



GITKSAN - WET'SUWET'EN EDUCATION SOCIETY

4125 River Road, Box 418, Hazelton, BC V0J 1Y0

Phone: 250-842-0216 Fax: 250-842-2219

GWES ROOM & EQUIPMENT RENTAL APPLICATION

Date of Application: _____

Requested Booking Date(s): _____

Event Time (start-end): _____

APPLICANT INFORMATION

Organization / Business Name: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

Fax (if applicable): _____

ROOM RENTAL OPTIONS

Please select the desired space:

Room Option	Capacity	Rate (per day)	Inclusions	Select
Classroom	20 people	\$200.00	Includes tables, chairs, and Wi-Fi access	<input type="checkbox"/>
Board Room	12 people	\$200.00	Includes OWL meeting technology and Wi-Fi access, chairs and tables	<input type="checkbox"/>
Events Room	60 people	\$350.00	Includes tables, chairs, and Wi-Fi access	<input type="checkbox"/>



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Purpose of Rental / Event Description:

Expected Number of Attendees: _____

Set-Up Requirements:

☐ Tables ☐ Chairs ☐ Wi-Fi ☐ Other: _____

AVAILABLE ADD-ONS

(Optional – not required for Board Room bookings)

<u>Add-On Option</u>	<u>Description</u>	<u>Rate (per day)</u>	Select
OWL Meeting Technology on Cart (with 70" TV)	360° camera and audio system for hybrid meetings; includes 70" TV display	\$150.00	<input type="checkbox"/>
LCD TV on Cart (with HDMI Cord)	Plug-and-play display for laptop or media presentation (bring your own laptop)	\$75.00	<input type="checkbox"/>
Coffee Service	Includes Keurig machine, coffee pods, tea pods, sugar, and powdered creamer, coffee cups, stir sticks	\$50.00	<input type="checkbox"/>
Water Cooler with Disposable Cups	Water cooler/machine stocked with disposable cups	\$30.00	<input type="checkbox"/>

RENTAL FEES

<u>Item / Room</u>	<u>Rate</u>	<u>Duration</u>	<u>Total</u>
Room Rental	\$ _____	_____	\$ _____
Add-Ons / Equipment	\$ _____	_____	\$ _____
Cleaning Fee (if applicable)			\$ _____
Total Due			\$ _____



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Payment Method (select one):

☐ Cash ☐ Cheque

TERMS & CONDITIONS

1. All rental requests are subject to approval and availability.
2. Once **GWES** receives a **signed rental agreement** and issues the rental invoice, your **booking is confirmed**.
3. The renter is responsible for any damages, loss, or additional cleaning fees incurred during the rental period.
4. **An additional cleaning fee of \$100.00** may be charged **if there are excessive amounts of garbage or debris left in the rental space**.
5. GWES is a **smoke-free and alcohol-free** facility.
6. **Cancellations** must be made at least **48 hours in advance** of the scheduled rental date.
7. **Wi-Fi access** is included with all room rentals.
8. Equipment and service add-ons must be requested in advance and are subject to availability.

SIGNATURES

Applicant Name (print): _____

Signature: _____ Date: _____

GWES Representative (print): _____

Signature: _____ Date: _____