons or damages to property under the supervision of renter.
4. The renter is responsible to lock and secure building after use and is responsible to return any keys. A fee of **\$25.00** will be charged to the renter for loss of any keys issued to them.
5. The renter is responsible for set-up and take down. The Hamlet will charge **\$100.00** for each of these services.
6. The renter is responsible for cleaning the facility at the end of the rental time.
7. Any requested coffee/tea/snacks will be charged costs of purchase, cook costs, etc and **15%** will be added to the fee.
8. Any special requests will include all costs plus **15% fee**.
9. Any decorations, signs, banners must be put up with masking or painters tape, and removed after event. No staples, nails, push pins, or permanent tape are allowed. All marks must be cleaned off after event.
10. If the renter has any amounts owing to the Hamlet, the amount outstanding plus the estimate of fees must be paid in advance of the event. Non-payment of any outstanding amounts will result in rental being declined.
11. The renter shall inform the Hamlet of Fort McPherson immediately of any problems in any facilities as soon as is practicy possible.
12. Any estimates provided by the Hamlet of Fort McPherson are based on this application. Final charged amounts will be based on actual times, costs, damages, etc.

**"I HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS"**

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Renter

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Date