



## **Four Sisters Group Inc**

813 Oceanview Dr, Cape St George, NL. A0N 1T1

[foursistersgroupinc@gmail.com](mailto:foursistersgroupinc@gmail.com)

TeL.: 709-757-9444

# Venue Usage Agreement

This facility usage agreement between the Four Sisters Group Inc (Owner) and (Client) will commence on the dated agreed. Both parties agree to the following terms and conditions:

## Terms & Conditions

### Bookings

Prior to this agreement date, the client has submitted a request for the usage of the facility (Mi'kmaw or Women's Centre). An agreed donation amount will be due upon the signing of this contract for the event on the day before the start of the activity.

### Hours of Operation

All activities including cleanup shall conclude on the same day following the activity. The Client will be held responsible for any and all guests on the premises during the event.

The Client will be permitted to enter the facility up to four hours before the reserved time frame for decorating, preparation, facility inspection and equipment and item drop off.

All property belonging to the Client or its team shall be removed after the conclusion of the activity on the date of event.

### Services Offered



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The Owner will provide representation during the event should any issues arise. The Owner's staff will provide entry to the facility as well as close the facility upon conclusion of the event. Client is free to move around tables and chairs and arrange the layout for the event.

The facility will provide deep cleaning both before and after the event. It is the Client's responsibility to inspect the Facility prior to usage and to perform basic cleanup at the conclusion of the event.

## Miscellaneous Terms

No live animals will be allowed on the premises (Excluding service animals).

All guests attending the event shall remain within the designated areas. The Owner will not be held liable for any property left on the premises after the event's conclusion.

All facility staff will be permitted to be present on the premises at any time during as well as after the event. The Owner will be permitted to photograph the event during the event so long as such the event is not disrupted.

The Client's guest number may not exceed the allowed number of people in the facility at any time during the event as per fire regulations posted.

It is the responsibility of the Client to manage any requirements as mandated by the provincial health authority.

Smoking, Drug and Alcohol consumption during the event (or on the premises) is strictly forbidden as per our zero-tolerance policy.

## Fees Received

The table below includes all fees for the facility usage. Fees received will be used for our Mi'kmaq Cultural programming and activities.



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Daily Venue fee: \$50.00    Access fee for set-up on day before event: \$25.00

Name	Donation	QTY	Subtotal
Print name: _____	\$_____	1	\$_____

Access fee for day after the event for clean-up: \$25.00

Subtotal    \$\_\_\_\_\_

**Total**    \$\_\_\_\_\_

# Cancellation Policy

The Client may cancel this agreement within five days of the event date.

The Owner may also choose to cancel this facility usage agreement and give adequate notice to the client of at least five days.

# Insurance

Owner's insurance policies do not cover or protect against loss of Client's property or damage or injury to Client's guests or their property.

# Security

Client shall provide ample security for all its guests during the event. Owner has a zero-tolerance policy towards harassment of any type and the client will observe these policies which are clearly posted.

The facility is covered by security cameras for protection against thief, damage, and unlawful activity.

In the event of all youth or underage event such as birthday parties, and the like, client will properly chaperon the activity and keep kids safe.



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# Indemnification

Client agrees to hold facility harmless shall any liabilities, claims, or causes of action that may take place as a result of the Client's use of the Facility.

The Owner shall not be held liable for any damages, loss or injuries to personnel or guests during the event.

# Acceptance

Client has read and acknowledges this agreement in its entirety.

Date of Event: \_\_\_\_\_

Name of client: \_\_\_\_\_

Venue Rep: \_\_\_\_\_

Choose Location of event at the Benoit First Nation Building Complex:

\_\_\_\_\_ Mi'kmaw Cultural Centre (top floor with front entrance and parking)

\_\_\_\_\_ Edna May Benoit Women's Resource Centre (bottom floor with west side entrance and parking)

Cheques should be made out to the Four Sisters Group Inc or EMT to [foursistersgroupinc@gmail.com](mailto:foursistersgroupinc@gmail.com)

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