



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

## FACILITY RENTAL REQUEST FORM

Facility hours operate 9:00 AM-5:00 PM only. If renting more than one facility, please fill out a separate form.  
 Setup and takedown must be held same day as event.

### LESSEE INFORMATION

Company/Organization Name:			
Contact Name:		E-mail:	
Billing Address:		City:	Terr./Prov. Postal Code
Telephone No:	Cell No:	Fax No:	

### FACILITY RENTAL RATES

YKDFN Facility/Premises:	Half Day 4 hrs	Full Day 4+ hrs.
1. Chief Drygeese Council Chamber, Dettah, NT Appx. 585 square feet, can hold up to 35 people	<input type="checkbox"/> \$200.00	<input type="checkbox"/> \$300.00
2. Chief Drygeese Conference Centre, Dettah, NT Appx. 4,236 square feet, hold up to 450 people	<input type="checkbox"/> \$400.00	<input type="checkbox"/> \$800.00
3. YKDFN Wiilideh Site, Yellowknife River, NT	<input type="checkbox"/> \$400.00	<input type="checkbox"/> \$800.00
4. Other: (provide facility/property name and location)	<input type="checkbox"/> Rate TBD	<input type="checkbox"/> Rate TBD

### EVENT DETAILS

**\*\*Lessee is not authorized to access facility until a designated YKDFN Representative permits entrance**

Event Title:			
Type of Event:		# people attending:	Event is: <input type="checkbox"/> Public <input type="checkbox"/> Private
Beginning Date: (Include setup)	Time In:	End Date: (Include takedown)	Time Out:
Note:			

### LESSEE SIGNATURE

I, the Lessee, hereby request use of facility. **"Lessee":** \_\_\_\_\_ **Date:** \_\_\_\_\_

### YKDFN USE ONLY

Request is:  Approved  Denied **Authorized By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# DAY(S) USE:	RENTAL RATE:	TOTAL DUE:	PAYMENT METHOD: (Credit card not accepted)



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**FACILITY/PREMISES RENTAL AGREEMENT**

**Conditions of Rented Facility/Premises:**

1. Lessee must be minimum 19 years of age to assume responsibility and presence for duration of rented premises.
2. Lessor rents to Lessee the Rent Premises for the purpose of conducting the "Event" during the term as indicated.
3. Rental Fees – Lessee shall pay to Lessor all Rental Fees
4. Damage Deposit – Lessee shall pay \$500 Damage Deposit and will be refunded once event is over and inspected. 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. YKDFN may deem company/organization creditable and deposit may be waived but is required to pay any damages.
5. 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 or greater value.
6. Cleanup, applicable if fee is waived, Lessee shall, upon the conclusion of the term, promptly remove all supplies, materials, refuse/garbage, and any other materials including cupboards, shelving, appliances, storage rooms, and shall leave premises in same condition that was rented.
7. 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.
8. 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.
9. 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.
10. Legal Fees – Lessee agrees to pay reasonable legal fees incurred by Lessor in the enforcement of this Agreement.
11. 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.
12. 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.
13. 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.
14. Amendment – This Agreement can only be amended by written agreement signed by both parties.

**YKDFN Facility/Premises Rental Agreement Regulations:**

1. The site is operated by the YKDFN. Events held in rented facility/premises must adhere and reflect YKDFN standards. The YKDFN reserves the right to refuse rental requests and/or not allow use of facility/premises 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. Cleanup, applicable if fee is waived - Lessee agrees to return the facility and facility equipment to its original condition at the end of Lessee's event. Lessee is responsible for cleaning the facility. 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.
4. Lessee agrees to provide and be responsible for adequate security, refuge/trash, and parking services as approved by the Lessor during its rental period.
5. No alcohol or any illegal substances are allowed on the facility/premises.
6. A pre-event and post event inspection will 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.
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 above Conditions of Rented Premises and YKDFN Facility Rental Agreement Regulations and agree to comply to all:

**"Lessee":** \_\_\_\_\_

**YKDFN Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_