

FACILITY RENTAL REQUEST

TSESHAHT FIRST NATION BAND MEMBER / STAFF MEMBER



TSESHAHT FIRST NATION OFFERS A RANGE OF FACILITIES FOR GROUP OF 2 TO 500 GUESTS.
PLEASE COMPLETE THIS FORM TO ENSURE WE CAN ACCOMMODATE YOUR NEEDS.

RENTER INFORMATION

Name: _____ Band Member
 Staff Member

Phone Number: Cell Home Work _____ Status Number: _____

Email Address: _____ Intake form completed by: _____

Mailing Address: _____

Rental is procured on behalf of a business:

Business Name: _____

RENTAL DETAILS

Facility Requested: Maht Mahs Gymnasium (500 people) Longhouse* (500 people) TFN Great Room (100 people)
 Maht Mahs Kitchen Cultural Centre (50 people) TFN Boardroom 1 (12 people)
 TFN Boardroom 3 (12 people)
**Cultural use only*

Purpose for Rental: Meeting Potlatch Fundraiser
 Birthday party Wedding Celebration
 Sports tournament Funeral/Celebration of Life Other cultural event:
 Lahal tournament Wedding Type: _____
 Dance practice Other: _____

Date(s) rental required: _____

Rental time: Start: _____ End: _____

Tables and chairs are included for all rentals. Setup is provided for the Administration Office Great Room only.
For Great Room rentals list the number of chairs/tables and how they should be arranged below or attach diagram.

SERVICES AVAILABLE FOR ADDITIONAL CHARGE

TFN Administration facilities ONLY

Coffee/Tea AM \$25 per service # dark roast: _____ # light roast: _____

2 carafes of coffee per service PM \$25 per service # dark roast: _____ # light roast: _____

Red Rose tea (free with coffee service)
Includes cups, sugar, cream, and stir sticks. Hot water is provided for tea.

Conference Equipment and Other Services (Administration office rentals only)
 Microphone Projector Teleconference phone
 Speakers Screen for projector Teleconference line
 Dry erase board Photocopying WiFi

A rental will not be confirmed until the deposit has been paid in full. Payment in full for the rental is required when the key is picked up. Failure to remit payment will result in loss of booking and your deposit will be returned to you.

Questions and concerns can be directed to the Welcome Center at (250) 724-1225 or welcomecenter@tshaht.com

PLEASE NOTE: This intake form does not form a binding agreement between the prospective renter and Tseshaht First Nation. This form is used for information purposes only to aid in preparation of an estimate for requested services. At the discretion of the Executive Director, rentals may be cancelled with little notice if an urgent/emergency event needs to be held at Maht-Mahs (e.g. funeral). If a rental is cancelled due to a loss in the community, rental fees and deposit will be returned.