



# Nàkwät'à Kù Rental Agreement Form

**KWÄNLIN DÜN DEPARTMENTS & OTHER ORGANIZATIONS**

Email [Potlatch.Bookings@kdfn.net](mailto:Potlatch.Bookings@kdfn.net)

Phone: (867) 633-7833

Event Name: \_\_\_\_\_

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

Renter's Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Rental Fee Schedule		Fee / Day	# of Days	Sub Total
Hall Rental		\$ 200		
Commercial Kitchen Rental	With Hall rental	\$ 100		
	Kitchen only	\$ 125		
Coffee Urns		\$ 45		
Food Steamers *				
		<b>One-time Fee</b>		
Sound System & Screen		\$ 100		
Mandatory Cleaning Fees (non-refundable)	Hall	\$ 225		
	Kitchen	\$ 100		
Mandatory Damage Deposit	Hall	\$ 350		
	Kitchen	\$ 175		
Mandatory Key deposit		\$ 75		
			<b>Total:</b>	

**Office Use Only**

Fees & Deposit received on \_\_\_\_\_ Receipt # \_\_\_\_\_

Initial walkthrough with client \_\_\_\_\_

Post-event inspection \_\_\_\_\_

Deposit refund issued on \_\_\_\_\_ in the amount of \$ \_\_\_\_\_.

LPO # \_\_\_\_\_

CS Rep. Signature \_\_\_\_\_



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#### MISSION STATEMENT

Nàkwät'à Kù is an important asset of the Kwanlin Dün First Nation and holds a prominent place in the community. The name Nàkwät'à Kù in Southern Tutchone means "**Ceremony House**" and signifies a commitment to the community to return to the use of traditional laws and cultural practices. Traditional laws, practices and customs must be followed inside the hall, at the fire pit and the grounds surrounding the building. Nàkwät'à Kù provides a welcoming space for events and community gatherings that reflect and promote pride, respect, and collective ownership.

#### TERMS AND CONDITIONS

The renter understands and agrees that the Kwanlin Dün First Nation assumes no responsibility for any injury to the renter or event participants, or for any damage arising from the use of the Nàkwät'à Kù facility. The Kwanlin Dün First Nation is not liable for the loss of or damage to any food or supplies stored on the premises.

The renter agrees to complete all responsibilities related to **commercial kitchen use**. All kitchen staff must hold **valid Food Safe certification**. The renter is responsible for thoroughly cleaning and returning all pots, pans, utensils, and coffee urns to their proper storage. All food and paper waste must be disposed of in the appropriate garbage and recycle bins at the back of the facility. Any items removed from the facility, as listed on the inventory, must be replaced at the renter's expense. All food brought in for the event must be removed from the refrigerator and freezer at the end of the rental period. Finally, the renter must ensure that all kitchen area doors are securely closed to allow for a proper inspection of the facility and the timely return of the damage deposit.

The possession or use of **alcohol and illegal substances** is strictly prohibited within Nàkwät'à Kù and anywhere on the facility grounds, including the fire pit area and parking lot.

Access to Nàkwät'à Kù will be permitted on the day that the facility has been rented and Community Services has received full payment of the damage deposit and rental fees. If you require assistance with facility equipment or supply during your rental period, please call the Community Services maintenance/troubleshooting number at **(867) 633-7833**.

**In the event** of the passing of a Kwanlin Dün citizen, use of Nàkwät'à Kù for funeral services will take priority over all previously confirmed bookings. In such circumstances, the renter will be notified promptly and will receive a full refund of the damage deposit and any rental fees paid.

Use of the firepit area

By checking this box, I confirm that I have read, understand, and agree to the Terms and Conditions.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date