

## CJMC Bookings – Rental Policy

### Booking Reservation

Booking Form must be completed in full detail and signed. Submit either in person or by email. Reminder you must provide three dates – 1<sup>st</sup> choice, 2<sup>nd</sup> choice and 3<sup>rd</sup> choice.

### Booking Confirmation

Once the completed form is received by the Booking Admin Coordinator they will reply within 48 hours to confirm availability by email or telephone. Deposit will be due the same day.

### Changes and cancellations

Your booking is not a guarantee with or with-out payment. Our priority is our Community; CJMC is the main hub for our cultural ceremonies. (Prayers, Funerals, memorials etc.)

**If a death arises in our community we will need to cancel your booking or postpone your event.**  
(You will be fully refunded in cheque form - if there is a cancellation).

**Notice of cancellation must be sent in writing by email form or by in-person. If cancelled, the refund will be pro-rated as follows:**

Notified a min of 5 weeks or more in advance – 100% refundable

Notified a min of 4 weeks in advance – 75% refundable

Notified a min of 3 weeks in advance 50% refundable

Less than 3 weeks – NO REFUND.

### Decorations

Must be free-standing or temporarily attached to walls only. No items can be affixed in any way to any other items or surfaces inside or outside. Candles are permitted in candle holders ONLY. Absolutely NO CONFETTI in or outside building. NO materials may be left behind or stored prior to rental time. Nothing may be nailed, stapled, taped or pinned to tables, walls, or flooring.

### Deposits

Deposit are required to be paid once the confirmation of the availability date(s). The Damage Deposit will also hold and reserve your booking. The balance is required to be paid one month prior to the EVENT DATE.

Rental item	Damage Deposit	Due Date
Gymnasium	\$600.00	Due at the time of application
Eslha7an (East) Room	\$100.00	Due at the time of application
Takaya (West) Room	\$100.00	Due at the time of application
Industrial Kitchen	\$600.00	Due at the time of application
Projector & Screen	\$400.00	Due at the time of application

The Damage Deposit (s) will be refunded only after the final inspection is done by the maintenance team and may take up to 10-15 business days.

### Food Service

It is always recommended that a licensed catering company provide food service. The Rental group uses the kitchen, it must supply its own small appliance, housewares, utensils, soap dish towels and cloths.

We do have in house Chef ask for more information.

### Payments

Payments preferable by cheque (payable to the Squamish Nation – CJMC) or cash on site. (In the near future we will be looking into debit/credit). ***See the Rates document for rental fees information.***

### Insurance

Renters of the CJMC must obtain Liability at a minimum of \$3,000.000 liability. Renters should also list the Squamish Nation as "additional named Insured".

### Security

Security (inside and outside), ticket sellers and ushers are the responsibility of the renter. If required, there will be extra billing for CJMC staff required to supervise or monitor a group activities. This will show up on the final billing (rates may vary). For this service my give 48 hours notice.

### Smoking

Smoking is permitted ONLY OUTSIDE of building. 3 meters away from the doors (South Entrance).

### Occupancy

Gymnasium Dinner and Dance	350
Gymnasium Standing Room	750
Gymnasium Chairs /bleachers	500
Eslha7an and Takaya Room standing	50
Eslha7an and Takaya Room Classroom	30
Eslha7an and Takaya Room Boardroom	45
<b>CJMC Equipment:</b> Chairs (square back color of chair black and silver)	

### Cleaning/Janitorial Fees (MANDATORY)

- one full day (up to eight hours maximum & over 100 people)	\$320.00
- one half day (up to four hours maximum & under 100 people)	\$160.00
- one half day (up to four hours maximum & over 250 people )	\$320.00
- Side Room Cleaning fee	\$ 60.00

***If you go over the eight hours there will be additional charges (see Rate rental fee Documentation)***

### **Rental Period**

Rental Period can only be 8 hours max from start to finish. **Set up for Event:** additional charges may apply if you are not setting up same day as the event date and if you go over the 8 hour rental period. (*See the rates on the Rental Rate Documentation*)

### **Tech Rental / Support**

When renting the A/V or the Projection Screen it is mandatory to do trial run 24-28 hours before your event. (DJ, Power Point Presentation, Band,). Additional Charges will apply if you are needing on-site Tech support. On-site Tech support we will need to know immediately or two weeks prior to the event date. (See CJMC Rates for the additional charges)

### **Floor Plan & External Rentals**

The Event Floor plan is due one month prior to your event date. (or choose from our floor plan layouts).

Any External Rentals we need to be aware of the delivery date/time, contact information name of business phone number. And a list of what is being delivered to the CJMC venue. At least one month prior to the delivery date. We may ask for the event coordinator to be present during the rental deliveries. If not available our event crew maintenance workers will be present which we will add extra charges that will be applied to the final invoice.

### **Liquor License**

Evenlows the host to serve or sell liquor at an event in accordance with BC liquor laws and regulations. Event hosts are responsible for the safety of their guests. Check out Special Events – online. Beverages are not permtd outside.

<https://specialevents.bcldb.com/help>