



Appendix I
RENTAL AGREEMENT

RENTAL DATE: _____ TIME: _____ TO _____

NAME OF LESSEE: _____ PHONE #: _____

CONTACT PERSON: _____ PHONE #: _____

2ND CONTACT PERSON: _____ PHONE #: _____

ADDRESS: _____

FOR NFN COMMUNITY MEMBER BOOKING(S), PLEASE PROVIDE YOUR REGISTRATION #: _____

RENTAL/LOCATION: _____

RENTAL DETAILS	COST	COMMENTS
TOTAL:		
DEPOSIT:		

DATE PAID: _____

DEPOSIT MUST BE PAID AT THE TIME OF BOOKING.

BALANCE OF RENTAL: _____ DATE PAID: _____

MUST BE PAID TWO (2) WEEKS PRIOR TO EVENT.

ADDITIONAL AGREEMENTS:



CONDITIONS OF THE AGREEMENT

1. The Refundable Rental Deposit will reduce the rental charges prior to payment. The premises will be inspected, and any damages will be at the cost of the lessee and must be paid within 30 days or at an agreeable upon date by the NFN Representative and lessee. If damages are not paid by the date proposed, NFN will file a claim in Small Claims Court to recoup the costs of repairs. Under no circumstances are any of the chairs or tables to be removed from the building at any time.
2. The Lessee agrees that he/she will be responsible for rent damages to the hall and its furnishings, and that the building and its contents will be kept in the same condition as it was when first rented. The lessee must also be in attendance at the event the entire time that is stated on this agreement in order to ensure that all rules and regulations are being adhered to. The lessee is also responsible for access to the building, opening the doors and guaranteeing that all doors have been locked and that the building is vacant at the end of the event prior to exiting the building. The lessee is responsible to ensure that the attendance does not exceed the licensed capacity of the premises. For safety reasons all exits must be always kept free of obstructions at all times.
3. All events serving or consuming alcohol – The lessee must abide by the Liquor Board Regulations, must obtain a “Special Occasions Permit” from the L.C.B.O, and abiding by its directions in full. Nipissing First Nation does not provide Bartenders therefor it is the lessee’s responsibility to do so. Bartenders must have the S.I.P. (Server Intervention Program) in order to work behind the bar and serve alcohol. The lessee must also ensure that only persons with S.I.P. are always behind the bar. All alcohol other than wine at the table must be stored and served from behind the bar. It is the responsibility of the Lessee to hire a bartender who meets the above criteria. The liquor License (Special Occasions Permit) must be posted in the bar where it is clearly visible to all attending. The lessee must ensure that guests are aware that alcohol must remain inside the building and not to go past the exits, signs will be posted. Nipissing First Nation strictly **PROHIBITS** any form of “Bring your own Alcohol” events. All functions with alcohol must abide by the rules as stated in this agreement.
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 License (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 member, 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 ensuring 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 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.
7. The bartenders must stop serving alcohol no later than 1:00 AM and the hall must be vacant of all guests no later than 1:30 AM.
8. 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.
9. 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 regard 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.
12. Must abide by Fire Safety Code and keep areas free of obstructions.

I HEREBY AGREE TO THE ABOVE CONDITIONS.

LESSEE SIGNATURE

AUTHORIZED SIGNATURE

DATED THIS _____ DAY OF _____ 20 _____.