

Hall (Bookings) Rental Policy

The purpose of this policy is to outline the standard processes, procedures and regulations for Nipissing First Nation community building rentals and bookings.

Booking Process

- 1) All booking requests must be made within the **Online Booking Form** (Hall & Room) on our NFN website. This is located under the contact tab on the homepage.
- 2) The availability of the request will be **reviewed**, as the online form does not guarantee a secure booking.
- 3) The **Room Booking Administrator** will follow up with the booking within 1 business day. When they are absent, the Communications Assistant will follow up with you as the backup.
- 4) For **internal staff bookings**, a confirmation email will be sent after the request is reviewed, along with any items that will need to be coordinated with the IT Department and Maintenance Staff.
- 5) For **private community member bookings**, a rental agreement will be drafted for signing. This will be reviewed and finalized before signing, along with items you will need to obtain and complete prior to the event.
- 6) If the booking requires securing **two or more rooms**, and has an attendance of over 150 people, a letter of intent must be submitted to the Admin Department.
- 7) For all **special and private events**, the organizer must provide proof of Third-Party Liability Insurance. A Special Occasion's Permit (if alcohol is present) that meets our criteria in the Rental Agreement. The amount must be \$2,000,000.00 and NFN must be named as the additional insured. *These documents must be obtained 2 weeks prior to the event.*
- 8) If rental rates and any additional services apply, please see the **Finance Process on page 2**.
- 9) **For all alcohol-related events**, certified security must be hired to help keep the event controlled.
- 10) For all other larger events where alcohol is **not being served**, it is up to the organizer to determine if security is required.
- 11) **For all bookings**, please inform us if you require any special requests or needs.
- 12) All private rental bookings will be given priority for **NFN members**, then non-members and non-NFN organizations.

- 13) If the floor plans are not submitted at least **48 hours** in advance, it will be the organizer's responsibility to set up for their event.
- 14) For all events, it is the **responsibility of the organizer** to clean up personal items, garbage, and any other decorations, etc.

The Finance Process

1. The agreement will be reviewed and signed by the organizer of the event.
2. The agreement will then be signed by the Room Booking Administrator.
3. An invoice will be requested from Finance by the Room Booking Administrator to ensure accuracy and correct costs.
4. The organizer will pay the half or full payment in person at Finance or via e-transfer at payments@nfn.ca, and the remaining deposit will be paid two weeks prior to the event.
5. A copy of the receipt must be given to the Room Booking Administrator for proof of payment.
6. For internal staff bookings, their accounts will be billed directly if funds are available.

Cancellation Process

- 15) In other rulings, NFN can cancel or change the booking due to the following:
 - An emergency such as a pandemic or office shut down.
 - The booking request falls on a statutory holiday.
 - Priority bookings such as funerals.
 - The payment was not received for external bookings.
 - There is a no show for internal bookings up to 30 minutes or the whole event itself, therefore the Hall or Room will become available to others. **A setup fee will apply if you do not cancel**, due to the high volume of bookings. For private events, we will keep **20%** of your rental deposit. For staff events, we will charge **20%** of the hall rental fee of the room location for your booking.
 - It is not NFN's responsibility to refund the insurance if the event is cancelled.
- 16) All NFN programming bookings are to be submitted as early as 3 months in advance. The bookings are to be entered in the calendar up to 6 months ahead. It is the organizer's responsibility to resubmit for further bookings. This leaves flexibility and room for other programs to schedule any meetings or events.
- 17) You must give a minimum of 2 days cancellation notice for a regular room booking or rental.

*Approved this 24th day of January, 2012.
Approved this 18th day of February, 2014.
Amended this 7th day of March, 2017.
Amended this 1st day of October, 2019.
Amended this 17th day of November, 2020.
Amended and approved this 5th day of April, 2022.
Amended and approved this 19th day of December, 2023*

Appendix I

Contacts are below for your reference:

- **Room Booking Administrator** – Main Contact ext. **1282**
- **Communications Assistant** – Backup Contact ext. **1258**
- **Holy Spirit Church** – Homemakers Club & Church Requests ext. **1283**
- **Communications Officer** – Film or TV Requests ext. **1270**
- **Principal** – Nbisiing Secondary School **705-497-9938**
- **Community Health Nurse** – Vaccine & Flu Clinics ext. **2257**
- **Maintenance Department** – Senior's Apartment Unit Craft Room (Senior Programming Only) and Maintenance Inquiries – ext. **1259** and **maintenancedepartment@nfn.ca**
- **I.T Manager** – IT-related services ext. **1221**

Appendix II

Hall Rental Costs

Donation Requests: These must be submitted in writing to the Chief and Council for approval/disapproval in accordance with the Donation Policy.

NFN Staff Programming:

- All staff-related programming is free of charge.
- They will be billed directly if funds are available from their departments.
- When applying for funds with external organizations, they are required to include the hall rental as a cost when budgeting for program events.

External Bookings and Community Events: Deposits and payments will be submitted to the Finance Department. Refer to the finance process starting on page 1 of this policy. **Please also see rental rates in Appendix III.**

Hall Capacities – as per Fire and Safety Codes

GV Training/Boardroom	15
GV Gym	266
Council Chambers	15
GV North Reception	25
Outdoor Rink	300 max or 250 with setup
Duchesnay Hall Boardroom	12
Duchesnay Hall Multi-Purpose Area	100
Nbisiing Secondary School Gym	244

Appendix III- Rental Rates

Administration Building 36 Semo Rd, Garden Village, ON P2B 3K2

Location	Half Day Price	Full Day Price	NFN Member Half Day Price	NFN Member Full Day Price
Gym & Stage	\$350.00	\$650.00	\$250.00	\$450.00
Kitchen & Canteen	\$75.00	\$75.00	\$75.00	\$75.00
Boardroom	\$150.00	\$200.00	\$50.00	\$100.00

Duchesnay Community Hall 520A Couchie Memorial Drive, North Bay, ON P1B 8G5

Location	Half Day Price	Full Day Price	NFN Member Half Day Price	NFN Member Full Day Price
Multi-Purpose Area	\$225.00	\$400.00	\$150.00	\$200.00
Kitchen	\$75.00	\$75.00	\$75.00	\$75.00
Boardroom	\$150.00	\$200.00	\$50.00	\$100.00

Nbisiing Secondary School 469 Couchie Memorial Drive, North Bay, ON P1B 8G5

Location	Half Day Price	Full Day Price	NFN Member Half Day Price	NFN Member Full Day Price
Gym & Stage	\$350.00	\$650.00	\$250.00	\$450.00
Kitchen	\$75.00	\$75.00	\$75.00	\$75.00

Special Events Administration Building, Duchesnay Community Hall, Nbisiing School

Special Pricing	Full Day Price
Children's Birthday Party	\$200.00
Baby Shower	\$200.00
Wedding	\$1200.00

Half Day – 4 hours or less
Full Day – More than 4 hours and less than 12 hours

Locations are subject to change based on availability and suitability for event

Costs, terms, and guidelines are subject to change upon review

Appendix IIII Donation Policy

The purpose of this policy is to outline the guidelines for the process of requests for hall rental donations.

Budget

The Chief & Council approves a yearly budget for donations.

Financial Donations

- Requests must be submitted in writing to the Chief & Council.
- Requests from band members are the priority.
- Requests from other organization causes are the second priority.
- Larger donations will be budgeted separately and can be dispersed over several years.

Hall Rental Donations

All requests for donations must be submitted in writing to the attention of Administration who will approve or disapprove NFN registered member requests based on the following three items:

- a) Charitable organizations
 - b) Birthday parties for band members celebrating the age of 50, 60, 70 years and every 5 years after. Every 10 years after 50 years of age.
 - c) Milestone anniversary parties for band members reaching 25, 35, 45 years and then every 5 years after. Every 10 years after 25.
- Donations of \$450.00 and \$75.00 will be applied to non-alcohol related fundraising events for the hall and kitchen use.
 - Donations of \$250.00 will be applied to alcohol related fundraisers for the hall and kitchen use. This does not apply to birthday and anniversary parties.

Approved this 16th day of April, 2013.

Amended this 7th day of March, 2017.

Approved this 18th day of December, 2018.

Amended this 6th day of October, 2010.