



Room Rental Agreement

Mutual Agreement: Rental of any of the Gitlaxdax Nisga'a Terrace Society office rooms is by mutual agreement between the Lessor and Renter. The Gitlaxdax Nisga'a Terrace Society office reserves the right to refuse rental for any reason.

RENTAL FEES PAYABLE TO:

Gitlaxdax Nisga'a Terrace Society
#101-4441 Lakelse Avenue, Terrace B.C. V8G 1P1

Payment Options: Cash/Debit/Credit: Cheque: Money Order: Purchase Order # _____
(Attach a copy)

Renters Name: _____	Organization: _____
Phone: _____	Cell: _____ Email: _____
Address: _____	Unit: _____ Postal Code: _____ City: _____

Dates required: _____	Number of People in attendance: _____
Time: From: _____ To: _____	Type of event: _____

Rental options available:

- | | | |
|--|--------------|----------------|
| <input type="checkbox"/> Community Room 8 – 10 tables, up to 60 chairs | 1 – 3 hours | \$150.00 _____ |
| <input type="checkbox"/> Community Room 8 – 10 tables, up to 60 chairs | 4 – 7 hours | \$250.00 _____ |
| <input type="checkbox"/> Community Room 8 – 10 tables, up to 60 chairs | 7 - 10 hours | \$500.00 _____ |
| <input type="checkbox"/> Board Room – 1 large table, 10 – 12 chairs | 1 – 3 hours | \$150.00 _____ |
| <input type="checkbox"/> Board Room – 1 large table, 10 – 12 chairs | 3 – 7 hours | \$250.00 _____ |

Equipment needed

- Projector Screen Extension cords Flip chart stand

(Prices for equipment to use, are to be determined)

Catering Services Assistance: *Our staff can help you acquire food services*

of people expected: _____ Budget per person: _____

Type of Spread looking for: Coffee spot Lunch Dinner Theme: _____

Dietary restrictions: _____



Gitlaxdax Nisga'a Terrace Society

101-4441 Lakelse Ave
Terrace BC, V8G 1P1
P: 250-635-8050
F: 250-635-5257
Email: admin@gitlaxdax.ca

TERMS AND CONDITIONS

- ***Absolutely no Pineapple*** is allowed on premises: fruit punch juices must be checked to ensure pineapple is not an ingredient. Staff have severe reaction requiring epi pen and hospitalization may result.
- Smoking is not permitted within the building, if breached, a professional cleaning fee will be billed to the renter. **Smoking in back of building a Minimum 10 feet from all entrances/exits and air intakes**
- Alcohol is not permitted on the property: parking lot or within the building.
- The renter is responsible for any and all damages done by their attendees. Any damage to the furniture/building will be billed to the renter.
- Damage and /or loss of personal property will be the responsibility of the renter.
- Cancellation of bookings must be submitted 24 hours before to the event.
- Equipment must not be removed from the building.
- Running is not permitted in the hallways.
- Children under 12 must be accompanied by an adult at all times in all sections for the building (hallways, front entrance, bathrooms etc.)
- Renter is required to clean up Tables and Chairs after rental, ensure trash is tied and left by back door

I HAVE READ AND AGREE TO ABIDE BY THE STATED CONDITIONS FOR USE OF THE GITLAXDAX NISGA'A TERRACE SOCIETY BUILDING.

Print Name: _____

Applicants Signature: _____ **Date:** _____

PLEASE PROVIDE FULL NAME AND ADDRESS OF ENTITY BOOKING ROOM(S):

PHONE#:
