## Occupancy of 293 persons in the hall as ordered by State of Alaska Fire Marshal

**Non Proﬁt/Individual For Proﬁt**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rates** | **4hrs** | **CD** | **Total** | **(Check One)** |
| Hall & Kitchen | $280 | $150 | $430 |  |
| Hall | $230 | $100 | $330 |  |
| Kitchen | $120 | $100 | $220 |  |
| **Rates** | **8hrs** | **CD** | **Total** | **(Check One)** |
| Hall & Kitchen | $405 | $150 | $555 |  |
| Hall | $330 | $100 | $430 |  |
| Kitchen | $205 | $100 | $305 |  |
| **TOTAL OWED** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rates** | **4hrs** | **CD** | **Total** | **(Check One)** |
| Hall & Kitchen | $205 | $150 | $355 |  |
| Hall | $180 | $100 | $280 |  |
| Kitchen | $120 | $100 | $220 |  |
| **Rates** | **8hrs** | **CD** | **Total** | **(Check One)** |
| Hall & Kitchen | $280 | $150 | $430 |  |
| Hall | $230 | $100 | $330 |  |
| Kitchen | $205 | $100 | $305 |  |
| **TOTAL OWED** |  |  |  |  |

## \*Cleaning Deposit (CD) is required prior to EVERY rental and key pick-up\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Event Name: |  | | | |
| Event Description: |  | | | |
| Start Date: |  | | Start Time: | AM PM |
| End Date: |  | | End Time: | AM PM |
| Organization/Business: | |  | | |
| Adult Responsible:  (Must be present during rental) | |  | | |
| Mailing Address: | |  | | |
| Phone: | |  | | |
| Email: | |  | | |

**Oﬃce Use Only**

Total Due:

Payment Method: Check Cash CC

Rental Payment: $ CD: $ Date Paid: Initials: In-Kind:

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Rental Rules

Rental time starts when you enter the CTA Tribal Hall (unless otherwise authorized) and ends when you leave the hall. Deposit & rental fee is require prior to rental and key pick up. The hall key may be picked up Monday- Friday between 8:00am - 4:30pm, however the key must be returned the by the following business day, or the renter forfeits the entire amount of cleaning deposit paid.

You must provide your own supplies eg. coﬀee, ﬁlters, sugar etc **CTA Tribal Supplies are not**

## for public use, they are designated for CTA Elder events.

Do not drag tables, chairs, or any other heavy objects that may damage the ﬂoor.

No animals are allowed in the building.

No nails, staples, or tacks may be used on the walls, and absolutely no decorations may be hung from the sprinkler system.

If beer/wine are being served, a “Special Event Permit” application must be submitted to CTA Tribal Oﬃce prior to the event. Additional fees apply. Applications may be obtained upon request from CTA.

In order for cleaning deposit to be refunded, the Tribal Hall must be cleaned in accordance with the hall and kitchen care checklist on pages 3 & 4 of this application. CTA Tribal staﬀ will conduct a walk-through with the renter prior to the rental date.

You may pick up your deposit no later than 5 business days following the rental at the CTA

Tribal oﬃce after 1:00pm, after CTA staﬀ has conducted a ﬁnal walk-through.

Occupancy by more than 293 persons is dangerous and unlawful. CTA Tribal Hall is a non-smoking facility.

Violation of these rules will result in the termination of the rental agreement. Refunds of the deposit and rental fee will be given upon written cancellation at least TWO weeks prior to the rental date. Damage discovered during inspection of CTA Tribal staﬀ after rental will result in an assessment against the renter. If you notice damage upon entering the Tribal Hall and/or kitchen please contact the CTA Tribal oﬃce immediately. All lost and found items will be taken to P.O.W.E.R two weeks after rental. Craig Tribal Association reserves the right to refuse service on its premises. These rules are subject to change without notice.

## Hold Harmless Agreement

I , as the person in charge, agree to defend, indemnify, and hold harmless the Craig Tribal Association, its representatives, and/or assignees for injury or property damage suﬀered by myself or anyone in connection with or incident to the rental of the Craig Tribal Hall.

I have fully read and agree to abide by the rules provided to me in connection with my request to rent the CTA Tribal Hall. By my signature, I acknowledge receipt of these rules, hold harmless agreement, and of the cleaning checklist provided with this agreement.

Signature: Date:

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# Hall Care List

*There will be a witholding of the cleaning deposit for anything not taken care of, the amount of these witholdings are shown below.*

**Renter initial on left**

## Oﬃce Use Only

* Tables/chairs have been cleaned and put away nicely.

(Please do not drag the tables/chairs across the ﬂoor. No more than 10 tables per cart)

*$25 witholding fee*

* Main hall ﬂoor swept.

(Must be done before you leave)

*$15 witholding fee*

* All garbage taken to the outside dumpster.

(There are two large garbage cans in the main hall and two small ones in the kitchen)

*$15 witholding fee*

* All boxes (if any) broken down and taken to the dumpster.

(There are two large garbage cans in the main hall and two small ones in the kitchen)

*$10 witholding fee*

* Take down any and all decorations you may have put up. (No tacks or nails to be used)

*$10 witholding fee*

* + Put any equipment away that was used back where it was when you found it.

*$10 witholding fee*

* + Doors are securley closed and locked.

***ENTIRE*** *amount of cleaning deposit will be witheld if the building is found unsecured*

* + All lights/heat are turned oﬀ, all windows are closed & locked.

*$10 witholding fee*

*Thank You*

*We appreciate your assistance in helping us to preserve this facility*

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# Kitchen Care List

*There will be a witholding of the cleaning deposit for anything not taken care of, the amouont of these witholdings are shown below.*

**Renter initial on left**

## Oﬃce Use Only

* + All dishes, are washed, dried and put away.

(All dishes must be washed ***before*** they are put in the sanitizer)

*$10 witholding fee*

* + All counters, sinks, equipment, and garbage disposal are cleaned.

(Stoves, ovens, grill, microwave, coﬀee pots etc.)

*$10 witholding fee*

* + Reﬁgerator & freezer (if used) emptied and cleaned.

*$10 witholding fee*

* + Dish sanitizer emptied, cleaned, and turned oﬀ.

*$10 witholding fee*

* + ALL garbage cans emptied and cleaned

*$10 witholding fee*

* + Boxes (if any) broken down and taken to the dumpster.

*$10 witholding fee*

* + Floors swept and mopped.

*$10 witholding fee*

* + Stoves, ovens, coﬀee pot turned oﬀ.

*$30 witholding fee (these items have the potential to be a ﬁre hazard)*

*Thank You*

*We appreciate your assistance in helping us to preserve this facility*

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