



**DAWSON CREEK AIRPORT**  
**City of Dawson Creek User Agreement**

Name of Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

Date(s) Required: \_\_\_\_\_

Time Required: \_\_\_\_\_ Event: \_\_\_\_\_

Room Designation: \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

Fee: \$25 per hour or \$200 per day

Note: Smoking, alcoholic beverages, or illegal substances are not permitted on the premises.

**Renter Responsibilities:**

- Must be 18 year or older.
- Will not tack up or tape anything on walls or furniture using tack, scotch tape, etc. Permitted adhesives are 3M tape, glue dots, or painter's tape.
- Light clean up after meeting ensuring that all garbage is in garbage cans provided. If custodial services are required after meeting, the cost of the custodial services will be charged to the group accordingly.
- Set up room for meeting.
- Pay for rental within 30 days of the rental's completion.
- Fixtures and furniture shall be returned to their original configuration.
- If meeting shall extend by more than 15 minutes than what is stated, the group will be charged for an additional hour.
- Renters agree to pay for any damages caused by their event or invitees in full and further agree the work will be conducted by a contractor of the City of Dawson Creek's choosing.
- Rental must be for legally permissible use.

**Dawson Creek Airport Responsibilities:**

- Provide a clean and tidy space for event.
- Parking will be free in our designated parking lot.
- Catering must be provided by the Happy Café for an additional fee.

I have read and agree to the terms of this agreement

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dawson Creek Airport Employee: \_\_\_\_\_

Email this form to [psihota@dawsoncreek.ca](mailto:psihota@dawsoncreek.ca)