



YELLOWKNIVES DENE FIRST NATION
 Chief Drygeese Government Building, Dettah NT
 PO Box 2514, Yellowknife NT, X1A 2P8
 Tel. (867) 873-4307 Fax. (867) 873-5969
 E-mail: dettahadmin@ykdene.com

YKDFN FACILITY RENTAL AGREEMENT

Yellowknives Dene First Nation (hereinafter called "Lessor") hereby grants "Lessee" permission to use the Facilities as outlined, subject to the Conditions of Rented Premises and YKDFN Facility Rental Agreement Regulations of this Agreement contained herein and attached hereto all of which form part of this Agreement.

LESSEE INFORMATION			
Company/Organization Name:			
Billing Address:	City:	Terr.	Postal Code
Contact Name:	E-mail:		
Telephone No:	Cell Phone No:	Fax No:	
Event:	YKDFN Web Calendar Viewing Permissions; <input type="checkbox"/> Public Meeting <input type="checkbox"/> Closed Meeting		
Date(s):	Time In:	Time Out:	

Please indicate which facility to rent. Please be advised that all facility hours operate 9:00 AM–5:00 PM only. Evening event(s) require 3 weeks' notice. If renting more than one facility, please fill out a separate form for each.

FACILITY DAILY RENTAL RATES: (check one)	HALF DAY (4 hrs.)	FULL DAY (over 4 hrs.)
<input type="checkbox"/> Dettah Chief Drygeese Conference Centre.....	<input type="checkbox"/> \$500.00.....	<input type="checkbox"/> \$800.00
<input type="checkbox"/> Dettah Chief Drygeese Council Chamber.....	<input type="checkbox"/> \$200.00.....	<input type="checkbox"/> \$300.00
<input type="checkbox"/> Dettah Gymnasium.....	<input type="checkbox"/> \$225.00.....	<input type="checkbox"/> \$450.00
<input type="checkbox"/> Ndilo Gymnasium.....	<input type="checkbox"/> \$225.00.....	<input type="checkbox"/> \$450.00
<input type="checkbox"/> Weledeh Site.....	<input type="checkbox"/> \$400.00.....	<input type="checkbox"/> \$400.00

PAYMENT METHOD: (CREDIT CARD NOT ACCEPTED)

- Cash Cheque *upon YKDFN Finance approval.
- Money Order Invoice *upon YKDFN Finance approval; require purchase order.

YKDFN Administration Office will advise if \$500 Damage Deposit is required at time of booking. Damage deposit will be refunded after the event and inspection. Any damages will forfeit deposit. Rental Fee must be paid in full 10 days before event, unless invoiced. Remaining deposit will be refunded within 10 days after. Be advised that Lessee is not authorized to access facility until a designated YKDFN Representative permits entrance.

Also, Lessee is not authorized to access the Weledeh Site until designated YKDFN Rep permits entrance.

Cancellation: Lessee has 10 days before event to cancel and receive a full refund of deposit. If cancellation is less than 10 days, entire deposit is forfeited unless facilities are otherwise rented for an equal/greater value.

I, the Lessee, will hereby comply by signing:

"Lessee" Signature: _____

Date: _____

YKDFN Representative: _____

Date: _____

Conditions of Rented Premises:

1. Rental of site – Lessor rents to Lessee the Rent Premises for the purpose of conducting the “Event” during the term as indicated on the Rental Agreement.
2. Rental Fee – Lessee shall pay to Lessor all Rental Fees and Security Deposits in the amounts and at the times as provided on the Rental Agreement.
3. Applicable only if fee is waived - Cleanup – Lessee shall, upon the conclusion of the Term, promptly remove all supplies, materials, refuse, and any other materials from the Rental Premises and shall leave premises in same condition that was rented.
The Event Coordinator will be responsible for above cleanup and must remove all food and check the cupboards, appliances, storage rooms.
4. Indemnification – Lessee covenants and agrees to indemnify and hold the Lessor harmless from and against any claims for loss, damage or injury, which may arise or accrue by reason of use by Lessee of the Rented Premises. Further, Lessee agrees to pay to Lessor such costs or expenses, including, but not limited to legal fees, incurred by Lessor on such loss, damage or injury.
5. Security – If Lessee defaults the Lessor may use the Security Deposit to pay any unpaid fees or commissions, repair any damage or injury, or to pay any expense or liability incurred by Lessor as the result of default.
6. Assumption of Responsibility – Lessee hereby assumes full responsibility for the character, acts and conduct of all persons admitted to the Rented Premises by the consent of Lessee or with the consent of any person acting for or on behalf of Lessee.

YKDFN Facility/Site Rental Agreement Regulations:

1. The site is operated by the YKDFN. Rental of the facility is limited to those events that the YKDFN feels reflect the standards of the YKDFN. The YKDFN reserves the right to refuse to rent the facility and/or to not allow an activity at the facility that does not meet its standards. The YKDFN is the sole authority and decision maker as to the appropriate standards to be observed.
2. Assignment. This agreement and the privileges granted herein, or any part thereof, cannot be assigned, sublet, or otherwise conveyed by Lessee without the written consent of Lessor.
3. Applicable only if fee is waived - Lessee agrees to return the facility/site and facility equipment to its original condition at the end of Lessee’s event. Lessee is responsible for cleaning the facility/site. Lessee agrees to pay in full for any and all damages incurred by the facility during Lessee’s set up, event, and cleanup. It is specifically understood that Lessee’s liability is not limited to the security deposit posted rather the full cost of repair and or replacement of all damages.

7. Legal Fees – Lessees agrees to pay reasonable legal fees incurred by Lessor in the enforcement of this Agreement.
8. Assignment – This Agreement and the privileges granted herein, or any part thereof, cannot be assigned, sublet, or otherwise conveyed by Lessee without the written consent of Lessor.
9. Breach of Agreement – Any of the following shall be deemed to constitute a breach of the terms of this Agreement:
 - a. Failure by Lessee to pay any amount of money due hereunder;
 - b. Failure by Lessee to comply with any other provision of this Agreement.
10. Remedies for Breach – Lessor may, without notice, immediately re-enter the Rented Premises and remove all of the property and personnel of Lessee and retain as liquidated damages any sum or sums Lessor may have received from Lessee pursuant to this Agreement. Further, Lessor may recover from Lessee all damages proximately resulting from the breach that are in excess of the liquidated damages. Any such amount shall be immediately due and payable by Lessee.
11. Amendment – This Agreement can only be amended by written agreement signed by both parties.

I have read the Conditions of Rented Premises and agree to comply to all:

“Lessee” Initial: _____

Lessor YKDFN Rep. Initial: _____

4. A pre-event and post event inspection may be conducted by the Lessee and a YKDFN representative to determine existing conditions. The facility may apply all or part of the security deposit to any charges due from the event charges relating to the clean-up and restoration of the facility. The Lessor shall refund to Lessee any portion of the security deposit not used.
5. Lessee agrees to provide for and be responsible for adequate security, trash and parking services as approved by the Lessor during its rental period.
6. No alcohol or any illegal substances are allowed on the facility premises.
7. Attach a pre-inspection site form and post-inspection site form. Both are to be duly signed by the Lessor and Lessee.

I have read the YKDFN Facility Rental Agreement Regulations and agree to comply to all:

“Lessee” Initial: _____

Lessor YKDFN Rep. Initial: _____



Emergency Evacuation Procedure

Outside Organizations using

YKDFN Meeting Rooms/Conference Center/Gymnasiums

It is the responsibility of the Event Coordinator to familiarize yourself with the area and to ensure that their attendees are aware of the following:

House keeping	Incase of Emergency
Kitchen	Emergency Evacuation Plan
Bathrooms	Emergency Exits
Storage Areas	Fire Extinguishers
Setting up and taking down	First Aid Kits / AED
Cleaning when done	Muster Stations

These areas require explicit organization because of the potential for large numbers of people to be congregated in a small area. The person in charge will be the Event Coordinator, the event coordinator shall act as the Safety Officer/Representative and is responsible to ensure all is evacuated in a safe manor.

Upon hearing the emergency alarms, immediately prepare to leave the building. The person in charge shall direct all attendees to the Muster Station.

Ensure to stay calm, to notify all attendees to push chairs in and large bags out of the way (under tables).

Ensure to follow the closest emergency evacuation route. Ensure to close doors behind you. All doors should be closed.

If possible take your hand held personal belongings and weather appropriate clothing. Do not return into the building to collect your belongings.

Assist any person with a disability and/or elders, to leave the building. Do not attempt to carry people down the stairs, if the ramp is inaccessible, ask for assistance to help bring the disabled and/or elder down the stairs.

Walk quickly and calmly to the designated muster station for your building or as advised by your Safety Officer/Representative.

Remain at the mustard area with the group until instructed by the Safety Officer/Representative and/or Fire and Emergency Services personnel says it is safety to return to the building.

