



# 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: \_\_\_\_\_

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

## USE OF FACILITIES AND EQUIPMENT

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

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

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

Will you be providing food? Yes No

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

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

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(s)? \_\_\_\_\_

Other event information: \_\_\_\_\_

## COVID-19 SAFETY

COVID-19 Rental Guidelines on page 3 are currently in effect but are subject to change.

Thank you for your cooperation and understanding.

**FOR OFFICE USE:** Booking taken by: \_\_\_\_\_ on \_\_\_\_\_

Fee quoted: \_\_\_\_\_ Staff scheduled to work: \_\_\_\_\_

Actual number of visitors: \_\_\_\_\_

Fee charged/invoiced: \_\_\_\_\_ Payment method (please circle): Credit Card - Cash - Invoice - FAM

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 **NOT AVAILABLE AT THIS TIME**

- ~~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@yukon.ca](mailto:beringia@yukon.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.

## **ADDITIONAL CONDITIONS FOR ALL FACILITY RENTALS**

### **6.0 COVID-19 Supplementary Information and Guidelines**

- 6.1 The Renter is responsible for ensuring that the maximum attendee count is no greater than the capacity limit (please call 867-667-8855 for current capacity limits). Attendees include anyone attending or assisting with the event (does not include YBIC staff).
- 6.2 All events must have an event organizer stationed at the entry to ensure capacity is not exceeded and provide attendance numbers to YBIC staff.
- 6.3 The Renter is responsible for ensuring that attendees wear masks and follow physical distancing guidelines. Masks are mandatory during rentals and must remain on the whole time, including in the theatre.
  - Performers or presenters may remove masks when on the stage. Microphones may not be shared and must be disinfected with the provided cleaner after use.
  - Masks may be removed briefly while eating and drinking.
- 6.4 Events cannot include alcohol service.
- 6.5 Food and beverage service procedures are as follows:
  - Self-serve food and beverages / buffets-style stations are not permitted.
  - Non-alcohol beverages (water, coffee, tea, soda, juice) and food can be served as long as it is delivered directly to attendees.
  - The Renter may require additional staff or volunteers to do this.
- 6.6 No one exhibiting any COVID-19 symptoms will be allowed to attend the event. Signage will remind attendees to not enter the Centre if they have COVID-19 symptoms or have been in contact with someone with COVID-19 in the last 14 days.
- 6.7 The Renter is responsible for ensuring that they and their attendees are compliant with all current Government of Yukon COVID-19 guidelines as posted on: <https://yukon.ca/en/covid-19-information>, including the Safe 6 + 1.
- 6.8 The Renter is encouraged to set up the event in a way that allows for adequate safe spacing for all attendees.
- 6.9 The renter is responsible for ensuring that theater use follows these rules:
  - Attendees hands must be sanitized prior to entering the theatre.
  - Attendees will avoid touching seats, except those they sit in. Used seats will be marked with a stickie/sign for cleaning purposes.
  - Disinfecting marked seats with the provided cleaner after use is the responsibility of the Renter.
  - Completing the Post Event Checklist and cleaning procedures is the responsibility of the Renter.