



Wei Wai Kum First Nation

1650 Old Spit Road, Campbell River, BC, Canada V9W-3W8

Thunderbird Hall: 250-287-8251 Band Office: 250-286-6949

Fax.:(250) 287-8838

TOLL FREE: 1-877-286-6949

Organization: _____

Cheque Payable back: _____

Full Address: _____ POSTAL CODE _____

Telephone Number: HOME: _____ WORK: _____

Date(s) of Rental: _____ Areas Rented: _____

Set-up and/or Decorating Time(s):

_____ Hours _____ to _____ () @ \$ _____ \$ _____

_____ Hours _____ to _____ () @ \$ _____ \$ _____

Fixed Rate Set-up by Caretaker: (yes or no) For how many people? _____ \$ **100.00**

Function:

_____ Hours _____ to _____ () @ \$ _____ \$ _____

_____ Hours _____ to _____ () @ \$ _____ \$ _____

Clean by (organization or Caretaker)

_____ Hours _____ to _____ () @ \$ _____ \$ _____

Kitchen Use: (YES or NO) \$100.00 per day \$ _____

Microphone Use (YES or NOR) \$ _____

Total Rental \$ _____

HST on rental @ 12% \$ _____

Total Rental + HST \$ _____

+

DAMAGE DEPOSIT \$ _____

(Separate Cheque)

GRAND TOTAL \$ _____

PAYMENTS: Date Paid _____ Receipt # _____ \$ _____

Date Paid _____ Receipt # _____ \$ _____

Miscellaneous Instructions:

Signature: _____

Caretaker Signature: _____

1. KITCHEN

Clean stove, clear off and ensure all counters wiped. Sweep and wash the floor. Empty the trash.

2. MAIN HALL

Take down all decorations if the hall is decorated. Take down and put away all tables and chairs in an orderly way. Sweep and wash floor. Gather up and empty all trash.

3. BATHROOMS:

Gather and empty all trash. Wipe and thoroughly clean counters and toilets. Sweep and wash floors.

ENSURE that no disposable diapers are stuffed into toilets and/or behind the bleachers. We have considerable expense in connection with toilets being plugged up and having plumbers in to fix them.

Please note if the clean-up is not done in regards to the above mentioned, we will therefore withhold half of the Damage Deposit or the whole Damage Deposit.

4. SWITCHES:

1. **PLEASE DO NOT** touch the switches in the MAIN SWITCH BOX and KITCHEN SWITCH BOXES under any circumstances. Should there be a problem or it becomes necessary to go into the MAIN SWITCH BOX then the individual or organization renting the hall must contact the caretaker Yvonne Henderson (250)-830-8552
2. If it is discovered that the individual or organization has gone into the switch box and switches off the switch or switches and causes the furnace, or the hot water tank or any other equipment to malfunction then the cost of repairing the same shall be charged to that individual or organization renting the Hall.

THE THUNDERBIRD HALL WILL ONLY ACCOMMODATE 350 PEOPLE MAXIMUM.

CHAIRS:	APPROX. 350
TABLES:	APPROX 40

INDIVIDUAL OR ORGANIZATION'S RESPONSIBILITIES

1. The individual or organization renting the Thunderbird Hall must be personally present and in attendance at the function the whole time that the function is in progress, must provide security so that no vandalism is taking place, must be the person who locks the door at the end of the function.
2. If the individual or organization knowingly allows abuse of the Thunderbird Hall then the Thunderbird Hall WILL NOT be rented to that individual or organization in the future.

CAMPBELL RIVER THUNDERBIRD HALL OPERATION POLICIES AND PROCEDURES

- A. Use of the Community Hall facilities will be by permit only.
- B. Use must not exceed the time stated on the Permit/Contract
- C. Additional time used will be charged to the organization or individual booking the hall.
- D. The individual or organization renting the facility is responsible for insuring proper control of all people participating in an event. Proper control applies to the interior of the building and the Thunderbird Hall parking lot area.

- E. Individuals or organizations using the hall will be charged for all damages resulting from misuse of the facilities and equipment during the reserved period. If there are damages to the interior or exterior of the hall then the individual and/or organization having use of the hall shall be responsible for replacing or repairing damages if the interior or exterior is damaged in any way. The **\$600.00 Damage Deposit** will be held and the individual and/or organization will be billed for the excess costs.
- F. The recreation Committee is responsible for the enforcement of all regulations relating to the use of the Hall.
- G. Damage Deposits are required for dances, cabarets, banquets, concerts and some sporting events. Permits **WILL NOT** be issued until deposits are made.
- H. Individuals and organizations renting the facilities must make FULL PAYMENT TWO WEEKS IN ADVANCE of the reserve date. This payment must be made at the Campbell River Band Office during normal business hours (8:30 am – 12:00 & 1:00 – 4:30 pm), Monday thru Friday. It should be noted that the office is closed on weekends and on Statutory Holidays. Out of town individuals and organizations must make full advance payments in the form of cash or certified cheque's two weeks in advance of the function.
- I. Sunday or Statutory Holiday use of the Hall must be approved by the Committee. If approved for a Statutory Holiday the user will pay the regular hall rates for the functions plus \$20.00 per hour for each hour worked by the custodian.
- J. Keys **will not be loaned** out to any individual or organization for access to the Hall facilities.
- K. Tentative reservations will be accepted and held for a maximum of two weeks. A deposit will ensure use of the Hall. Any tentative bookings not confirmed with a deposit within time prescribed will be considered null and void.
- L. All functions must be completed by 2:00 pm (i.e. Cabarets). All equipment, decorations etc... must be removed from the building immediately after a function has been completed, (i.e. Band instruments). The Recreation Committee will not be responsible for damages if equipment has to be removed.
- M. The Campbell River Band will not be responsible for damages, loss, or injury to any person using the Hall, or its equipment and facilities.
- N. In all matter concerning the use and operations of the hall the decision of the Recreation Committee shall be final.
- O. Individuals or Organizations using the main floor for athletic events must ensure that running or gym shoes are used. **No black shoes allowed.** Individuals or organizations must ensure that there is an adult supervising the function at all times.
- P. Due to loss of various items from the kitchen, it has become necessary to charge a \$50.00 damage deposit for the use of each coffee pot. Should any inside parts of the coffee pots go missing at the end of the function then it will be replaced at the expense of the individual or organization renting the Hall because the coffee pots are very expensive.

CANCELLATIONS

- A. Groups wishing to cancel a confirmed reservation must notify the Campbell River Band Office during regular business hours at **least two weeks in advance** of the scheduled time of hall use. Failure to provide such notice may result in the permit holders being charged for the time reserved, and the \$300.00 or \$600.00 Damage

Deposit will be retained by us. Such charges to be at the discretion of the Recreation Committee in relation to the Community Hall costs.

- B. The Recreation Committee shall retain the right to refuse permit or cancel a reservation. Upon cancellation every effort shall be made to provide the holder with reasonable notice.

Set-up/Decorating Times:

- A. The time required for setting up tables, or decorating must be arranged with the Yvonne Henderson at the Thunderbird Hall at the time of the of the initial booking and will be charged shown on the rate schedule.
- B. Groups wishing to decorate the hall are reminded that the use of nails, tacks, staples, etc. is **NOT** permitted. All decorations must be removed as part of the clean-up following the event done by a crew from the user group. Violation of this regulation may result in automatic forfeiting of the damage deposit.

RENTAL RATES

- \$30.00 Per hour for time occupied in setting up, decorating and cleaning up the hall
- \$100.00 Fixed rate for kitchen use for prep-Potlatch/Feast
- \$100.00 Fixed rate for set-up by caretaker
- \$250.00 Fixed rate for clean-up for caretaker
- \$300.00 Fixed rate for clean up during and after Potlatch/Feast per day.
- \$35.00 Per hour for any recreational activities i.e. Basketball, volleyball, etc.
- \$75.00 Fixed rate for Microphone
- \$75.00 Fixed rate for screen and projector
- \$65.00 Per hour for Weddings, dances, banquets, fundraising functions.
- \$300.00 Fixed rental rate for Potlatch/Feast per day
- \$35.00 Per hour for meetings, religious services, or anything else
- \$300.00 Damage Deposits for functions **WITHOUT ALCOHOL served**
- \$600.00 Damage Deposits for functions **WITH ALCOHOL served**
- \$100.00 Fixed Rate – for use of kitchen facilities (per day)
- \$600.00 Fixed Daily Rate (Main Hall)
- \$30.00 Per hour for Multi-Use Room
- \$30.00 Per hour for cafeteria