

Midnight Sun Complex

ROOM: CH[] CA[] CC[] SR[] CL[]

CONTRACT # __-2015

Contact Person: _____

Organization (if applicable): _____

Billing Address: _____

Phone: (w) _____ (m) _____ Fax _____

Rental Date(s): _____

Contract Sent: _____

Contract Returned: _____

Damage Deposit Paid: _____

Invoice Requisition sent to Town: _____

Contract Paid/Finalized: _____

Damage Deposit Returned _____



TOWN OF INUVIK
Northwest Territories

Midnight Sun Complex Rental Agreement



Agreement made this _____ day of _____ 2015 AD, BETWEEN:

**CONTRACT #:
-2015**

**The Municipal Corporation of
The Town of Inuvik, in the
Northwest Territories
(Hereinafter called the “Town”)**

-AND-

(Hereinafter called the “Tenant”)

The Town agrees to rent the Midnight Sun Complex for _____ from:

DAY/DATE	RESERVATION STARTS	EVENT TIMES	RESERVATION ENDS	COMMUNITY HALL (CH)	ROY SUGLO ARENA - DRY	SUNDOG ROOM (MR1)	PREPARATION ROOM	COMMUNITY LOUNGE (CL)	CURLING ARENA - DRY FLOOR	RENTAL CHARGE	EQUIP- MENT/ LINEN CHARGE
										\$	\$
										\$	\$
										\$	\$
										\$	\$
Sub-Totals										\$	\$
(R108127283) GST (5%)										\$	\$
TOTAL RENTAL/EQUIPMENT CHARGE										\$	\$
Total										\$	
Addition printing, coping, and faxing fees: (\$0.25/print, copy, & local faxes. \$1.00/ long distance fax.) <No tax>										\$	
GRAND TOTAL										\$	

Hereinafter called “The Said Term” and subject to the following terms and conditions:

- Rates per Day -

<p>*Community Hall (Max. capacity 325) Licensed Event: \$900.00 Non-Licensed Event: \$600.00 Non-Profit(non-licensed)Event: \$300.00 Wedding: \$300.00 Bereavement: \$50.00</p> <p>*Preparation Area (off community hall) All events: \$70.00 Includes use of room and 3 heating tables.</p> <p>*Community Lounge (Upstairs. Max. capacity 100) Licensed Event: \$600.00 Non-Licensed Event: \$400.00 Non-Profit(non-licensed)Event: \$200.00</p> <p style="text-align: center;">* All are subject to an \$150.00 deposit</p>	<p>*Sundog Room (Upstairs Max. capacity 35) Licensed Event: \$300.00/room Non-Licensed Event: \$200.00/room Non-Profit(non-licensed): \$100.00/room</p> <p>*Curling Club (Max. capacity 50) Licensed Event: \$400.00 Non-Licensed Event: \$300.00 Non-Profit(non-licensed)Event: \$200.00</p> <p>*Ice/Curling Arena-Dry Floor (Max. capacity 500) All Events (non-sport): \$1000.00/day Non-Profit(non-licensed): \$400.00/day Sport – Adult: \$50.00/hour Sport – Youth: \$25.00/hour</p>
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Additional charges may apply to Special Functions, as specified by Council.

I. TERMS

- A) All bookings must be made with a \$150.00 refundable damage/cleaning deposit (or other amount as determined by Council for Special Functions), per booking at the time of booking.
- B) Any group with outstanding charges from previous events will not be allowed to use or rent Facilities until such charges are paid in full.
- C) A group/club may hold a maximum of three (3) bookings at any one time, for each of which the \$150.00 damage/cleaning deposit(s) (or amount as determined in section A), is required at the time of booking.
- D) Each booking must be paid in full, five (5) working days prior to the event booked, or the Tenant forfeits the booking. Rates are specified in Section II 2 (a).
- E) If Fees for an event have been waived by Council, or for any other reason, the group holding the event will still be required to make a damage/cleaning deposit. Said damage/cleaning deposit(s) will be refunded to the tenant following post-event inspection by the Events coordinator and Facility Foreman. Conditions Sub-section 1 (d) will still apply.
- F) Rescheduling is considered the same as a cancellation. To reschedule, the Tenant must do so and will be withheld \$50.00 from their \$150.00 damage/cleaning deposit as an administration fee for cancellation.
- G) The Tenant is solely responsible for making payment within the required time frame.
- H) Refunds will be given only if the group/club booking the facility advises the Town of the cancellation at least five (5) working days prior to the scheduled event (A \$50.00 cancellation fee will be withheld from the \$150.00 damage/cleaning deposit).
- I) Should circumstances beyond their control force the Town to cancel the scheduled event, a refund of the full prepayment (including damage/cleaning deposit) will be made to the Tenant.
- J) The Tenant agrees with any additional terms as laid down by Council under Special Functions.

PAID – Before Booking \$150.00 (circle) Yes No	P.O. or L.C. # (if applicable)	DATE	SIGNED (Town Employee)
FACILITY CHECK After Booking	APPROVED (circle) Yes No	DATE	SIGNED (Recreation Foreman)
REFUNDED – After Booking (circle) Yes No	AMOUNT / DETAILS	DATE	SIGNED (Town Employee)

II. CONDITIONS:

1. The Tenant:

- (a) Shall be responsible for having staff or members present in the facility during the rental period, and be responsible for any and all security needed.
- (b) Shall be responsible for doing any decorating, subject to approval by Events Coordinator. No tape nails or tacks of any kind may be used on walls. If you wish to hang decorations from the Community Hall Ceiling, the Town of Inuvik will rent the Tenant, during regular Facility hours, a Genie Lift plus Operator, at the regular hourly rate.
- (c) Under no circumstances will the Genie Lift be used by a non-authorized or non-Town of Inuvik Employee.
- (d) If the fees for an event have been waived by an order of Council, or for any other reason, the Tenant shall be responsible for all setup, take down, security and janitorial activities during the event, ensuring that the facility is in the same condition it was when it was given to them. Any extra time spent by Recreation Staff cleaning up after such an event, as well as damages as per section (d), will be billed back directly to the tenant.

- (e) Shall enter the facility and vacate the facility within thirty (30) minutes of the start and end of the rental period, ensuring that all participants have departed from the facility. Tenants shall not enter earlier than regular Facility opening time of 8:00 a.m. Requests to get into the facility earlier or stay after the said rental period must be approved by the Events Coordinator and Facility Foreman.
- (f) Shall be liable for the costs of any extraordinary repairs required to correct damages attributable to the Tenant's use of the facilities during the said term. It shall be the responsibility of the Tenant to submit, in writing, a report of damages of the premises, prior to occupancy of the premises, to the Events Coordinator. Failure to comply with this requirement shall result in all damages found after termination of tenancy being attributable to the tenant most recently occupying said premises. Such damages shall be billed directly to the Tenant.
- (g) Shall agree to the seating capacity as follows:

Banquet Hall	Maximum 325 persons	Upstairs Full Meeting Room	Maximum 50 persons
Meeting Room	Maximum 35 persons	Arena Dry Floor	Maximum 500 persons

These numbers must include all staff/volunteers necessary to run each function.

- (h) Shall also ensure that any and all equipment, decorations, or any item(s) not belonging to the Town of Inuvik be removed before 12:00 noon the next business day (except where prior arrangements are made with the Events Coordinator and Facility Foreman). Section 3(b) shall still apply; otherwise the Tenant will be subject to paying any and all expenses incurred from the removal of this/these item(s) plus storage fees not to exceed One Hundred (\$100.00) dollars per month. Neither the Town nor the movers will be held liable for any damages incurred during such said moving and storage. None of the above equipment is stored in areas designated to other organizations.
- (i) The person or persons signing in the rental agreement for the use of the Midnight Sun Complex must be a member of the Executive of the club or group leasing that facility. If the person or persons signing the rental agreement is not an Executive member or does not have a letter of authorization from said club or organization, that person, or persons will assume personal liability for rental fees, and pursuant to the conditions outlined in paragraph (e).

2. The Town:

- (a) Agrees that all tenant receipts are to be kept the sole property of the Tenant.
- (b) Shall not be responsible for the loss of any equipment, material or supplies not owned by the Town regardless of how such a loss shall occur.
- (c) Agrees that all facilities be functional and clean before the commencement of the said term and extra supplies and equipment are provided (see part 5).
- (d) Retains the right to refuse rental of said premises for any reason.

3. Conference/Meeting Equipment:

The Midnight Sun Complex has presentation equipment for groups and organizations to use during the rental period. Included in the cost of the Facility rental, please check off any of these items you may require:

- | | |
|---|--|
| <input type="checkbox"/> Flip Charts (Must bring your own paper) | <input type="checkbox"/> Coffee Urns only (You supply coffee, cups, etc) |
| <input type="checkbox"/> Max. 4 charts | <input type="checkbox"/> Tea Urns only (You supply Tea, cups, etc) |
| <input type="checkbox"/> Large Screen (Mounted in the Community Hall) | <input type="checkbox"/> (2) Microphones (Community Hall only) |
| <input type="checkbox"/> Podium (in the Community Hall) | <input type="checkbox"/> Lobby Registration Desk |
| <input type="checkbox"/> Basic Telephone | <input type="checkbox"/> Portable screen |

Note: The Tenant is responsible for the replacement value of any of the above equipment that they use, should it be missing or damaged.

The Midnight Sun Complex also has the following presentation equipment for groups and organizations to use for a separate fee during the rental period:

<u>Equipment **</u>	<u>Rental Fee</u>	<u># of Days</u>
<input type="checkbox"/> Wireless Internet	\$20/day + GST	()
<input type="checkbox"/> 1 InFocus Wireless Projector (Hall Only)	\$100/day+ GST	()
<input type="checkbox"/> 1 Desktop Projector	\$100/day+ GST	()
<input type="checkbox"/> BENQ - Model # SP920P HD Digital Projector (for 15" x 25" screen)	\$150/day+ GST	()
<input type="checkbox"/> Dell Laptop	\$50/day + GST	()
<input type="checkbox"/> DVD player	\$25/day + GST	()
<input type="checkbox"/> Conference telephone	\$40/day + GST	()
<input type="checkbox"/> Portable Speaker/PA/sound system	\$50/day + GST	()
<input type="checkbox"/> Genie Lift machine, plus Operator, (available 8am-5pm only)	\$35/hour + GST	(# of hours:)
<input type="checkbox"/> Video Conferencing equipment.	\$100/hour \$250/Day	(# of hours/Days:)
<input type="checkbox"/> DJ mixing equipment	\$50/day+ GST	()

**PLEASE
CHECK OFF
WHAT
EQUIPMENT
YOU
REQUIRE FOR
YOUR EVENT**

<u>Catering</u>	<u>Rental fee</u>	<u># of Days</u>
<input type="checkbox"/> Heating tables (Max 3)	(X)\$10/table/day+ GST	()
<input type="checkbox"/> 18.9 Liter water in dispenser	(X)\$10 + GST	()
<input type="checkbox"/> Table cloths with optional skirting	(X)\$25 per table/day+ GST	()

Additional printing, copying, and faxing fees: (\$0.25/print, copy, & local faxes. \$1.00/ long distance fax.)

NOTE:

The Tenant will be responsible for the replacement value of any missing equipment, or for parts or servicing that has to be done after equipment has been returned to the Events Coordinator and/ or Facility Foreman. This contract is subject to the understanding and agreement that the Town of Inuvik shall not be held responsible nor liable for any injuries or losses to any person, persons or property by reason of or as a result of the acts of it or its servants, agents, employees or workmen. The Town of Inuvik will not be held responsible for the loss or theft of any personal property left at the Centre by the User or their guests.

Those requesting to have fees waived and/or donated use of facilities must complete an [Application for Donation](#) form. Completed forms may be faxed to the Town Office at 867-777-8601.

For Tenant:

I, _____, certify that I have read and agreed to the above said terms and conditions.
Name

Signed by: _____ for _____
Signature Organization

Billing Address: _____

Telephone: _____(w) _____(f)

Email Address: _____

***Please return or fax the signed contract, payment arrangements and completed Setup Layout sheet to:**

Dennis Pancratius D. Dulay Tel: (867) 777-2443
 Midnight Sun Complex Fax: (867)777-2017
 P.O. Box 1160, 95 Gwich'in Road Mobile: (867)678-5395
 Inuvik, NT X0E 0T0 ddulay@town.inuvik.nt.ca



Town of Inuvik (Do not sign):

Name: _____ Date: _____

Kelly Penner, Director, Community Services