



VILLAGE OF NAKUSP COUNCIL POLICY MANUAL

N A K U S P

POLICY: GA5 - FACILITY RENTAL
Including GA5A- Emergency Service Building Rental

B. RENTAL AGREEMENT FORM

CATEGORY _____ (Youth, Commercial or Non Profit)

DATE: _____ APPLICANT: _____

REPRESENTATIVE (contact) _____

MAILING ADDRESS: _____

PHONE (WORK): _____ (HOME) _____

PURPOSE OF EVENT: _____

DATE(S) OF EVENT: _____

ENTRY TIME REQUIRED FOR SET UP (DATE & TIME) _____

DATE & TIME FOR EXITING AFTER CLEAN UP _____

- AUDITORIUM (bar & permanent stage) \$ _____
- PORTABLE STAGE (set up & take down) \$ _____
- KITCHEN (Health Permit required) \$ _____
- SCREEN/PROJECTOR \$ _____
- SOUND SYSTEM/MICS \$ _____
- ARENA FLOOR \$ _____
- LOBBY/SQUASH AREA \$ _____
- PARKING LOT \$ _____
- CURLING CLUB LOUNGE \$ _____
- TABLES (no. _____) \$ _____
- CHAIRS (no. _____) \$ _____
- STATUTORY HOLIDAY FEE - Ice Time \$ _____
- OTHER _____ \$ _____

NON COMMISSION RENTALS (not part of the local service commission)

- GARDENS/BEACH AREA \$ _____
- OTHER _____ \$ _____
- GAZEBO/CONCESSION/WASHROOMS \$ _____
- DAMAGE DEPOSIT \$ _____
- KEY DEPOSIT \$ _____
- SOCAN FEE \$ _____
- GST \$ _____
- TOTAL \$ _____

Key Number(s) _____
Key Given To: _____
Date/Time Returned: _____

I/We hereby agree to pay the rental fee(s) as described above, we are aware that we are responsible for any additional costs or damage costs that may result from this activity and accept the terms on the agreement.

THIS RENTAL IS SUBJECT TO THE CONDITIONS LISTED IN POLICY GA-5, WHICH ARE SUMMARIZED BELOW FOR CONVENIENCE ONLY

1. We agree that no decorations will be nailed, stapled or taped to the finished walls, tables or chairs.
2. We agree that no athletic event, where damage could result, will be carried out in the Auditorium.
3. We agree that there may be conflict of noise created by functions on the ice area of the Centre and we agree that this will be condoned by us.
4. We agree to pay the cost of repairing any damage to the Auditorium or any fixtures or furniture contained in it occasioned during our use and occupancy of the Auditorium.



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5. We agree to set up and replace required tables and chairs.
6. We agree to collect and organize our garbage upon completion of rental.
7. A clean-up fee in the amount of \$100 or actual cost shall be charged when rental fee has been waived.
8. We agree to refrain from smoking in or around the facility.
9. No beverages will be permitted within the operating area of the sound equipment and no persons under the age of 16 shall be permitted to operate the audio/visual equipment.
10. We agree to provide proof of liability insurance showing the Village of Nakusp as an addition insured to a minimum of 2 million dollars, or agree to pay to the Village, the sum required under the All Sport Insurance plan (provided by the Village)

Representative/Applicant

Village of Nakusp Representative