



Craig Tribal Association

P.O. Box 828
 Craig, Ak 99921
 Ph: (907) 826-3996
 Fax: (907) 826-3997
 Web: www.craigtribe.org

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

Non Profit/Individual

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	

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	

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:		EndTime:	AM PM
Organization/Business:			
Adult Responsible: (Must be present during rental)			
Mailing Address:			
Phone:			
Email:			

Office Use Only
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 required 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 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: _____



Hall Care List

There will be a withholding of the cleaning deposit for anything not taken care of, the amount of these withholdings 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 withholding fee
- * _____ Main hall floor swept.
(Must be done before you leave)
\$15 withholding 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 withholding 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 withholding fee
- * _____ Take down any and all decorations you may have put up.
(No tacks or nails to be used)
\$10 withholding fee
- * _____ Put any equipment away that was used back where it was when you found it.
\$10 withholding fee
- * _____ Doors are securley closed and locked.
ENTIRE amount of cleaning deposit will be withheld if the building is found unsecured
- * _____ All lights/heat are turned off, all windows are closed & locked.
\$10 withholding fee

Thank You

We appreciate your assistance in helping us to preserve this facility



Kitchen Care List

There will be a withholding of the cleaning deposit for anything not taken care of, the amount of these withholdings 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 withholding fee

* _____ All counters, sinks, equipment, and garbage disposal are cleaned.
(Stoves, ovens, grill, microwave, coffee pots etc.)
\$10 withholding fee

* _____ Refrigerator & freezer (if used) emptied and cleaned.
\$10 withholding fee

* _____ Dish sanitizer emptied, cleaned, and turned off.
\$10 withholding fee

* _____ ALL garbage cans emptied and cleaned
\$10 withholding fee

* _____ Boxes (if any) broken down and taken to the dumpster.
\$10 withholding fee

* _____ Floors swept and mopped.
\$10 withholding fee

* _____ Stoves, ovens, coffee pot turned off.
\$30 withholding fee (these items have the potential to be a fire hazard)

Thank You

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