



Craig Tribal Association
 PO Box 828
 Craig, Alaska 99921
 Ph: 907-826-3996 Fax: 907-826-3997

OCCUPANCY of 293 persons in hall by order of The State Fire Marshal of State of Alaska

(Please Circle One Rental Fee and One Cleaning Deposit; Fill in total)

	For Profit		Non Profit		Cleaning Deposit* Required	Total Amount Due
	4 Hours	8 Hours	4 Hours	8 Hours		
Hall Rental	\$230.00	\$330.00	\$180.00	\$230.00	\$100.00	
Kitchen Rental	\$120.00	\$205.00	\$120.00	\$205.00	\$100.00	
Hall & Kitchen Rental	\$280.00	\$405.00	\$205.00	\$280.00	\$150.00	

***Cleaning Deposit required for every rental and before the hall key can be picked up.**

Hall & Kitchen Rental Agreement

Toay's Date: _____ Rental Date: _____ Activity/Event _____

Start Time: _____ End Time: _____ Total Time: _____

Adult Responsible (Must Be Present During Rental Period): _____

Business or Entity Associated with Event (If Applicable): _____

The Renter is Responsible for the hall key and securely closing and locking the hall door, there will be a **\$50.00 charge** if found unsecured, and a charge if hall key is lost or not returned.

Renter _____ Day Phone _____ Evening Phone _____

Address _____ City _____ State _____ Zip _____

Fax# _____ E-Mail _____

Rental Agreement

I _____, have read and agree to abide by the rules provided to me in connection with my request to rent the Craig Tribal Center. By my signature, I acknowledge receipt of these rules and of the cleaning checklist provided with this agreement.

Signature: _____ Date _____

Office Use Only:

Rental Payment _____

CD _____ Refund _____

Payment Method:

Check ___ Cash ___ CC ___



Craig Tribal Association
PO Box 828
Craig, Alaska 99921
Ph: 907-826-3996 Fax: 907-826-3997

Hold Harmless Agreement

I _____, as the person in charge, agree to defend, indemnify, and harmless the Craig Tribal Association, it's 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 Center.

Signature: _____ Date: _____

Rental Rules

1. Rental time starts when you enter the CTA Tribal Hall and ends when you leave the hall. Deposit & Rental fee is required when you arrange to pick up the key prior to your rental. The key may be picked up Monday-Friday 8:00 am – 4:00 pm.
2. You need to provide your own supplies, coffee, coffee filters, cups, sugar, cream and napkins, paper towels and utensils. **NO USING CTA TRIBAL SUPPLIES.**
3. Do not drag tables, chairs or other heavy objects that may damage the floor.
4. **NO nails, staples or tacks may be used on the walls, ABSOLUTELY NO hanging decorations from the sprinkler system.**
5. In order to receive a cleaning deposit refunded, the hall & Kitchen must be left in a clean and orderly fashion. Please refer to the Hall & Kitchen clean up forms. A CTA Tribal staff will do inspections with the renter before the rental date.
6. Return this form and the cleanup form along with the key to CTA Tribal Hall office immediately following your rental, unless other arrangements have been made.
7. You may pick up your deposit check at the CTA Tribal Office after 12:00 of the first business day following your rental. Rental deposit return is dependent upon satisfactory condition of the CTA Tribal Hall & Kitchen.
8. If alcoholic beverages are being served a temporary alcoholic permit must be obtained from the Craig Police Department and submitted to CTA Tribal Office, before using the hall.
9. CTA Tribal Hall is a **NON SMOKING FACILITY.**
10. **OCCUPANCY BY MORE THAN 293 persons, is DANGEROUS and UNLAWFUL**

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

Signature: _____ Date _____



Craig Tribal Association
PO Box 828
Craig, Alaska 99921
Ph: 907-826-3996 Fax: 907-826-3997

Hall/Kitchen Rental Clean-up Form

There will be a withholding of the CD refund for anything not properly taken care of, prices of these withholdings are shown below.

Renters name: _____ Rental Date: _____

Hall Care List

Initial on left: **NO ANIMALS ALLOWED IN THE BUILDING**

Office Use Only:

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| * <input type="checkbox"/> Tables/chairs cleaned & put away nicely
(Please Do Not Drag Tables & Chairs)
<i>\$25.00 Withholding fee</i> | * <input type="checkbox"/> |
| * <input type="checkbox"/> Floor swept and front vacuumed
(Must be done before you leave)
<i>\$15.00 Withholding fee</i> | * <input type="checkbox"/> |
| * <input type="checkbox"/> All garbage taken to the outside dumpster
(Please take out before you leave)
<i>\$15.00 Withholding fee</i> | * <input type="checkbox"/> |
| * <input type="checkbox"/> Boxes broke down and taken to the outside dumpster
<i>\$10.00 Withholding fee</i> | * <input type="checkbox"/> |
| * <input type="checkbox"/> Take down any decorations you may have put up.
(No tacks or nails to be used & only tape that won't pull the paint off the walls)
<i>\$20.00 Withholding fee</i> | * <input type="checkbox"/> |
| * <input type="checkbox"/> Put any equipment away that was used, in its proper place
<i>\$15.00 Withholding fee</i> | * <input type="checkbox"/> |

Please No Hanging Decorations On The Sprinkler System

Continued



Craig Tribal Association
PO Box 828
Craig, Alaska 99921
Ph: 907-826-3996 Fax: 907-826-3997

Kitchen Care List

(The Sanitizer is NOT a Dishwasher, so you must wash the dishes with soap and water before putting them in to be sanitized)

Initial on left:

Office Use Only:

* ___ All dishes, pots & pans washed, dried & put away in the proper place * ___

(All dishes need to be washed before they are put in the Sanitizer)

\$30.00 Withholding fee

* ___ All counters, sinks, & garbage disposal & equipment cleaned * ___

(stoves, ovens, grill, microwave, coffee pots)

\$15.00 Withholding fee

* ___ Refrigerator & Freezer emptied, cleaned; Walk-in cooler shut off * ___

\$10.00 Withholding fee

* ___ Dish Sanitizer (not a washer) emptied, clean and turned off * ___

\$10.00 Withholding fee

* ___ All garbage cans emptied and cleaned * ___

\$10.00 Withholding fee

* ___ Boxes broke down & taken to the outside dumpster * ___

\$10.00 Withholding fee

* ___ Floors swept and mopped * ___

\$15.00 Withholding fee

* ___ Stoves, ovens & coffee pot turned off * ___

\$50.00 Withholding fee (these items have the potential to be a fire hazard)

Make sure before you leave the hall turn off the lights and heat. Make sure all windows and doors are securely closed and locked.

Thank you

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