



## FACILITY RENTAL AGREEMENT

Date: \_\_\_\_\_ Agreement Number: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
Street City, Province Postal Code

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_ # of People Expected: \_\_\_\_\_

Facility: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Staff Required: \_\_\_\_\_  
Number Date Time

Additional Requirements: \_\_\_\_\_

Rental Costs: \_\_\_\_\_ @ \_\_\_\_\_ \$ \_\_\_\_\_

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Additional Costs: \_\_\_\_\_ \$ \_\_\_\_\_

Subtotal: \$ \_\_\_\_\_

GST: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

**\*Damage Deposit of \$250  
is required for all rentals\***

Damage Deposit: \$ \_\_\_\_\_

GRAND TOTAL: \$ \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Facility Operator: \_\_\_\_\_

Contact (Renter)  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## TERMS AND CONDITIONS

*The Facility Rental Agreement must be signed by the renter and WFN Property Management and fees paid by the renter before the booking is considered active and before any WFN Facility is used.*

### **The renter hereafter agrees;**

1. To adhere to the terms of this agreement, failure to do so will result in immediate cancellation;
2. That all individuals on WFN Property will behave with civility, respecting the values of diversity, mutual respect, and the quiet enjoyment of others;
3. To abide by all WFN laws, policies and regulations, and all Provincial and Federal laws;
4. To only use the facility for the purpose as stated in the rental agreement and no other;
5. That all activities listed for this booking are under the immediate supervision and control of a competent and trustworthy adult as named on the Agreement, who will be personally responsible for the facility and properties;
6. To inform all participants and other users connected to this Agreement of the terms, rules, and regulations for using the facility and ensure that they remain within the confines of the facility rented;
7. That WFN is not responsible for loss, stolen, or damages of any articles belonging to the renter or their guests;
8. To exercise the greatest care in the use of the facility and leave the premises clean and without damage;
9. Damage or extra cleaning incurred to WFN facilities will be the responsibility of the renter;
10. To report damages to WFN Property Management at 250-769-4999;
11. The facility must not be altered in any way;
12. To not sublet any of the rights granted by this Agreement to any other person;
13. Space for the event is booked only for the times indicated. The renter will only have access to the rented facility during the rental times as indicated in this Agreement;
14. Alcohol is NOT permitted within or on WFN property without prior approval of Westbank First Nation and as allowed by legislation and related governance instruments;
15. WFN may at any time while the premises are occupied or used by the renter, enter the premises and inspect the premises and may make or cause to be made any alterations, repairs, or additions which in its opinion it believes are necessary for the safety of persons or for use of the premises or preservation of the premises and WFN shall not be liable to the renter for any damage, direct or consequential, caused by such inspection or works undertaken by WFN;
16. The renter accepts and will use the facility at their own risk and shall assume all risks and hazards incidental to use the facility and agrees to release, absolve, and save harmless and keep indemnified the WFN, employees, and representatives from and against all claims, actions, costs, expenses, and demands with respect to death, injury, loss, or damage to personal property howsoever caused, arising out of or in connection with use of the facility



PROPERTY MANAGEMENT, INFRASTRUCTURE, & ENGINEERING

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notwithstanding that the same may have been contributed to, caused, or occasioned by negligence of WFN, its employees, or representatives;

17. WFN has the right to manage and restrict use of WFN facilities at its discretion. Limitations on use of facilities will be for reasons of priority of use, safety, and security of persons and facilities, or to comply with WFN policy;
18. Users of WFN Property must hold, at their own cost, and proof of this insurance must be submitted to Property Management prior to the commencement of the rental agreement. Failure to do so may result in cancellation of the rental agreement;
19. Cancellation must be received (in writing, in person, by Fax or Email) 3 days prior to the event date. If a cancellation is not received within the required time the renter is responsible for the costs of service already performed, or contracted for, to prepare for the event. Such costs may be deducted from the damage deposit or charged directly to the renter.

I agree to the Terms and Conditions

**Contact (Renter)**

**Signature:** \_\_\_\_\_

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