



# Rental Form

## Atikameksheng Anishnawbek Community Centre

Renter Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

Purpose of booking: \_\_\_\_\_

Rental Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Day Month Year

Rental Hours: From \_\_\_\_ to \_\_\_\_

Total number attending: \_\_\_\_\_

*\* Please note: 300 person capacity of building*

<input type="checkbox"/>	Set-Up/Tear-Down Services	(\$15.00/per hour)
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**Please Select One:**

Packaged Rentals:		Cost
<i>*Includes both gym/ kitchen space</i>		
<input type="checkbox"/>	Licensed Event Package <i>(Alcohol on premises)</i>	(\$40.00/per hour)
<input type="checkbox"/>	Funeral Package <i>(Funeral related booking)</i>	(\$100/per day)
Hourly Rentals:		Cost
<input type="checkbox"/>	Gymnasium	(\$25.00/per hour)
<input type="checkbox"/>	Kitchen Area	(\$10.00/per hour)

Additional Requests:	
<input type="checkbox"/>	Extension Cord
<input type="checkbox"/>	TV/DVD/VCR
<input type="checkbox"/>	Stage
<input type="checkbox"/>	Chairs
<input type="checkbox"/>	4' Round Tables
<input type="checkbox"/>	6' Rectangular Tables
<input type="checkbox"/>	PA System/ Wireless Mic.
<input type="checkbox"/>	Podium
<input type="checkbox"/>	Room Divider
<input type="checkbox"/>	Projector System
<input type="checkbox"/>	Projector Screen
<input type="checkbox"/>	Flip Chart w/Stand

Notes: \_\_\_\_\_

\_\_\_\_\_

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## Atikameksheng Anishnawbek Community Centre

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### Please Note:

- This form serves as a “request” and will be approved/denied based on availability of the requested facilities. Submission of a rental form does not automatically constitute a reservation of the facility, nor time requested. Please allow three business days for approval or denial.
- This rental form must be submitted a minimum of 7 days in advance of the rental date requested.
- Any changes to rental, or cancellations, must be noted in writing to the Community Centre Coordinator at least 7 days prior to event date to be eligible for recalculation of fees.
- No deposit or payment is due with this request. Once a request is approved, an invoice will be issued to you. Payment may be made (through cash, debit, or credit cards payment) at the Atikameksheng Anishnawbek Band Administration Building, located at 25 Reserve Road. Payment is required to confirm your rental booking.
- All rentals will be processed on a first-come, first served basis. The only exception to this is in the event of booking accommodations for special circumstances as deemed by Chief and Council (This includes funeral requests, or use of the building as the Community Emergency Centre).
- Reservations will be taken no sooner than twelve months in advance of the rental date. Please refer to the Atikameksheng Anishnawbek Community Centre Policy.
- If any food is brought into the facility, staff have the right to insist upon rental of the kitchen facilities for proper food storage/preparation.
- Please note: It is the renter’s responsibility to obtain all necessary permits and licenses related to their booking.

I agree to abide by all rules and regulations as stated above, and in the Atikameksheng Anishnawbek Community Centre Policy.

- A. To hold Atikameksheng Anishnawbek, the Community Centre, and Community Centre employees free and harmless from such loss, damages, liability, and cost of expense as may be caused by applicant’s use of the property and facility.
- B. To pay the full cost of any damages to the Community Centre property, or cleaning costs, pending that the facility is returned with damages or in unclean condition after applicant’s use.
- C. Acknowledge that Atikameksheng Anishnawbek reserves the right to cancel, postpone, or modify facility rentals as outlined in the Community Centre Policy.

Signature of Renter \_\_\_\_\_

Date \_\_\_\_\_

Signature of Staff \_\_\_\_\_

Date \_\_\_\_\_



**ATIKAMEKSHENG ANISHNAWBEK  
COMMUNITY CENTRE**



**PLEASE NOTE**

Atikameksheng Anishnawbek Community Centre is here to provide you with a great venue to hold your event. We'd like to thank you for choosing our space to rent! In the event that you should require assistance or would like to leave us feedback, the Community Centre Coordinator is available on site and would be happy to assist you.

Samantha Nootchtai,  
Acting Community Centre Coordinator,  
Atikameksheng Anishnawbek.  
35 Reserve Road, Naughton, ON, P0M2M0

Office: ..... (705) 692-0927  
Cell: ..... (705) 929-9569  
Fax: ..... (705) 692-5010

**For Administrative Purposes:**

<b>Staff Name:</b>				
	<b>DD / MM / YYYY</b>	<b>Time</b>	<b>Notes Regarding Condition</b>	<b>Staff Initials</b>
<b>Centre's Condition Prior to Rental</b>		AM PM		
<b>Centre's Condition Post Rental</b>		AM PM		

