



Rental Agreement

For all Rentals please fill ***Rental Information Form*** provided to you.

Terms and Conditions for Use of Museum Facilities

As a renter, you agree to be responsible for the rental of the museum facilities and that you will ensure that the facilities will be cleaned as specified in the following terms and conditions. Any cleaning required after your rental will be charged to you at a rate of \$50.00/hour, with payment required within one week of the rental date.

General:

- The NLMCC, by agreeing to rent their facilities to you, places a high level of trust in you and/or your organization to care for our building. All facilities on the main upper floor are off limits outside of normal business hours.
- *The NLMCC and its grounds are strictly non-smoking.* Please advise your guests.
- The NLMCC is a major supporter of local artists and regularly has exhibits installed in the galleries. It is incumbent upon the renter that any artwork is kept safe from harm.

Gallery #1 and Gallery #2:

- No food or beverages allowed without prior permission from NLMCC staff.
- No tape, tacks or other adhesives may be used on the walls without the permission of NLMCC staff.
- Galleries are to be kept clean
- All current exhibits being displayed will remain up during any rental and cannot be taken down.

Aboriginal Cultural Centre:

- No alcohol is permitted at any point in the ACC.
- Renters must follow all bylaws, especially concerning fire bans.
- No addition or removal of items without permission from NLMCC staff.
- The NLMCC is not responsible for any structure put in place or erected by the renter and insurance or safety standards regarding such structure.
- All existing structure cannot be modified or moved without prior permission.

Kitchen:

- If authorized to use the kitchen, please check with Manager as to what items are available for your use. All napkins, paper plates, cutlery, condiments, tea & coffee are NLMCC property and are NOT for public use.
- All surfaces including counters, cabinet doors, stove, fridge and walls must be cleaned and wiped down.

- If using the refrigerator – please remove your food and wipe up any spills after your rental is finished.

Washroom:

- Sink and toilet to be kept clean.

Entryway:

- Note that outdoor shoes must be removed and placed in the designated area in the entryway.

Recycling:

- Juice boxes, plastic water bottles, liquor, beer and wine bottles may be left in the recycling bin that is stationed in the kitchen.

Liquor & Alcohol:

- All alcohol is forbidden on NLMCC grounds unless renters can provide the NLMCC with an adequate GNWT liquor license.
- Renters are responsible for purchasing their own alcohol and liquor license.
- Renters are responsible for respecting any regulations outlined by the GNWT liquor act. The NLMCC is not responsible for any infraction on behalf of the renter.

Insurance:

- The NLMCC and its insurance policy does not cover any loss or injuries on behalf of the renters during rental period.
- Renters is responsible for obtaining their own valid insurance for the period of the rental.
- Renters are responsible for respecting any regulations outlined by their insurance. The NLMCC is not responsible for any insurance infraction on behalf of renter.

Please sign and print name and date and send a scan or fax to the following # or Address.

**Fax: (867)872-2859
Email: admin@nlmcc.ca**

Thank You!

Renter

Print Name: _____

Date