



**HALL RENTAL POLICY**

**Purpose:**

The Hall Rental Policy is established to formalize and regulate rentals for NFN community buildings.

**Definitions:**

“Client” is the individual or group is the applicant requesting the booking.

“Debendaagzid” is a registered member of Nipissing First Nation.

“Affiliate” is an individual affiliated with a debendaagzid or resides in the community of NFN.

“NFN Representative” is an employee of NFN who is authorized to book rentals on behalf of NFN.

**Process for Booking:**

1. All meeting and event bookings must be made with the Facilities Department. The Facilities Department will confirm room availability. (List of available of rooms is also available on the [nfn.website.](#))
2. Once the room has been confirmed, a Hall Rental Agreement will be signed with the client and arrangements will be coordinated as needed. (*Appendix “I”*)
3. The NFN representative will coordinate the required arrangements with the Maintenance Supervisor and/or IT staff for set up.
4. Bookings that require more than two rooms or have an attendance of more than 150 people must submit a letter of intent to the Administration Department.
5. For liability purposes, the applicant must abide by hall capacity.

**Payment:**

1. A deposit will be collected at the time of the booking for the larger community halls and will be paid at the time the rental agreement is signed. (*Appendix “II”*). The deposit must be paid prior to the booking date.

A cleaning deposit of \$50.00 must be paid prior to the bookings date. This deposit will be refunded if the hall is left in an acceptable condition.

2. All private events must submit a certificate of liability prior to the event taking place.”

**Hall Rental Costs:**

Due to the high cost of maintenance and other costs associated with all room rentals, these costs must be accounted for with all events:

1. Any request for a donation of the hall rental fee must be submitted in writing to the attention of the Administration Department who will approve or disapprove requests in accordance with the Donation Policy.
2. All NFN programs are required to include the hall rental as a cost when budgeting for program events.
3. In the event that the cost is not approved as an eligible expense to the funder, the amount of the hall rental will be accounted for as an “*in kind*” contribution.
4. All staff related programming is free of charge however the staff responsible for the event must ensure that room is left in an acceptable condition, cleaning up after event.
5. Non-Alcohol fundraising events will be eligible for a reduced rental rate. (*Appendix “I”*)

*Approved this 24<sup>th</sup> day of January , 2012*

*Approved this 18<sup>th</sup> day of February, 2014*

*Amended this 7<sup>th</sup> day of March 2017.*

*Amended this 1<sup>st</sup> day of October, 2019.*

Appendix "I"



**Nipissing First Nation Rental Rates**

**Administration Building (36 Semo Road, Garden Village)**

Gym	\$400./per day
Childs Birthday Parties / Baby Showers	\$100./per day
Kitchen (only applies when fryers are used)	\$75./per day
Non-Alcohol Fundraising Event	\$200./per day
Stage (1/2 day meeting)	\$25./half-day
Stage (Full day meeting)	\$50./per day
Council Chambers (1/2 day meeting)	\$50./half-day
Council Chambers (full day)	\$100./per day

**Nbisiing Secondary School (469 Couchie Memorial Drive, North Bay)**

Gym	\$400./per day
Kitchen	75./per day
Non-Alcohol Fundraising Event	\$200./per day
Student Lounge (1/2 day meeting)	\$25./half day
Student Lounge (Full day meeting)	\$50./per day
Classroom/Library/Resource Centre	\$50./half day
Classroom/Library/Resource Centre	\$100./per day

Venue	Price Half-day	Price Full-day
Gym	\$200.00	\$400.00
Childs Birthday Party/Baby Showers	\$100.00	\$150.00
Fundraising Event (non-alcohol)	\$200.00	\$250.00
Stage	\$25.00	\$50.00
Council Chambers	\$50.00	\$100.00
Training (Board) Room	\$50.00	\$100.00
Student Lounge (NSS)	\$25.00	\$50.00
Classroom/Library/Resource Centre (NSS)	\$50.00	\$100.00
Multi-Purpose Hall (Duchesnay)	\$100.00	\$150.00

An additional \$75.00 fee will apply when kitchen fryers are being used.

NEW

Note: Half-day is a booking of 4 hours or less. Day is more than "4 hours and less than 12"

**Seniors Apartment Unit (25 Gerald Crescent)**

Craft Room For Senior Programming Only

No-charge

*Note: Must make arrangements with the Housing Department.*

*Note: Kitchen facilities must be cleaned after every use, and kept in its original condition.*



4. **MANDATORY COVERAGE** - All events serving or consuming alcohol - WILL require Third Party Alcohol Liability Insurance. This policy must name Nipissing First Nation as an additional insured per coverage and be in the amount of \$2,000,000.00 based on Bodily Injury Liability and Property Damage. Copies of the Liquor Licence (Special Occasions Permit) , and the Liability Insurance are to be submitted to Nipissing First Nation prior a minimum of 3 business days prior to event. Under no circumstances can alcohol be on Nipissing First Nation property unless all criteria of section 3 & 4 of this agreement have been completed. It is also the responsibility of the Liquor License holder to supply transportation home for individuals who have consumed alcohol in these premises. In the event of an outdoor license all rules will still apply. (Package with details will be included with agreement)
5. All articles belonging to the lessee must be removed within two hours after closing the hall. The hall must be restored to its original condition. Decorations need to be removed and contents from the Canteen / Walk-in Cooler must also be removed at that same specified time. Nipissing First Nation shall not be liable for any damages to or loss of any property brought into the premises in conjunction with the function by the Special Occasion Permit Holder or Event Organizer named herein or their members, officers, employees, agents, or contractors or any person who attends the function.
6. If the Kitchen facilities are to be used by lessee or catered a \$75.00 additional charge will apply to the lease. It is also the responsibility of the lessee to clear tables after dinner and insuring that the Kitchen is restored to its original condition. Nipissing First Nation does not provide catering services nor does Nipissing First Nation claim any responsibility or liability for any food prepared by the caterer or the lessee that is brought in or served from this building, nor does Nipissing First Nation claim any responsibility or liability for staff of any catering or agency that may be part of this event.
6. The bartenders must stop serving alcohol no later than 1:00a.m and the hall must be vacant of all guests no later than 1:30a.m.
7. Please note that all outdoor lighting systems and cooling / heating systems are on an automatic system with scheduled times for the event. The use of drapery, a false ceiling, and decorations of any sort or any modifications to the ceiling will cause the temperature to vary as the cooling/heating system is distributed via the vents in the ceiling.
8. It is also the responsibility of the Liquor License holder to supply transportation home for individuals who have consumed alcohol in these premises.
10. The lessee shall guarantee that there will be no use of confetti (Paper, plastic or tin foil) and bubbles in the hall for safety reasons. The lessee shall also make all attendees aware of this rule for safety reasons.
11. I hereby agree that I have received documentation, recommendations and instructions in regards to how to obtain my "Special Occasions Permit" and "PAL Insurance" (Third Party Alcohol Liability Coverage) and am aware that these documents must be obtained a minimum of 10 business days prior to the event.

I HEREBY AGREE TO THE ABOVE CONDITIONS.

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LESSEE SIGNATURE

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AUTHORIZED SIGNATURE

DATED THIS

DAY OF 20\_\_