



Dze L K'ant Friendship Centre Society

3955 3rd Avenue
PO Box 2920
Smithers BC
V0J 2N0

Phone (250) 847-5211
Facsimile (250) 847-5144

info@dzekant.com

Hall Rental Contract

Date Issued: _____

Organization: _____

Contact Name: _____ Phone: _____

Address: _____

Rental Date(s): _____

Type of Event: _____

Prices: Day Rate 8 am-5pm \$250. Night Rate 6pm-2 am \$350
Day/Night Combined \$600. Events Rate: Night/Full Day/Next Morning \$650

HALL RENTAL		
Rental Fees	\$	
Damage Deposit (Half of hall rental fee)	\$	
Key Deposit	\$ 75.00	
Clean Up Deposit	\$ 150.00	
Total Due for Hall Rental		\$
½ of Total Hall Rental due upon signing of contract to reserve Date		
Balance due 2 WEEKS prior to Hall Rental date		

CANCELLATION POLICY:

RENTERS CANCELLING their reservation 30 days or more prior to the start of their reservation will receive a 100% refund. Renters cancelling less than 30 days prior to the start of their reservation will NOT receive a refund.

Payment in FULL is required prior to rental in order to receive keys. Please make cheque payable to "Dze L K'ant Friendship Centre"

CONTRACT

I _____ solemnly agree to the following terms:

- My team of workers/volunteers will recycle all cans, bottles and cardboard as per the new by-law with Smithers, BC
- I understand that the damage deposit will now be held for 2 weeks
- I understand that the key deposit will not be returned until keys are returned
- I will be sure that all exits including windows are securely locked prior to leaving the building.

Renters Signature: _____ Date: _____

Hall Manager's Signature: _____ Date _____



**Dze L K'ant Friendship Centre Society
CLEAN UP POLICY CHECKLIST**

After the use of the hall, all renters are required to adhere to the hall cleanup checklist below:

- Wash & put away all dishes
- Remove all food/beverages from kitchen when you leave
- Wipe down the stove, counter tops, sinks and refrigerator
- Place all dirty linen including dish cloths in a neat pile in kitchen
- Wash down all tables and chairs and put away on racks
- Clean toilets and urinals and remove garbage from stalls
- Clean sinks and counter surfaces in washrooms
- Remove all decorations and personal equipment
- Sweep and wash all floors in hall, kitchen & washrooms
- Please ensure that the thermostat in washrooms are set at 5
- Turn off all the lights including washrooms and lock all doors
- Inspect outside to be sure it is free of garbage and cigarette butts

DAMAGE DEPOSIT WILL BE RETURNED TO RENTER UPON INSPECTION OF HALL & COMPLETED CHECKLIST

PLEASE NOTE: Extra cleaning charges may be applied if there is additional cleanup required after the rental. The damage deposit may be applied towards extra cleaning charges.

Return this form with keys to the Dze L K'ant Friendship Centre

Renter

Date