

Gallery and Catering Rental Agreement

Contact Information

Contact Name	
Contact Phone Number	
Contact Email	
Company Invoiced	

Rental Information

Date of Rental	
Number of People	
Event Start and End Date	
Set Up Date	

Rental Costs – includes the use of TV, Projector/Screen, sounds system, webcam and Wi-Fi if necessary.

From 9am to 5pm	Price per day	Number of days	Total
Ray Currie Gallery	\$300.00		
Small Gallery	\$250.00		
Both Galleries	\$500.00		
Backyard/Culture Centre	\$350.00		
Evening Rental (additional fee 5pm-10pm)	\$200.00		
Special Occasion Permit (is the event 19+)	\$250.00		
Culture Centre – Indigenous Group	Reciprocity/Exchange		

Gallery Set Up – NLMCC staff will ensure selected items/styles are prepared for the date of your rental.

Seating	Boardroom Style	
	Theatre Style	
	Other: Please Specify	
Equipment	Projector and Screen	
	TV, Webcam and Sound System	
	Balloon Arch	

Catering – Snacks, Nibbles and Platters

	Per Item (\$)	Quantity	Total
Meat and Cheese Platter	\$150.00		
Vegetable Platter	\$125.00		
Fruit Platter	\$135.00		
Baked Goods	\$90.00		
Tea and Coffee Service (per person)	\$7.00		

Catering – if you require catering for lunch and/or dinner services, please email staff for further information. We require a minimum of 5 business days notice for this service.

PLEASE NOTE:

Gallery walls may have exhibit displays on them that cannot be touched or taken down.

Rental Total

Catering Total

GRAND TOTAL

Northern Life Museum & Cultural Centre

admin@nlmcc.ca

PO Box 420, Fort Smith,

NT X0E0P0

867-872-2859



NLMCC
NORTHERN LIFE MUSEUM & CULTURAL CENTRE

Terms & Conditions for Access to Museum Facilities

This agreement is effective and entered as of _____ this day of _____, 20____ to
_____ this day of _____, 20____

Between the Northern Life Museum and _____

By signing this agreement, the Renter accepts responsibility for the use, care, and security of NLMCC facilities and grounds during the rental period and agrees to leave all spaces in a clean, safe, and undamaged condition. Additional cleaning, repairs, restoration, or staff time required as a result of the event will be charged to the Renter at \$50.00 per hour, payable within seven (7) days of invoicing.

Facility Use and Conduct

- Access is limited to the spaces approved in the rental agreement. Areas not specifically included in the rental, including collection storage, archives, staff workspaces, and the upper main floor outside regular business hours, are off limits unless authorized by NLMCC staff.
- The rental period includes setup, decorating, the event itself, and cleanup. Additional time must be approved in advance and may be subject to additional charges.
- The NLMCC building and grounds are strictly smoke-free and vape-free.
- Emergency exits, hallways, and access routes must remain clear and unobstructed at all times.
- The Renter is responsible for the conduct of all guests, vendors, contractors, and attendees.
- Maximum occupancy limits established by the NLMCC, Fire Marshal, or other authorities must not be exceeded.
- The NLMCC reserves the right to suspend or terminate an event where safety concerns, permit violations, or non-compliance with this agreement occur.

Galleries, Cultural Centre, Exhibits and Traditional Spaces

- The NLMCC regularly displays artwork, exhibits, and historical artifacts. Renters must ensure all museum property remains protected from damage.
- Museum collections, exhibits, and artifacts may not be handled unless authorized and supervised by NLMCC staff.
- No food or beverages are permitted in gallery spaces without prior approval.
- No nails, tacks, screws, staples, adhesives, or fasteners may be attached to walls, displays, or museum property. Painter's tape may only be used with approval.
- Guests must remain on designated pathways around The Radium King and outdoor artifacts. Climbing on, leaning against, sitting on, or attaching decorations to museum artifacts or structures is prohibited.
- The Cultural Centre, including the smokehouse, tipi, caches, and moose hide tanning frames, is a space for cultural learning and must be treated with care and respect.
- No museum property, artifacts, furnishings, or structures may be moved, altered, added, or removed without approval.

Alcohol and Special Occasion Permits

- Alcohol service is permitted only with prior approval from the NLMCC and a valid Special Occasion Permit (SOP), where required.
- The Renter must indicate on the rental application if alcohol will be served. The NLMCC will apply for the SOP on the Renter's behalf and coordinate any required approvals.
- Once issued, the Renter is responsible for complying with all permit conditions, liquor regulations, occupancy limits, and safety requirements.
- Alcohol must not be served to minors or intoxicated persons.
- Any fines, penalties, damages, or costs resulting from non-compliance with permit conditions or applicable laws are the responsibility of the Renter.
- The NLMCC reserves the right to suspend alcohol service or terminate an event where permit conditions or safety requirements are not being met.

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Kitchen, Cleanup and Waste Disposal

- Kitchen access is permitted only with prior authorization. NLMCC-owned supplies, including napkins, plates, cutlery, condiments, tea, and coffee, are not included unless approved.
- The Renter must leave the kitchen clean, remove all food and personal items, clean any spills, and wipe down all surfaces and appliances used during the event.

Decorations and Photography

- Decorations and signage must not damage museum property, exhibits, structures, or grounds.
- Confetti, glitter, fireworks, sparklers, open-flame candles, and similar materials are prohibited unless specifically approved by the NLMCC.
- Personal photography and videography are permitted. Commercial photography, filming, or media production requires prior approval from the NLMCC.

Insurance, Liability and Damages

- The NLMCC, its Board, employees, volunteers, and insurers are not responsible for loss, theft, property damage, injury, or death occurring during the rental period, except where liability cannot be excluded by law.
- The Renter is responsible for obtaining any insurance required for their event and complying with all policy requirements.
- Proof of insurance may be required before the event.
- The Renter is responsible for any damage, excessive cleaning, repairs, or losses caused by the Renter or their guests, vendors, contractors, or attendees.
- Any incidents or damage must be reported to NLMCC staff immediately.
- The Renter agrees to indemnify and hold harmless the NLMCC, its Board, employees, volunteers, and agents from claims, costs, damages, and liabilities arising from the event, except where caused by the negligence of the NLMCC.

Cancellation and Refund Policy

- All cancellations must be submitted in writing.
- Cancellations made more than **72 hours prior to the event** will receive a full refund of rental and catering fees.
- Cancellations made within **72 hours of the event** will receive a refund of rental fees only. The Renter remains responsible for **100% of catering costs**.
- If a Special Occasion Permit has been requested, the event must be cancelled at least **14 days prior to the event date** to avoid permit-related charges.
- Cancellations made less than 14 days before the event remain responsible for all SOP application fees, inspection fees, administrative costs, and other non-refundable expenses incurred by the NLMCC.
- The NLMCC may deduct any outstanding charges from refunds owing to the Renter.

Facility Closure and Force Majeure

The NLMCC reserves the right to cancel, postpone, or close facilities due to circumstances beyond its control, including but not limited to severe weather, wildfire, flood, power failure, facility damage, public health orders, or emergency situations. In such cases, rental fees paid will be refunded and the NLMCC shall have no further liability.

Governing Law

This agreement shall be governed by the laws of the Northwest Territories and the applicable laws of Canada.

Authorised Signatures for Rental Agreement

Applicant: _____

Date: _____

NLMCC Manager: _____

Date: _____



Indigenous Community Reciprocity and Exchange

NOTE: If you are NOT an Indigenous Organization, please leave this form BLANK.

In the spirit of the historical trade and reciprocity practiced by Indigenous peoples in this region for generations, the Museum would like to continue this tradition by offering the Cultural Centre to Indigenous groups and organizations through an exchange of services or traditional knowledge in lieu of a monetary fee.

In lieu of a monetary fee, the following "Exchange of Service" model applies:

- **Contribution/Donation:** We invite a donation to the museum's programming fund or an "in-kind" service.
- **Service Examples:** This may include assistance with a future museum event, providing a cultural demonstration, or sharing traditional knowledge for museum records.
- **Formalizing the Exchange:** The specific exchange of service will be agreed upon in writing between the Museum Manager and the Organization Lead prior to the event date.

Proposed Exchange of Service:

Example: In exchange to use the Town's bouncy castle at no cost, the NLMCC will participate and contribute to the Town's Canada Day celebration.

Agreement Terms:

- The exchange of service must be completed within 6 months of the rental date unless otherwise agreed upon.
- The value of the service is intended to be a fair and respectful trade for the use of the Cultural Centre and its facilities.

Authorised Signatures for Exchange Agreement

Applicant: _____

Date: _____

NLMCC Manager: _____

Date: _____