



District of New Hazelton

NEW HAZELTON COMMUNITY CENTER – RENTAL AGREEMENT

This application form must be completed for any activity held at the New Hazelton Community Center

Applicants are required to read and comply with the New Hazelton Community Center Policies and Procedures attached to this application and to indicate their agreement to those guidelines by signing this agreement.

Release and Indemnity

Your signature on these agreement releases, discharges, indemnifies, and saves harmless the District of New Hazelton, its appointed officers, employees, agents, and elected officials from and against all lawsuits, damages, costs, expenses, liability or fees (including fees of solicitors on a solicitor and own client basis) which the licensee or anyone else may incur, suffer, or allege by reason of the Event or use of the facility or the space by the licensee, its invitees, contractors, employees, or by any person carrying on any activity in relation to the event or the licensee's use of the facility or the space.

Event Insurance

Renters are encouraged to protect themselves by purchasing event insurance. This protects you from any disaster, accident, or incident that may result in court action and damages. The Municipal Insurance Association of BC offers policies through its online portal at <http://bc.events.insure/>. Alternatively, event insurance policies can be purchased through Bulkley Valley Insurance in our office.

CONTACT INFORMATION

Name of Renter: _____

Main Contact: Last Name: _____ First Name: _____

Address: _____

Phone No: _____ Cell No: _____ Email: _____

Alternate Contact: Last Name: _____ First Name: _____

Address: _____

Phone No: _____ Cell No: _____ Email: _____

EVENT INFORMATION

Type of Event: _____

Date(s) of Event: _____

Event Start Time: _____ Event Finish Time: _____

Expected Attendance: _____ **Note: Maximum allowable attendance is 230 people.**

SIGNATURES

By signing this form I, _____, consent to abide by the policies and procedures that are attached to this agreement. I understand that I am responsible for any damages or incidents that may occur while renting this facility.

Signature

Date of Application

Please note: the District of New Hazelton is subject to the provisions of the Freedom of Information and Protection of Privacy Act, and therefore cannot guarantee that any information provide can be held in confidence.

PERMIT FOR USE – NEW HAZELTON COMMUNITY CENTER

Type of Event: _____

Date(s) of Event: _____

Room(s) being Accessed: _____

Room Access Time: _____

Event Start Time: _____ Event Finish Time: _____

Rental Fees: _____ Damage Deposit: _____

Date Paid: _____

Security Code: _____

On-Call Contact: 250-842-6571 – press “1” to access answering service

The District of New Hazelton agrees to the issuance of a permit for use of the New Hazelton Community Center to the person(s) named in this application.

Authorized Signatory for the District of New Hazelton

Date Signed