



HALL RENTAL POLICY

Purpose:

The hall rental policy is established to formalize and regulate rentals for Nipissing First Nation (NFN) community buildings.

Definitions:

“**Client**” is the applicant (individual or group) requesting the booking.

“**Debendaagzid**” is an NFN registered band member.

“**Affiliate**” is an individual affiliated with a debendaagzid or resides in the NFN community.

“**NFN Representative**” is an NFN employee who is authorized to book rentals on behalf of NFN.

Booking Process:

1. All meeting and event bookings must be made with the Community Infrastructure (CI) department through the online NFN Bookings (Hall & Room) Request Form (<https://www.nfn.ca/bookings-hall-room/>). An NFN representative will follow up the booking request and confirm availability.
2. Once the booking has been confirmed and if a hall rental agreement applies, the NFN representative will prepare the **Rental Agreement (Appendix “I”)** for signatures. If NFN rental rates or additional services also apply, the NFN representative will request an invoice from the Finance department. The Rental Agreement must be signed by the client and a deposit must be received to proceed with coordination of the required arrangements. Full payment must be received prior to the event date. The Rental Agreement can be scanned and emailed when a person is unable to meet in person.
3. The NFN representative will coordinate the required set up arrangements with Maintenance and IT departments.
4. The NFN representative will coordinate facility or hall/room access when needed.
5. Bookings that require more than two rooms or have an attendance of more than 150 people must submit a letter of intent to the Administrative department.
6. For liability purposes, the applicant must abide by hall capacity.
7. All private events must submit a certificate of liability prior to the event taking place.
8. NFN holds the right to cancel hall and room rentals in the case of emergency, pandemic or hall/room rental deposit and payment was not received as per signed Rental Agreement.

Hall Rental Costs

Due to the high cost of maintenance and other costs associated with all room rentals, **Nipissing First Nation Rental Rates (Appendix “II”)** must be accounted for with all events:

1. Any request for a donation of the hall rental fee must be submitted in writing to the attention of the attention of the Council who will approve or disapprove requests in accordance with the **Donation Policy (Appendix “III”)**.
2. All NFN programs are required to include the hall rental as a cost when budgeting for program events.

3. In the event that the cost is not approved as an eligible expense to the funder, the amount of the hall rental will be accounted for as an "in-kind" contribution.
4. All staff related programming is free of charge however the staff responsible for the event must ensure that the room is left in an acceptable condition, cleaning up after event.
5. Non-alcohol fundraising events will be eligible for a reduced rental rate.

Payment:

1. A 50% deposit must be paid at the time the Rental Agreement is signed. The remainder of the hall and/or room rental must be paid in full two weeks prior to the event date.
2. A cleaning deposit of \$50.00 must be paid prior to the booking date. This deposit will be refunded if the hall is left in an acceptable condition.
3. For community events, deposits and payments will be submitted to the Finance Department.
4. For NFN programs, their accounts will be billed directly when booking a hall for an event.

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.

Appendix "I"



Nipissing First Nation Rental Rates

Administration Building (36 Semo Road, Garden Village)

Nbising Secondary School (469 Couchie Memorial Drive, North Bay)

Multi-Purpose Buildding (Duchesnay)

Venue	Price Half-day	Price Full-day
Gym	\$200.00	\$400.00
Childs Birthday Party/Baby Showers	\$100.00	\$150.00
Fundraising Event (non-alcohol)	\$200.00	\$250.00
Stage	\$25.00	\$50.00
Council Chambers	\$50.00	\$100.00
Training (Board) Room	\$50.00	\$100.00
Student Lounge (NSS)	\$25.00	\$50.00
Classroom/Library/Resource Centre (NSS)	\$50.00	\$100.00
Multi-Purpose Hall (Duchesnay)	\$100.00	\$150.00

An additional \$75.00 fee will apply when kitchen fryers are being used.

Note: Half-day is a booking of 4 hours or less. Day is more than "4 hours and less than 12"

Seniors Apartment Unit (25 Gerald Crescent)

Craft Room For Senior Programming Only No-charge

Note: Must make arrangements with the Housing Department.

Note: Kitchen facilities must be cleaned after every use and kept in its original condition.

Appendix "II"



RENTAL AGREEMENT
COMMUNITY CENTRE HALL

RENTAL DATE: _____ TIME: _____ TO _____
NAME OF LESSEE _____ PHONE # _____
ADDRESS: _____
EVENT TAKING PLACE: _____

COST:	DEPOSITS	\$200.00 (TO BE PAID AT THE TIME OF BOOKING)	DATE PAID:
	BALANCE OF RENTAL	\$200.00	DATE PAID:
	KITCHEN	\$ 75.00	DATE PAID: <i>(If deep fryer is used)</i>
	TOTAL PAID	\$475.00	(MUST BE PAID 2 WEEKS TO EVENT)
	TOTAL HALL RENTAL	\$475.00	(WITH KITCHEN)

CONDITION OF THE AGREEMENT

1. The Refundable rental Deposit will reduce the rental charges prior to payment. The premises will be inspected and any damages will be at the cost of the lessee and must be paid within 30 days or at an agreeable upon date by the NFN Representative and lessee. If damages are not paid by the date proposed, NFN will file a claim in Small Claims Court to recoup the costs of repairs. Under no circumstances are any of the chairs or tables to be removed from the building at any time.
2. The Lessee agrees that he/she will be responsible for rent damages to the hall and its furnishings, and that the building and its contents will be kept in the same condition as it was when first rented. The lessee must also be in attendance at the event the entire time that is stated on this agreement in order to ensure that all rules and regulations are being adhered to. The lessee is also responsible for access to the building, opening the doors and guaranteeing that all doors have been locked and that the building is vacant at the end of the event prior to exiting the building. The lessee is responsible to ensure that the attendance does not exceed the licensed capacity of the premises. **Legal Capacity is 266 people.** For safety reasons all exits must be kept free of obstructions at all times.
3. All events serving or consuming alcohol - The lessee must abide by the Liquor Licence Board Regulations, must obtain a "Special Occasions Permit" from the L.C.B.O, and abiding by its directions in full. Nipissing First Nation does not provide Bartenders therefor it is the lessee's responsibility to do so. Bartenders must have the S.I.P. (Server Intervention Program) in order to work behind the bar and serve alcohol. The lessee must also ensure that only persons with S.I.P. are behind the bar at all times. All alcohol other than wine at the table must be stored and served from behind the bar. It is the responsibility of the Lessee to hire a bartender whom meets the above criteria. The Liquor Licence (Special Occasions Permit) must be posted in the bar where it is clearly visible to all attending. The lessee must ensure that guests are aware that alcohol must remain inside the building and not to go past the exits, signs will be posted. Nipissing First Nation strictly **PROHIBITS** any form of "Bring your own Alcohol" events. All functions with alcohol must abide by the rules as stated in this agreement.

4. **MANDATORY COVERAGE** - All events serving or consuming alcohol - WILL require Third Party Alcohol Liability Insurance. This policy must name Nipissing First Nation as an additional insured per coverage and be in the amount of \$2,000,000.00 based on Bodily Injury Liability and Property Damage. Copies of the Liquor Licence (Special Occasions Permit) , and the Liability Insurance are to be submitted to Nipissing First Nation prior a minimum of 3 business days prior to event. Under no circumstances can alcohol be on Nipissing First Nation property unless all criteria of section 3 & 4 of this agreement have been completed. It is also the responsibility of the Liquor License holder to supply transportation home for individuals who have consumed alcohol in these premises. In the event of an outdoor license all rules will still apply. (Package with details will be included with agreement)

5. All articles belonging to the lessee must be removed within two hours after closing the hall. The hall must be restored to its original condition. Decorations need to be removed and contents from the Canteen / Walk-in Cooler must also be removed at that same specified time. Nipissing First Nation shall not be liable for any damages to or loss of any property brought into the premises in conjunction with the function by the Special Occasion Permit Holder or Event Organizer named herein or their members, officers, employees, agents, or contractors or any person who attends the function.

6. If the Kitchen facilities are to be used by lessee or catered a \$75.00 additional charge will apply to the lease. It is also the responsibility of the lessee to clear tables after dinner and insuring that the Kitchen is restored to its original condition. Nipissing First Nation does not provide catering services nor does Nipissing First Nation claim any responsibility or liability for any food prepared by the caterer or the lessee that is brought in or served from this building, nor does Nipissing First Nation claim any responsibility or liability for staff of any catering or agency that may be part of this event.
 1. The bartenders must stop serving alcohol no later than 1:00a.m and the hall must be vacant of all guests no later than 1:30a.m.
 2. Please note that all outdoor lighting systems and cooling / heating systems are on an automatic system with scheduled times for the event. The use of drapery, a false ceiling, and decorations of any sort or any modifications to the ceiling will cause the temperature to vary as the cooling/heating system is distributed via the vents in the ceiling.
 3. It is also the responsibility of the Liquor License holder to supply transportation home for individuals who have consumed alcohol in these premises.

10. The lessee shall guarantee that there will be no use of confetti (Paper, plastic or tin foil) and bubbles in the hall for safety reasons. The lessee shall also make all attendees aware of this rule for safety reasons.

11. I hereby agree that I have received documentation, recommendations and instructions in regards to how to obtain my "Special Occasions Permit" and "PAL Insurance" (Third Party Alcohol Liability Coverage) and am aware that these documents must be obtained a minimum of 10 business days prior to the event.

I HEREBY AGREE TO THE ABOVE CONDITIONS.

LESSEE SIGNATURE

AUTHORIZED SIGNATURE

DATED THIS

DAY OF 20__



DONATION POLICY

PURPOSE

The purpose of this policy is to set out guidelines for the approval of requests for financial and hall rental donations.

BUDGET

Each year, Chief and Council will approve a yearly budget for donations.

FINANCIAL DONATIONS

1. Requests for donations must be submitted in writing to the attention to Council.
2. Band member requests for donations will be first priority, second priority being other organization causes.
3. Campaigns for larger donations will be considered and budgeted separately, as these may be dispersed over a number of years.

HALL RENTAL DONATIONS

1. As there is a cost for operations and maintenance of hall rentals, 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:
 - a) Charitable organizations whose funds flow through the Nipissing First Nation Finance Department.
 - b) Birthday parties for band members who are celebrating birthdays 50, 60, 70 years of age and every 5 year increment thereafter.
 - c) Milestone Anniversary Parties for band member(s) reaching 25 years and increments of 10 years thereafter up to 45 years, and 5 years increments thereafter.
2. Donations for the full cost of the hall to a maximum of \$400 and kitchen of \$75 will be provided for non alcohol related fundraising events.

A maximum of \$200.00 will be provided for alcohol related fundraisers for use of hall and kitchen (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 and approved this 6th day of October, 2020.