



Wei Wai Kum First Nation

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

Band Office: 250-286-6949

Fax: 250-287-8838

TOLL-FREE: 1-877-286-6949

Organization: _____

Cheque Payable back: _____

Full Mailing Address: _____ POSTAL CODE _____

Telephone Number: HOME: _____ CELL: _____

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

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

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

Set-up by Caretaker: (YES or NO) For how many people? _____ \$ _____

Function: (for multiple (3 or more) days please use a separate sheet for breakdown of time in use)

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

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

Clean by (organization or Caretaker) (see attached checklist)

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

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

Microphone Use (YES or NO) \$ _____

Video (screen and projector) Use (YES or NO) \$ _____

Table Cloth Use: (YES or NO) \$ _____

Total Rental \$ _____

GST on rental 5% \$ _____

Total Rental + GST \$ _____

+

DAMAGE DEPOSIT \$ _____

(Separate Cheque)

GRAND TOTAL \$ _____

PAYMENTS: Date Paid _____ Receipt # _____ \$ _____

Date Paid _____ Receipt # _____ \$ _____

Signature: _____

Caretaker Signature: _____

RENTAL RATES

- \$30.00 Per hour for time occupied in setting up, decorating and/or cleaning up the hall by individual or organization.
- \$200.00 Fixed rate for set-up by caretaker
- \$350.00 Fixed rate for clean-up for caretaker
- \$40.00 Per hour for any recreational activities i.e. Basketball, volleyball, etc.
- \$70.00 Per hour for Weddings, dances, banquets,.
- \$40.00 Per hour for meetings, religious services, fundraising functions.
- \$300.00 Damage Deposits for functions **WITHOUT ALCOHOL**
- \$600.00 Damage Deposits for functions **WITH ALCOHOL**
- \$600.00 Fixed rental rate for Potlatch/Feast per day
- \$400.00 Fixed rate for cleaning up **during and after** Potlatch/Feast **per day**.
- \$100.00 Fixed Rate – for use of kitchen facilities (per day)
- \$600.00 Fixed Daily Rate (Main Hall)
- \$75.00 Fixed rate for Microphone
- \$75.00 Fixed rate for screen and projector
- \$150.00 Fixed rate for Tablecloth use

Hall Caretaker: CARLA MATILPI
Phone #: 250-204-6442
Email: facilityrentals@weiwaikum.ca

PAYMENTS VIA E-TRANSFER ARE ACCEPTED AT:
rents@weiwaikum.ca

Please note what your payment is for when submitting via etransfer.

CLEANING PROCEDURES:

1. KITCHEN

Clean stove, hood fan, clear off and ensure all counters are 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 the 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.

Please note if the clean-up is not done as per the above-mentioned instructions, we will therefore withhold the Damage Deposit.

Should you choose to have the caretaker clean-up after your function, you or your organization will still be responsible for removing all items brought in such as ceremonial items, any props used during function.

Kitchen facilities are to be cleared of any items brought in for your function (such as pots, pans, utensils, food supplies for preparation etc.). Should the caretaker have to remove or clean up any items left behind, the damage deposit will be held back.

THE THUNDERBIRD HALL WILL ONLY ACCOMMODATE 350 PEOPLE MAXIMUM.

CHAIRS:	APPROX. 350
TABLES:	APPROX. 66

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 entire time that the function is in progress, must provide security so that no vandalism is taking place, must be the present when the caretaker locks the door at the end of the function.
2. If the individual or organization knowingly allows abuse of the Thunderbird Hall, that individual or organization will lose the capability to rent in the future.

CAMPBELL RIVER INDIAN BAND - THUNDERBIRD HALL OPERATION POLICIES AND PROCEDURES

- A. Use of the Thunderbird Hall facilities will be by contract only.
- B. Use must not exceed the time stated on the 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 ensuring 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 is damage 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 damage if the interior or exterior is damaged in any way. The **\$300.00 or \$600.00 Damage Deposit (which ever applies)** will be held and the individual and/or organization will be billed for the excess costs.
- F. The Campbell River Indian Band administration 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. Permission to use the hall or any of the facilities **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 – 4:00 pm), Monday through 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 cheques two weeks in advance of the function.
- I. Sunday or Statutory Holiday use of the Hall must be approved by the Campbell River Band Office. 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 provided** out to any individual or organization for access to the Hall facilities, as the hall caretaker will open and lock the door upon completion of the event.
- 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 am. All equipment, decorations etc. **must be removed** from the building immediately after a function has been completed, (i.e. Band instruments). The nation will not be responsible for damages if equipment has to be removed by caretaker.
- M. The Campbell River Band office will not be responsible for damages, loss, or injury to any person using the Hall, or its equipment and facilities.
- N. In all matters concerning the use and operations of the hall the decision of the Campbell River Band Office 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 always supervising the function.
- 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 Campbell River Band Office will retain the Damage Deposit. Such charges to be at the discretion of the Campbell River Band Office in relation to the Community Hall costs.
- B. The Campbell River Band office 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 Carla Matilpi at the time 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 are to 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.

Should you choose to have the caretaker clean-up after your function, you or your organization will still be responsible for removing all items brought in such as ceremonial items, any props used during function.

Kitchen facilities are to be cleared of any items brought in for your function (such as pots, pans, utensils, food supplies for preparation etc.). Should the caretaker have to remove or cleanup any items left behind, the damage deposit will be held back.

CLEANING PROCEDURE CHECKLIST

KITCHEN:

	Organization	Caretaker
Clean stove		
Hood fan		
Clear off counters		
Counters wiped		
Sweep floor		
Wash floor		
Empty trash		

MAIN HALL:

Take down all decorations		
Wipe down tables/chairs		
Put away tables/chairs		
Sweep floor		
Wash floors		

BATHROOMS:

Gather & empty all trash		
Wipe down counters		
Wipe down toilets		
Sweep floors		
Wash floors		