



Haida Heritage Centre
at Kay Llnagaay

Rental Booking Agreement

Haaw'a/Thank you for booking with the Haida Heritage Centre at Kay Llnagaay,

Contact Information			
Name:		Company:	
Mailing Address:			
City:		Province:	
Phone:		Cell:	
Email:		Fax:	

✓	Rental	9 am – 5 pm	9 am – 1 pm	1 pm – 5 pm	6 pm – 9 pm	9 am – 9 pm	Total:
	Classroom 1 & 2	\$250.00	\$150.00	\$150.00	\$175.00	\$425.00	
	BRTC	\$250.00	\$150.00	\$150.00	\$175.00	\$375.00	
	Welcome House	\$450.00	\$350.00	\$350.00	\$375.00	N/A	
	Performance House	\$380.00	\$180.00	\$180.00	\$250.00	\$600.00	
	Performance House w/ AV	\$460.00	\$280.00	\$280.00	\$350.00	\$800.00	
Total for Rental:							
Time Extended		Price		# of 30 min. Blocks		Total:	
Extra 30 mins.		\$25.00					
Total Owed:							
# of People			# of Tables			# of Chairs	
Notes:							

OFFICE USE ONLY					
Payment	Amount	Yes/No	Date Paid	Payment Type	Total Paid
Deposit	\$100.00				\$
Prepayment	\$				\$
Pay Day Of	\$				\$
Total	\$				\$



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Policies

Payment:

- To confirm your rental booking there is a **non-refundable** deposit of \$100.00
- The Haida Heritage Centre requires that the remaining balance be paid on the day of your rental.
- Credit card payments can be made by calling the Haida Heritage Centre at (250) 559-7885.
- Cheques payable to the Haida Heritage Centre can be mailed to #2 Second Beach Road, PO Box 1523, Skidegate, BC, V0T 1S1. Please email haidaheritagecentre@gmail.com with the cheque amount, cheque number and date the cheque was mailed.

Rentals:

- Alcohol is NOT permitted on site, no exceptions.
- We have 5 spaces available to be rented:
 - Classroom 1
 - Max Capacity is 21 people including tables
 - Included in your rental is a flipchart, internet, sink, phone, projector screen with projector and whiteboard
 - Classroom 2
 - Max capacity is 30 people including tables
 - Included in your rental is a flipchart, internet, sink, phone, tv w/ HDMI, projector screen and whiteboard
 - Bill Reid Teaching Centre
 - Max capacity is 40 people including tables
 - Included in your rental is a flipchart/chalkboard, wireless internet, projector screen, phone, and sink.
 - Welcome House
 - Max capacity is 100 people
 - Included in your rental is a flipchart and wireless internet.
 - Performance House
 - Max capacity is 250 people
 - Includes wireless internet. If you rent with audio & visual your booking includes wireless internet, DVD/CD/Blu-ray, projector screen with projector, along with wired and wireless microphones.
 - For our audio system, our Sound Technician must be used.



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How to Conduct Yourself and/or Your Group using the 4 Haida Laws

We the Haida people live and abide by the 4 Haida Laws and we ask you, our visitor to conduct yourselves in the same matter while visiting us and Haida Gwaii.

Yahguudang (Respect)

All acts must be done with respect

Respect the space – The Haida Heritage Centre is on the ancestral village site of Kay Llnagaay – Sealion Town.

Respect the people – The Haida Heritage Centre staff are all Haida and knowledgeable about their history.

Ad Kyaanang (To ask first)

All acts must be done with consent

Any questions regarding Haida culture, people or the Haida Heritage Centre, please feel free to ask at any time.

If you or your guest have any questions that may be deemed inappropriate or culturally sensitive that the staff don't feel comfortable answering, they may be emailed to

haidaheritagecentre@gmail.com

Tllyahda (Make it right)

If an act is not done with respect or consent, or is witnessed, you must make it right.

Inappropriate behaviour or not following the rules, our Haida Ambassadors have the right to ask you/them to leave.

Gina 'waadluuxan gud ad kwaagid (Everything depends on everything else)

We want to make your experience as enjoyable as possible. To ensure all our visitors and staff have an enjoyable experience your feedback is appreciated whether it is on TripAdvisor, Facebook or by email.