



Arrowhead Native Bible Center
a ministry of Northern Canada Evangelical Mission
622 Cox Point Road
Cumberland Bay, New Brunswick E4A 2Y4
506-474-2448 / 506-474-3933
fawcetts@maritimers.ca



P.O. Box 3030, Prince Albert,
Saskatchewan S6V 7V4
306-764-3388

NCEM Property and Equipment Rental Agreement

Application and Agreement to Use the facilities of **Arrowhead Native Bible Center** per Northern Canada Evangelical Mission Inc.

CONTACT INFORMATION

| | | | |
|------------------------|-------|-------|-------------|
| Name of Representative | | | |
| Phone | eMail | | |
| Name of Organization | | | |
| Address | City | Prov. | Postal Code |
| Phone | eMail | | |

NO EVENT · OVERNIGHTING ONLY

| | | | |
|-------------------------------------|----------------------------|----------|--|
| Date of Arrival | Expected Time of Arrival | | |
| Date of Departure | Expected Time of Departure | | |
| Number of Guests | Adults | Children | |
| Campsite, Cabin, Apartment or Dorm: | | | |

EVENT DETAILS

| | | | |
|---------------------------|----------------------------|----------|--|
| Start Date of Event | Expected Time of Arrival | | |
| Closing Date of Event | Expected Time of Departure | | |
| Number of Event Attendees | Adults | Children | |
| Type of Event | | | |

FACILITY AND EQUIPMENT USE AT ARROWHEAD

We are always happy to be able to share our facility with those who wish to use the property in accordance with NCEM's use policy. We do have some parameters around our facility use that you should consider prior to submitting your rental application.

- Our facility rentals or not "turn key" rentals. Because we have a number of ongoing ministries you will find our staff working on the property during your event. There will be certain areas of the facility that are locked or inaccessible to you, however we are always happy to work to meet whatever needs you may have.
- We prefer, if possible, to have our Mission Barrel (free clothing bank) and Bookshop open to your guests, if this is not appropriate or a suitable time is not available, just let us know. We can offer cash tuck shop for your event if you wish.
- We ask that you come prepared to use our kitchen equipment as it is available and not bring cooking equipment of your own. If you have a special need in this area, please advise us of that in the "other requirements" portion of this application. If using our kitchen facility, please provide a certified food handlers certificate for at least one of the kitchen workers.
- We offer a number of activities that we are happy to share with your group (ie: archery, tomahawk throwing, bubble soccer etc.) These are available to you with an orientation meeting for your staff or facilitated by our staff.
- Our equipment should not leave our property without permission from the facility director.
- If accepted, your rental will only be confirmed upon the receipt of a 25% non-refundable deposit.
- If you have any particular needs or concerns, please indicate them in the "other requirements" section of this application.

NCEM Property and Equipment Rental Agreement

FACILITY NEEDS

| | Rate Per Day | No. of Days | Total |
|---|--------------|---------------------------|-------|
| Main Lodge Only (no kitchen) | \$100 | | |
| Main Lodge With Kitchen (self cook) | \$150 | | |
| Chapel Only | \$75 | | |
| All Available Facility & Equipment | \$250 | | |
| All Available Facility & Equipment | \$175 | Five Days or More: | |
| | | | |

ACCOMMODATION NEEDS

| | Rate Per Night | No. of Nights | Total |
|-----------------------------|------------------------|---------------|-------|
| Accommodations | | | |
| No. of Adults: | \$30 / person | | |
| No. of Adults (Day Only): | \$15 / person | | |
| No. of Children (under 10): | \$10 / person | | |
| No. of Children (Day Only): | \$5 / person | | |
| Campsite (unserviced): | \$10 | | |
| Campsite (serviced): | \$20 | | |
| Long Term: | \$300 per Month | | |
| | | | |

DINING NEEDS

| | Rate Per Day | No. of Days | Total |
|------------------------------|----------------------|-------------|-------|
| Meal Plan | | | |
| No. of Adults: | \$33 / person | | |
| No. of Children: | \$18 / person | | |
| No. of Adults (breakfast): | \$8 / person | | |
| No. of Adults (lunch): | \$11 / person | | |
| No. of Adults (dinner): | \$14 / person | | |
| No. of Children (breakfast): | \$4 / person | | |
| No. of Children (lunch): | \$6 / person | | |
| No. of Children (dinner): | \$8 / person | | |
| | | | |

ADDITIONAL COSTS

| | | | |
|--------------------|--|--|--|
| | | | |
| | | | |
| | | | |
| GRAND TOTAL | | | |

NCEM Property and Equipment Rental Agreement

SET-UP OR OTHER REQUIREMENTS

TERMS AND CONDITIONS OF RENTAL AGREEMENT

1. Payment shall be made upon receipt of invoice.
2. Any damages will be itemized in an invoice and payment is due on receipt thereof.
3. The Lessee shall use the facilities only for the purpose(s) so stipulated in this agreement, and shall abide by NCEM Inc.'s Use Policy.
4. The Lessee admits that it has examined the facilities and unequivocally admits that they are in good order and repair and shall preserve and maintain the facilities in the same condition.
5. It is expected that the Lessee shall use the NCEM Inc. Facilities so as not to cause damage or abuse of the premises, equipment or fixtures, not to make undue or disturbing noise nor cause a disturbance. The Lessee shall have, at all times, a representative on the premises who will be responsible for the orderly conduct of its participants and attendees.
6. The Lessee shall comply with all police, fire, sanitary and such other laws and regulations implied by any municipal, provincial or federal authorities.
7. The use of the facilities granted by this agreement is subject to the facilities not being required for NCEM Inc. purposes. In the event they are required, every effort will be made to afford the Lessee two weeks notice of such necessity.
8. NCEM Inc. personnel may, at any time, enter the facilities for such purpose as it may deem necessary.
9. Uses of kitchens and/or food services will be negotiable per each occasion. There must be at least one person present who has a "Food Safety Certificate" as these are regulated public facilities. Rentals in which all people served are immediate family do not need someone with a "Food Safety Certificate". Non inspected food items (meats, dairy, garden etc.) may not be served in any facilities. Children under the age of 13 are NOT permitted in the kitchen, no more than 8 individuals working in the kitchen / dish room at any given time. The kitchen door is to be used by KITCHEN STAFF ONLY, and is not to be used for traveling in and out except in emergency. There should be no food stuffs left behind. All garbage is to be disposed of in the dumpster.
10. Although NCEM Inc. has some liability insurance, organizations will be required to arrange for and provide proof of their own liability insurance to use this facility. A minimum of \$2,000,000 liability insurance is required.

PROOF OF INSURANCE (IF APPLICABLE)

Name of Insurance Company: _____

Insurance Account Number: _____

Amount of General Liability Insurance: _____

I / We (Lessee) _____, of (Address) _____

DO CERTIFY THAT I/WE UNDERSTAND AND ACCEPT THE TERMS AND CONDITIONS OF THIS AGREEMENT AND THE NCEM INC. USE POLICY.

(Lessee) Print Name _____ Signature _____ Date _____

(for NCEM inc.) Print Name _____ Signature _____ Date _____



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ANBC Facility Rental: Reduced Fee Application

This form is to be used to communicate a request for a reduction in fees for ANBC facility rentals.

GROUP DETAILS

Name of Representative _____

Name of Organization _____

Charitable Organization Number (if available): _____

EVENT DETAILS

Purpose of Event _____

Will you be charging a fee to your guests? If so, how much?

Will you be collecting donations or gifts?

Will you be having a large or small gathering?

APPLICATION DETAILS

Reason for this application: _____

What are some other ways you will be reducing costs for this event?

Amount of Discount Requested (up to 25%): _____

(Lessee) **Print Name** _____

Signature _____

Date _____

Extract from:

1NCEM Inc. Policies and Applications per Financial and Business Affairs

Revised July 2, 2014

211. Use of NCEM facilities:

Policy:

All of NCEM Inc.'s facilities are subject to NCEM Inc.'s facility rental policy.

PRIORITIZING OF FACILITIES USE FOR NCEM INC.

- A. All events and activities that are under the full authority, control and supervision of staff or volunteers of NCEM Inc. shall have first priority on facilities usage.
- B. All activities on NCEM Inc. property will be activities that do not undermine NCEM Inc.'s mandate and Statement of Faith.
- C. Neutral activities such as family gatherings, birthday parties and family celebrations are not activities that can be categorized as being NCEM Inc. events and will be considered if the activities of the event do not contravene the Statement of Faith of NCEM Inc.
- D. Government activities: restricted to blood donor clinics and polling station will be considered if they do not conflict with a NCEM Inc. event.
- E. Non NCEM charitable events that generate a profit for that charity will be considered if the activity does not contravene the Statement of Faith of NCEM Inc. All these activities as subject to fair market rental prices.

General Rental Policies of NCEM Inc.

- A. The first use of the facilities of NCEM Inc. shall be for the ministries, programs and activities of NCEM Inc. and its affiliated associations.
- B. All activities of all users of the facility of NCEM Inc. shall not conflict with the purposes and beliefs of NCEM Inc. NCEM Inc. has the right to refuse a rental.
- C. The use of the NCEM Inc. facilities for a wedding will be permitted on a mutually acceptable date where a wedding adheres to the definition of marriage in the Marriage Policy of NCEM Inc. All officiating ministers or marriage commissioners must be approved by the Director of the particular facility to be theologically in agreement with the Statement of Faith of NCEM Inc.
- D. The use of the NCEM Inc. facilities for a funeral, subject to availability, is free of charge.
- E. All neutral activities such as birthday parties, anniversaries or wedding receptions will be considered based on availability.
- F. Government activities: restricted to blood donor clinics and polling station will be permitted if they do not conflict with a NCEM Inc. event.

- G. NCEM Inc. departmental activities will be considered to be NCEM Inc. activities and will be charged a rental fee at the discretion of the department providing the facilities.
- H. Serving alcohol and dancing will not be permitted on any premises. Smoking will not be permitted in any buildings.
- I. Extreme sports activities must be disclosed before any rental agreement is signed. Then the appropriate insurance coverage must be obtained and submitted.
- J. No equipment or property may be removed from any properties without the facilities' director's permission and approval.
- K. The use of audio, visual and sports equipment may be negotiated with any department.
- L. Each user group and renter is responsible for the behaviour of their own guests and participants. Any damage done to the NCEM Inc. property by guests and participants will be the responsibility of the renter.
- M. Uses of kitchens and/or food services will be negotiable per each occasion. There must be at least one person present who has a "Food Safety Certificate" as these are regulated public facilities. Non inspected food items (meats, dairy, garden etc.) may not be served in any facilities. Rentals in which **all** people served are immediate family do not need someone with a "Food Safety Certificate" and they may serve non inspected foods.
- N. The fee structure will be determined per the individual NCEM Inc. facilities.
- O. Agreement to rent does not mean that NCEM Inc. endorses the beliefs and practises of the rental group.
- P. Although NCEM Inc. has some liability insurance, organizations will be required to arrange for and provide proof of their own liability insurance to use this facility. A minimum of \$2,000,000 liability insurance is required.

Application:

Facilities rentals - NCEM has many and varied facilities that at times others desire to use. **NCEM facilities shall not be used for personal or non NCEM activities without a rental fee. A donation in lieu of rental is not acceptable.** Facilities may be rented. If so, all proceeds must go to NCEM. The rental shall not be less than the direct costs incurred. Preferably there is some profit. Charities are allowed to make profit as long as the profit is used by charity for its purposes. Each department with facilities is to list a rental schedule of its facilities. **Remember, these rates are rates that are also available to the general public.** The NCEM Executive has the authority to adjust these schedules if deemed necessary. Administrators of NCEM facilities must submit their schedule of rental rates to the NCEM executive.