

## FACILITY RENTAL AGREEMENT

30 Electra Crescent  
 Whitehorse, Yukon Y1A 0M7  
 Phone: 867-668-4792 E-mail: info@goytm.ca

This agreement is between **The Yukon Transportation Museum Society**, hereinafter referred to as **“the Society”**, and

Organization:	Contact Person:
Address:	
Telephone:	E-mail:

Hereinafter referred to as **“the Renter”**.

Date of Event:	Start Time:	End Time:
Description of Event:		

**Rental Details:**

- Bush Pilot Room
- Main Exhibit Gallery
- Full Indoor Facility
- Outdoor Compound
- YTM Bar Service
- Valid Membership
- Site Visit Complete

# of Attendees: \_\_\_\_\_  
 Base Rental \$ \_\_\_\_\_  
 Cleaning \$ \_\_\_\_\_ (\$50/staff hour)  
 Security \$ \_\_\_\_\_ (# of staff \_\_\_\_\_ )  
 Bar Setup \$ \_\_\_\_\_  
 Additional Fees \$ \_\_\_\_\_  
 Total Rental Cost \$ \_\_\_\_\_ + GST (Per Invoice)

For Office Use Only. Invoice No.:	Invoice Date:
Payment date:	Payment Details:

## Rental Requirements and Responsibilities:

For rentals of the **Full Facility** or the **Main Exhibit** Gallery in the Yukon Transportation Museum for the purposes of holding a meeting, reception or other event, cancellation notice of **thirty (30) days** prior to the event is required. For rentals of the **Bush Pilot Room**, cancellation notice of fourteen **(14) days** prior to the event is required. **After the expiry of this grace period, the Society may invoice the full rental fee to the Renter at any time of its choosing.**

The Renter must participate in a mandatory site visit prior to completion of the rental agreement, with any addendums, alterations and decisions recorded in 'Additional Notes'. This includes noting the names of caterers, AV providers, decorators, musicians, etc.

**Date and Time of Visit:** \_\_\_\_\_

The Renter is responsible for adhering to the Society's guidelines for capacity maximums. The Society will clearly communicate room capacity guidelines, and will provide physical documentation for the Renter upon request.

Basic security may be provided through the full duration of any Main Gallery or Full Facility rental if determined necessary by the Society, with the associated costs assumed by the renter.

YTM is now offering bar service (\$150 setup fee applies). This service includes:

Bartender(s)

A selection of local/domestic beers and ciders

A selection of Canadian wine and nonalcoholic beverages (pop, juice, etc.)

Note: An extra fee will apply for any special orders.

Under no circumstances is the Renter permitted to move any artifact in the museum. If artifacts are found to have been moved by the Renter, the Society retains the right to add a minimum fee of \$5,000 to the final cost of the rental, even if there is no visible damage to the artifact.

Renter is responsible for notifying their guests of appropriate 'Museum Manners'.

### **The Society hereby agrees to make the following available at no extra charge:**

1. Equipment list

2. Access to washrooms

3. Access to the kitchen (not for food preparation purposes)

4. Use of parking lot

5. Name and phone number of one staff member or board member in case of emergency

## The Renter hereby agrees to the following conditions:

### GENERAL:

1. The Renter is responsible for properly securing the building and engaging the alarm after the event. This may involve safeguarding and returning the entrance key issued by the Society and ensuring that the unique alarm security code assigned by the Society remains confidential.
2. The Renter is responsible for ensuring that event attendees confine their activities to the room(s) rented, the kitchen area and the washroom and kitchen hallways.
3. **Statutory Holiday Rate Adjustments:** Additional charges may be applied to any special events being held on Canadian public holidays **or** during times that museum staff are off.
4. Candles or any open flame props are not to be used in the facility. All pyrotechnics are forbidden, including "dry ice" and/or fog machines.
5. The Renter shall ensure that neither rice, confetti, decorative sparkles, nor loose glitter are brought into the facility. Organic materials (i.e. fresh flowers/plants) are likewise prohibited.
6. **Additional decoration or anything to be hung from Museum interior or exterior must get prior approval from the Acting Executive Director.**
7. Additional tables, chairs and linens are the responsibility of the Renter.
8. The Renter is responsible for setting up chairs and tables for their group and for replacing them immediately following the conclusion of the rental period.
9. The Renter is responsible for leaving the room, kitchen, and other equipment in a tidy condition. Otherwise a cleaning fee of \$50/staff hour will be charged.
10. **SMOKING/VAPING is not permitted inside the museum building. If patrons are found to have smoked inside the premises, a \$5,000 fine will be levied.** An ashtray is located outside the entrance to the facility; if cigarette butts are littered on the grounds immediately surrounding the Museum, clean-up is the responsibility of the Renter. **Renter(s) will be charged a fee of \$75 for neglecting to clean outside the facility, in addition to any applicable cleaning fee.**
11. The Renter shall comply at its own expense with all municipal, territorial and federal sanitary measures, fire and safety laws, bylaws, regulations, and requirements pertaining to the event and the Renter's use of the event area. The Renter shall be responsible for securing, maintaining, and displaying all permits required for the event thereat, if applicable.

Initials of Renter: \_\_\_\_\_

12. All health measures and guidance will be adhered to in their entirety. Regarding the COVID-19 pandemic, the Renter must agree to comply with all procedures and policies laid out in the Yukon Transportation Museum's current COVID-19 Operational Plan (available on our website or upon request.) This contract clause may or may not be in effect, depending on guidelines and recommendations set out by the Yukon Government and the Canadian federal government with respect to the COVID-19 pandemic.

13. Any damage(s) incurred during the rental of the facility or of its contents therein, along with any failure to comply with agreement conditions, is the financial responsibility of the renter.

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**Additional Notes:**

**Representative of "the Society"**

Signature: \_\_\_\_\_

**Sean Ridder, YTM Acting Executive Director**

Date: \_\_\_\_\_, 20\_\_\_\_

**Representative of "the Renter"**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_



Thank you for choosing the Yukon Transportation Museum for your event.