



**Seabird Island Band
Facility Rentals and Catering**

ATTN: Angie Chapman:
PO Box 650, 2895 Chowat Rd, Agassiz BC V0M 1A0
Tel: (604) 796-2177 • Fax: (604) 796-3729

Building and Facility Rental

**Non-Community and Non-Band
Member**

Guidelines

To book a building/facility, please follow these steps.

- i. Both the Rental Application and Rental Agreement must be completed before approval consideration.
- ii. Discussion with Angie Chapman regarding the booking date for requested building/facility.
- iii. Fill out a building/facility rental application package in its entirety
 - a. The application will be reviewed for event type, request requirements and conflicting dates by Angie Chapman with consultation with the Health Manager and Maintenance Supervisor.
- iv. Once application is approved, the rental agreement must be signed, liability insurance procured and fees paid prior to admittance to building/facility.

Rental Fees

A \$150 damage deposit is required for the use of the building only. This does not include the kitchen. The damage deposit for the use of the kitchen will be an additional \$100. Once an inspection has concluded that no damage was done and clean up has occurred, the damage deposit will be returned. Refer to the Rental Agreement for the list of tasks the Renter must be sure to complete for deposit return.

The additional rental fee (to be negotiated) for the Band Gym or Millennium Hall includes the following:

- i. Use of building
- ii. Use of tables and chairs
- iii. Use of washroom facilities

Rental Packages

	Package A	Package B	Package C
Description	Useful for weddings and other large gatherings that offer a meal.	Useful for small gatherings and/or meetings.	
Building/Facility	Band Gym	Band Gym	Band Gym
Supplies and Facilities Included	<ul style="list-style-type: none"> • Kitchen • Cooler • Coffee Urns (2) • Electric Stove/Oven • Washrooms • PA System • Tables and Chairs 	<ul style="list-style-type: none"> • Washrooms • PA System • Tables and Chairs • Setup and Take Down 	<ul style="list-style-type: none"> • Washrooms • Tables and Chairs
Cost	\$600 + \$250 damage deposit	\$500 + \$150 damage deposit	\$350 + \$150 damage deposit

Please contact Angie Chapman to discuss customizing a package.



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Fees per Building and Available Items

Building/Facilities	Item	Cost per Item	Amount Available
Band Gym	n/a	TBN	1
	Coffee Urns	\$20	3
	Steam Tables	\$75	2
	Inserts for Steam Tables/Chafing Dishes	\$5	25
	Tables	\$150 for all	30
	Chairs	\$150 for all	300
	Microphone/PA System	\$60	1
	Sound System	\$150	1
	Electric Lift	\$75	1
	Washrooms	n/a	n/a
Gym Kitchen	n/a	TBN	1
	Walk-in Cooler	\$15	1
	Freezer	\$15	
	Electric Stove/Oven	\$5	1
	Gas Stove/Oven	\$10	1
	Deep Fryer	\$15	1
	Juice Jugs	\$10	2
Meeting Rooms	n/a	\$50/day; \$25/half day	6
	Setup	\$40	n/a
	Coffee Urns with Coffee	\$5	4
	Coffee (per carafe)	\$7.50	
	Flip Chart	\$15	1
	TV/VCR	\$10	2
	Overhead Projector	\$25	1
	Paper/Supplies	At cost + 20%	n/a
Soccer Fields	n/a		
	Full Size	\$8/hour	3-4
	7-Aside/Youth Fields	\$8/hour	5-6
	With Lights	\$12/hour	
Lacrosse Box			
	With Lights	\$8/hour	1
Baseball Diamonds	\$8/hour	\$8/hour	3
Cleaning Supplies		At cost + 20%	n/a



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Rental Agreement

The Renter(s) agrees to the terms herewith:

In use and rental of the facility and/or equipment, the renter agrees to leave the building and facilities in a clean and tidy manner.

The Renter(s) will ensure that: (please initial each check box to verify you understand these terms)

- The floors are swept and damp mopped.
- All tables and chairs are stacked and put to one side of rented facility.
- The counters and all other surfaces are clean.
- No food is left in the fridge, cupboards or countertops.
- All utensils/coffee urns are cleaned and left in clear view for inventory.
- All bathrooms are washed, swept and damp mopped.
- All refuse is removed from the building and facilities.
- Security is made available for applicable events after hours and/or on weekends.
- A liquor license and a Serving It Right certification are both required to serve liquor in or outside any Band Buildings and Facilities. Failure to follow these terms will result in loss of deposit.**

The Renter(s) will be responsible for the use and maintenance of all equipment rented from the Seabird Island Band.

There will be a fee of \$_____ for rental of the buildings and facilities.

The deposit of \$150.00 (building) and \$100.00 (kitchen) is required before the Renter(s) can have access to the building and facilities. An inspection of the building and facilities will take place on the first working day after the event. Providing the building and facilities have been cleaned to the Seabird Island Band standards listed above and all the equipment has been returned in full working order, your deposit will be returned in full.

Any and all damages incurred during the rental agreement are the responsibility of the Renter(s) and will be billed directly. There will be a minimum of \$100 cleaning charge for facilities left unclean.

All renters are required to provide a liability insurance of \$2,000,000 and proof of signing this agreement.

I agree to the terms and conditions set forth in this agreement for the rental and use of the Seabird Island Building and Facilities.

APPLICANT SIGNATURE

DATE

APPROVAL SIGNATURE

DATE

FOR OFFICE USE ONLY

DATE	INSPECTION COMPLETED BY	DAMAGE RETURNED	COMMENTS
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DATE DAMAGE DEPOSIT RETURNED		INITIAL	