ATIKAMEKSHENG ANISHNAWBEK

ADMINISTRATION OFFICE
25 RESERVE ROAD
NAUGHTON, ON P0M 2M0
TEL: (705) 692-3651
WWW.ATIKAMEKSHENGANISHNAWBEK.COM

Rental Application for the Chalet

Applicant Information

Full Name: _____ Application Date: _____
Last *First* *DD/MM/YYYY*

Address: _____
Street Address *Apartment/Unit #*

_____
City *Province* *Postal Code*

Phone: _____ Email: _____

Rental Information

Purpose of Booking: _____ Total Number of Occupants: _

Rental Date(s): _____ to _____
DD/MM/YYYY *DD/MM/YYYY*

Number of Hours Requested: _____ Rental Hours: _____ to

Hourly Rate:	Requirements (please select all that applies):
$20.00	☐ **Sacred Grounds**
	☐ **Projector**
	☐ **Podium**
	☐ **Folding Tables and Chairs. Please specify:**

*Please note that a minimum four (4) rental is required.

For rental inquiries, please contact:

Anishinabe Aadziwin Manager

anishinabe.aadziwin.manager@wlfn.com

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Rental Application for the Chalet

Please Note:

- The Chalet has a 25 person capacity.
- This application serves as a "request" and will be approved or denied based on availability of the requested facilities. Submission of a rental application does not automatically constitute a reservation of the facility, nor time requested. Please allow three business days for approval or denial.
- This rental application must be submitted a minimum of 7 days in advance of the rental date requested.
- Any changes to your rental or cancellation must be noted in writing to the Planning & Infrastructure Administrative Assistant 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 must be made (through cash, debit, or credit card) at the Atikameksheng Anishnawbek Administration Office at least 7 days prior to your rental. Payment is required to confirm your booking.
- Reservations will be taken no sooner than twelve months in advance of the rental date.
- It is the renter's responsibility to obtain all necessary permits and licenses related to their booking.
- The use of alcohol and/or drugs is NOT permitted. If the Rentee is found to be consuming alcohol and/or drugs on the premises, the Rentee will be ordered to vacate the premises and all payments will be forfeited.
- 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.
- Please contact the Planning & Infrastructure Administrative Assistant for information regarding key pick-up and drop-off. The Chalet key will only be released to the main rental contact if the invoice payment has been made in full.

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

A. To hold Atikameksheng Anishnawbek, the Chalet, and its' 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 Chalet 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.

Signature of Renter _____ Date _____

Signature of Staff _____ Date _____

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Rental Application for the Chalet

For Administrative Purposes:

Staff Name:	

	DD / MM / YYYY	***Time***	***Notes Regarding Condition***	***Staff Initials***
Chalet's Condition Prior to Rental		AM PM		
Chalet's Condition Post Rental		AM PM		