



# Yukon Beringia Interpretive Centre FACILITY RENTAL AGREEMENT

**BETWEEN:** Yukon Beringia Interpretive Centre ("Beringia Centre")

**AND:** \_\_\_\_\_ ("the Renter")

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event: \_\_\_\_\_ Estimated number of visitors: \_\_\_\_\_

## USE OF FACILITIES AND EQUIPMENT

Facility and Equipment: \_\_\_\_\_

Type of Use: (e.g. will you need theatre space, audio/visual equipment, tables & chairs?) \_\_\_\_\_

Dates: \_\_\_\_\_ Set-up time (from/to): \_\_\_\_\_ Event time (from/to): \_\_\_\_\_

Will you be providing food?: Yes  No

Will you be serving liquor?: Yes  No

Will you be charging for drinks?: Yes  No

If yes, who will be obtaining the special occasion/reception liquor permit? \_\_\_\_\_

Who is your caterer? \_\_\_\_\_ phone: \_\_\_\_\_

Who will be providing clean up? (Provide name of an individual) \_\_\_\_\_

Will you require interpretation staff or a site tour? Yes  No

Will you need theatre space or audio/visual equipment? (provide details) \_\_\_\_\_

Information about the event (to help staff answer questions prior to the event)

Pls. Answer all that apply to your event.

What is the cost to attend the event? \_\_\_\_\_

What is the focus of the lecture? \_\_\_\_\_

Who is the guest speaker(s)? \_\_\_\_\_

What is the film? \_\_\_\_\_

**FOR OFFICE USE:** booking taken by \_\_\_\_\_ on \_\_\_\_\_;

Fee quoted: \_\_\_\_\_, payment method (pls circle): Credit Card - Cash - Invoice;

staff scheduled to work: \_\_\_\_\_ actual number of visitors: \_\_\_\_\_;

Fee charged/invoiced: \_\_\_\_\_, rung in as (pls circle): FAM - IOU/to be invoiced - other: \_\_\_\_\_

invoice sent on \_\_\_\_\_ by \_\_\_\_\_

# AGREEMENT CONDITIONS FOR ALL FACILITY RENTALS

## 1.0 FEES

- 1.1 The Beringia Centre facility rental cost includes the use of all equipment available in the facility and is calculated on an individual basis depending on the nature and duration of the event.
- 1.2 Additional tables and chairs can be rented from the Yukon Transportation Museum for an additional fee.

## 2.0 OBLIGATIONS

- 2.1 All proposed logistics, set-up, and delivery schedules of the Renter must be reviewed and approved by the Beringia Centre Manager in advance of the event.
- 2.2 No decorations or set-up may be placed in the facility without the consent of the Beringia Centre Manager.
- 2.3 All decorations, equipment and other goods brought into the facility by the Renter must be removed by the Renter by completion of the booking date(s) noted in this agreement.
- 2.4 The Renter is responsible for cleaning the facility immediately after the event.

## 3.0 HEALTH AND SAFETY

- 3.1 The Renter will review and obey all health, safety, and fire regulations of the Centre, including maximum occupancy load and seating capacity for any part of the facility.

## 4.0 LIABILITY

- 4.1 The Renter agrees to pay for any costs, including the cost of repairs, restoration, or replacement, in the event of damage attributable to the Renter arising during the Renter's use of the Beringia Centre, its equipment or exhibits.
- 4.2 The Beringia Centre shall not be liable for any loss, injury, or damage attributable to the Renter arising during the Renter's use of the Centre's property.
- 4.3 The Renter assumes full responsibility for any claims, losses, or damages to any property and equipment brought to the Centre by the Renter.

## 5.0 SERVICE OF LIQUOR

- 5.1 The Renter will not allow the transportation, sale, service or consumption of alcohol without a valid Government of Yukon Liquor Permit.
- 5.2 If the Renter plans to sell liquor at the event, then a **Special Occasion Permit** is required. If the Renter plans to serve liquor (at no charge) then a **Reception Permit** is required. Full requirements are available at Yukon Liquor Corporation.
- 5.3 If the Renter will be serving or selling liquor, then the Renter **MUST**, at its own expense and without limiting its liabilities herein, insure its use of the Beringia Centre premises under a contract of General Liability Insurance in an amount not less than \$1,000,000 inclusive per event, insuring against bodily injury, personal injury, property damage including loss of use thereof and host liquor liability. Such insurance shall include employees, volunteers and the Government of Yukon as additional named insured. The Renter may have to provide proof of insurance prior to their use of the premises.

Please contact the Beringia Centre Manager for more details or to send this completed form. Ph: (867) 667-8855, Fax: (867) 667-8854, Email: [beringia@gov.yk.ca](mailto:beringia@gov.yk.ca)

\_\_\_\_\_ **Date:** \_\_\_\_\_

## YUKON BERINGIA INTERPRETIVE CENTRE

print name \_\_\_\_\_ signature \_\_\_\_\_ **Date:** \_\_\_\_\_

## RENTER

### BACKGROUND FACTS:

The Beringia Centre staff will be on site to assist with the use of the facility. Staffing is mandatory for all events.

Smoking is NOT permitted in the Beringia Centre facility, however smoking is permitted in the courtyard and ashtrays are available at the entrance.