



TR'ONDEK HWËCH'IN Community Hall Rental Agreement form

Name of Group or Person(s) Renting: _____	
Name of Contact: _____	
Address: _____	
Phone or Cell:	Email:

Date Required:	From: _____	To: _____
Time am or pm:	From: _____	To: _____
Number of people expected to attend: _____ (Hall capacity no more than 430 single persons) (Sitting with tables is 250 occupancy)		

Type of function:

RENTAL RATES

Community Hall per day \$250.00

Community Hall 4 hours or less \$150.00

Wi-Fi is not available or included in rental.

Projectors and laptops are not included in rental.

Sound system and screen equipment are included in rental.

1. The renter is permitted to use the Community Hall and its washrooms and is responsible for ensuring people attending the function do not enter other parts of the building.
2. The renter is responsible for any loss or damage in the Community Hall, and its washrooms or any equipment for the duration of the rental period. Tables and chairs, or other equipment may not be removed from the premises and must be disinfected/wiped down after function return to storage areas.



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3. Smoking is not permitted in any Tr'ondëk Hwëch'in buildings.
4. The consumption of alcohol is not permitted in any Tr'ondëk Hwëch'in buildings.
5. Keys will be signed out from the TH reception in the Administration building prior to the rental period and returned on the next business day immediately following the function.

COVID-19 SAFETY FOOD REQUIREMENTS AND CLEANING CHECKLIST:

The renter agrees to abide by the Cleaning Checklist below. The renter may be invoiced for additional janitorial costs up to \$300.00, should additional cleaning be required. The Hall will be inspected before and after the function.

- Hand sanitizer must be set-up on the food table, entrance, and other high contact areas,
- Remove left over food or unused ingredients,
- Take out garbage and recycling after function is finished,
- Disinfect tables and chairs return to storage area.

Renter will be invoiced within 30 days following the function

The Renter agrees that Tr'ondëk Hwëch'in shall not be liable for any injury or damages to the renter or guests, during rental of TH Community Hall.

The availability of the Community Hall maybe subject to change.

I have read, understood, and agree to all conditions of this rental agreement.

X _____

Renter Print Name

x _____

Renter Signature

X _____

TH Administrator Print Name

X _____

TH Administrator Signature

Date: _____