

# Village of Fort Simpson Recreation Centre Facility Rental Agreement

Please complete and Return this form to:



Fort Simpson Recreation Centre  
9805-100 Street  
Fort Simpson, NT X0E0N0

Phone: 867-695-3300 Fax: 867-695-2120 Email: bburill@fortsimpson.com

Name of Group or Organization					
Contact Person			Name/Purpose of Event		
Address				Postal Code	
Phone #			Email Address		
Cost of Rental:					
Date of Event (If multiple dates, attach schedule)		Time of Event (start & end time)		Expected Attendance	
Facilities Requested					
Fort Simpson Recreation Centre					
Community Hall <input type="radio"/>	Kitchen <input type="radio"/>	Gymnasium <input type="radio"/>	Arena <input type="radio"/>	Curling Lounge <input type="radio"/>	Curling Rink <input type="radio"/>
Other Requirements: (Please note additional charges may apply for the use of the following.)					
<input type="radio"/> Microphone	<input type="radio"/> Podium	<input type="radio"/> Extension cord		<input type="radio"/> Power bar	
<input type="radio"/> Projector	<input type="radio"/> Sound System	<input type="radio"/> Coffee Maker			
<input type="radio"/> Screen	<input type="radio"/> Stage				
Outdoor Parks & Athletic Facilities					
Ball Field <input type="radio"/>		Elephant Park <input type="radio"/>		Front of Rec. Centre <input type="radio"/>	
Specify specific park facility requested:					
Other Requirements: (Please note additional charges may apply for the use of the following.)					
Power <input type="radio"/>	Tables <input type="radio"/> #: ____	Chairs <input type="radio"/> #: ____	Other: _____		
Setup/Other Comments:					

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Recreation Centre Facility Rental Agreement**

**Terms & Conditions**

1. The renter shall be responsible for their participants and guests. Also, renter must enforce the terms and conditions to everyone. No inappropriate use of the space will be tolerated. Failure to Comply with the terms & conditions will result in immediate termination of rental.
2. If anyone damages the facility and or equipment (i.e. Projector) during the rental period, the renter shall pay for the necessary repairs or replacement.
3. Clean Up: Set up and cleanup is the responsibility of the renter and to be done during the reservation period. If extra setup/cleanup time is required, this time must be booked by the renter in advance. Rec. Centre bookings: if the space is not cleaned to the state in which the space was at the beginning of the rental, the renter will be subject to a \$200.00 cleaning charge per rental space. Any required cleaning supplies will be made available to the renter by Rec. Centre staff.
4. We are not responsible for lost or damaged property.
5. Alcohol: If the event includes the serving of alcohol, the renter must acquire a Special Occasion Permit and PAL Insurance. The renter is required to provide security for duration of the rental. All alcohol and empty alcohol containers are to be removed at the end of rental period.
6. Catering/Kitchen: renters are responsible for cleaning all appliances, counters, and removing all garbage. As well as removing all food, and all dishes at the end of the rental period. If rental consists of multiple days, the kitchen is required to be cleaned at the end of each day. It will be the responsibility of the renter to clean up and to arrange for any catering dishes to be picked up the same day. Any food or dishes will be disposed of after 24 hours.
7. All weddings, graduations and special entertainment events must be paid for in advance. All other rental will be invoiced at the end of each month.
8. Cancellations: The renter can cancel up to two days prior to their booking to receive 100% refund/ no charge for cancellation. If cancellation is 48 hours-24 hours before booking renter will receive 50% refund/charge for booking. Less than 24 hours cancellation is full charge for booking.

I have read and understand the terms and conditions.

Signature:

Date:

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Village of Fort Simpson Staff:

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