



## 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):** \_\_\_\_\_

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#### APPLICANT INFORMATION

**Organization / Business Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Fax (if applicable):** \_\_\_\_\_

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#### 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:

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Expected Number of Attendees: \_\_\_\_\_

### Set-Up Requirements:

Tables  Chairs  Wi-Fi  Other: \_\_\_\_\_

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## AVAILABLE ADD-ONS

(Optional – not required for Board Room bookings)

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

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## RENTAL FEES

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



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### Payment Method (select one):

Cash       Cheque

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### 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.

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### SIGNATURES

**Applicant Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**GWES Representative (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_