

Bride/Groom Names: _____

Decorating Date/Time: _____ @ _____

Event Date/Time: _____ @ _____

Arrival Time: _____



WEDDING RENTAL AGREEMENT

NIKISKI SENIOR CENTER

50025 LAKE MARIE AVE, NIKISKI, AK

(Mailing Address: P.O. Box 6973, Nikiski, AK 99635)

907-776-7654 (PH)

907-776-7632 (FAX)

georgina@nikiskiseniorcenter.org

Deposit Pd (amt/date) \$ _____ / _____ Rental Pd (amt/date/) \$ _____ / _____

Refund Requested (amt/date) \$ _____ / _____ Refund Paid (amt/date/check #) \$ _____ / _____ / _____

Bride Name _____ Contact # _____

Address _____

Groom Name _____ Contact # _____

Address _____

Responsible Party Name & Contact # _____

WEDDING NOTES AND DETAILS: _____

Decorating will take place (no earlier than 2:00 p.m. day prior to event) at: _____ pm on _____

Wedding Party to Arrive: _____ am/pm. Wedding Starts at: _____ am/pm. on _____

Expected # of Guests (not to exceed 200): _____

Requested # of Tables: _____ Round Small (9) _____ Round Large (12) _____ 6' Rectangle (12) _____ Square(10)

Note: Not all tables are available for events. You will need to choose tables, dependent on your preferred table arrangement

Location of Activities/Ceremony: _____ Fireplace _____ Deck End _____ Outside
_____ Head Table at Windows _____ Head Table at Fireplace

Will alcohol be served? _____ YES (If yes Page 7 MUST be completed) _____ NO

Will you have a Caterer? _____ YES _____ NO

Caterer's Name/Phone Number: _____

A Caterer is required and must fill out Form AB-04 Caterer's Permit Application if you will be selling alcohol on the premises

Deposit Fees:

_____ Dining Room-Mezzanine-Card Room (\$1,350.00)
_____ Kitchen (\$350.00)

Rental Fees:

_____ Dining Room-Mezzanine-Card Room (\$1,350.00)
_____ Kitchen (\$350.00)
_____ Event day is to exceed 10 (but not more than 12) hours (\$100.00)

DEPOSIT TOTAL \$ _____

RENTAL TOTAL \$ _____

Event, including decorating time on day of event, shall not exceed 10 hours and will end by 10:00 pm. If staff is required for over 10 hours (for a maximum of 12 hours), there will be an additional fee of \$100 and prior arrangements need to be made with NSC.

A deposit of \$500 can be made to lock in your date if your date is several months out, this ensures your date is secure should someone else request that date. In the event you need to cancel, the \$500 would be refundable if the cancelation was made prior to 120 days of the reserved date.

Deposit is due no later than **90 days** prior to event.

Rental payment is due no later than **30 days** prior to event.

Deposit will be returned no later than 15 days after event is held, unless damages are incurred during event.

Nikiski Senior Citizens, Inc.
Nikiski Senior Center Wedding Rental Agreement
Lake Marie Facility

A. PARTIES

This Agreement, made and entered into this ____ day of _____, 20__, between the Nikiski Senior Citizens, Inc./Nikiski Senior Center, hereinafter referred to as LESSOR, and _____, hereinafter referred to as LESSEE.

B. RENTAL SPACE

The LESSEE agrees to quit and surrender the demised premises to the LESSOR at the end of the term, in the same condition as date of commencement of this rental agreement, ordinary use and wear thereof excepted.

C. PURPOSE

The aforementioned space to be used solely for the purpose, and no other of:

D. USE DATES

1. Under this Agreement, use of the rented space shall commence at _____ o'clock, __.M. on _____ for the purpose of said event, and shall end and premises be vacated by _____ o'clock, __.M. on _____.

2. Time is of the essence in this Agreement. The time herein granted shall not be extended for any purpose without the expressed written permission of the Nikiski Senior Citizens, Inc. Director (hereinafter Director). If such permission is granted, all additional time shall be paid for by the LESSEE, according to the schedule of Fees fixed by the Director.

E. LEASE TERMS

1. LESSEE agrees to deposit, at the time of the signing of the Agreement, the amount of (\$500.00) FIVE-HUNDRED DOLLARS as a deposit to hold venue. The full deposit of \$_____ is due 90 (Ninety) days prior to the scheduled event. Due by: _____

2. LESSEE agrees to pay LESSOR for the use of rented space, the amount of (\$_____) _____ DOLLARS for the time period stated above. Said payment is due 30 (Thirty) days prior to the scheduled event. Due by: _____.

3. It is agreed that if LESEE fails to hold the event on date and time specified, no rental or deposit refund will be made except as follows: a) more than 120 days before event will equate to full refund; b) 30-120 days before event will equate to refund of half the amount; c) less than 30 days will result in no refund. Notice must be in writing. If facility does get rented after your notice, balance of the refund would be returned. Initial _____

4. LESSEE shall not have access to or use of the kitchen facilities on the premises unless specifically agreed to in the lease and LESSEE pays the additional fee. Initial _____

5. NO SMOKING IS PERMITTED IN THE SENIOR CENTER. You may smoke outside the facility. THE SENIOR CENTER IS A DRUG FREE CAMPUS. Smoking or consumption of drugs is strictly prohibited. Initial _____

F. CLEANUP

The LESSEE agrees to return the premises to an orderly condition as received at the start of said lease. Should the premises not be returned in such a manner as outlined above, the LESSOR shall deduct labor costs from the deposit. Should costs exceed the deposit amount, LESSEE shall pay the additional cost to the LESSOR upon demand. Initial _____

Normal cleanup includes depositing dirty dishware in dishpit, removing all garbage from trash cans and taking them to the dumpster located outside, picking up any trash outside and removing all personal items from the premises.

- KITCHEN, IF USED: Wipe down all surfaces of steam-table and counter tops. If range and ovens are used, grease and spills need to be cleaned up. DO NOT dump any grease/oil down drain. Initial _____

G. INDEMNIFICATION

LESSEE agrees to indemnify and defend and save harmless the LESSOR against any and all claims for personal injury, death, or property damage resulting directly or indirectly from any act, incident, or accident, occurring as a result of the acts, errors or omissions, of the LESSEE or its agents, guests, invitees, or employees, arising in connection with the operations, use, or occupancy of the premises by LESSEE. Initial _____

H. GENERAL TERMS AND CONDITIONS OF USE AND OPERATION

1. LESSEE may not assign or sublet this lease. Initial _____
2. LESSEE agrees that at all times activities will be conducted with full regard to public safety, and will observe and abide by all applicable laws and regulations and requests by duly authorized agencies responsible for public safety. Initial _____
3. LESSEE will comply with all laws of the United States and State of Alaska: all Borough ordinances; and all lawful orders of the troopers and fire departments, or other authorities; and will obtain, and pay for all necessary permits and licenses and will not do, nor allow to be done, anything on said premises during the term of this lease in violation of any such laws, ordinances, rules, or orders. Initial _____
4. LESSEE shall not admit to said premises a larger number of persons than capacity limits or exceeds fire code (200 occupants); it is further understood and agreed that LESSEE will permit no chairs or seats to remain in the passageways or fire exits in said premises and will keep all passageways and fire exits clear at all times; and that the sidewalks, grounds, entries, passages, vestibules, halls, abutting streets, and all ways of access to public utilities of said premises, shall not be obstructed by LESSEE or used for any purpose other than for ingress to and egress from demised premises. Initial _____
5. LESSEE shall not injure, nor in any manner deface said building or premises; and shall not permit anything to be done whereby said building or premises shall be in any manner injured or marred, or defaced, nor shall LESSEE drive, **NOR PERMIT TO BE DRIVEN, ANY NAILS, HOOKS, TACKS, THUMB TACKS, OR SCREWS, IN ANY PART OF THE BUILDING; NO TAPE SHALL BE USED ON PAINTED WALL SURFACES OR CEILING PANELS**

TO SECURE DECORATIONS, NOR SHALL LESSEE MAKE, OR ALLOW TO BE MADE, ANY ALTERNATION OF ANY KIND therein. This if said premises, or any portion of said building or grounds, during the term of this lease, shall be damaged by the act, default or negligence of LESSEE or by LESSEE'S agents, employees, guests, invitees, or any person, or persons admitted to said premises by said LESSEE, the LESSEE will pay LESSOR upon demand such sum as shall be necessary to restore said premises to their original condition. Initial _____

6. LESSOR does not relinquish and does hereby retain the right to enforce all necessary laws, rules, and regulations, for the management and operations of said premises. LESSOR retains the right to enter the demised premises at any time and on any occasion, without any restrictions whatsoever. Initial _____

7. LESSOR reserves the right to eject, or cause to be ejected, from the premises any disorderly or intoxicated/inebriated person; and neither LESSOR nor any of its officers, agents, or employees, shall be liable to LESSEE for any damages that may be sustained by and through the exercise of such right. Initial _____

8. LESSEE will not allow beer, wine, liquor, or alcoholic beverages of any kind to be dispensed upon said premises without the express written consent of LESSOR. The dispenser must have on file with the State of Alaska a current TAMS card and provide a copy of said card along with a copy of current State of Alaska ID. Initial _____

9. The premises are to be used for non-commercial purposes only. LESSEE shall not allow the premises to be used for commercial purposes in any manner. The Nikiski Senior Center Executive Director shall be the sole authority for determining which purposes are commercial. Initial _____

10. Children need to be supervised at all times. Please make sure children DO NOT climb on any of the railings inside or outside of the building. Initial _____

LESSEE agrees to accept all terms and conditions of this Agreement. Any decision affecting any matter not herein expressly provided shall rest solely within the discretion of the Nikiski Senior Center Executive Director.

IN WITNESS WHEREOF, We the said parties herein set our signatures this _____ day of _____, 20____.

LESSOR:

NIKISKI SENIOR CENTER
50025 Lake Marie Avenue
Nikiski, AK 99635

LESSEE:

Signature

Printed Name of LESSEE

Mailing Address

City State Zip

Phone

PRE-RENTAL CHECKLIST FOR DAMAGES

I have inspected the Nikiski Senior Center prior to rental use. Any damages that were present in the center at time the LESSEE takes responsibility for the rental are listed below:

Signature of Lessee or Lessee Representative

Date

Signature of Lessor or Lessor Representative (NSC)

Date

POST-RENTAL CHECKLIST FOR DAMAGES

I have inspected the Nikiski Senior Center after rental use. Any damages and cleaning issues that were present in the center that the LESSEE is responsible for are listed below:

Signature of Lessee or Lessee Representative

Date

Signature of Lessor or Lessor Representative (NSC)

Date

CLEANUP CHECKLIST FOR FACILITY RENTAL (responsibility of lessee)

DONE	ITEM	NOTES
	Trash	Trash removed in bags to dumpster; bags replaced
	Bus Tables	Put all dirty dishware, silverware, glasses, and utensils in dish pit
	Pans & Utensils	Put dirty ones in dish pit
	Kitchen	Returned to original condition
	Stove Vent Turned Off	
	Food Warming Unit Turned Off	
	Food Left Over	All food must be removed using your own containers

FOR OFFICE USE ONLY

[] The facility has been inspected and the full amount of the deposit, \$ _____, can be returned.

[] The facility has been inspected and the sum of \$ _____, shall be withheld to cover costs of repair or cleaning.

Staff Signature _____

Date _____

REQUIRED IF ALCOHOL IS SERVED

Name of TAMS Card Holder: _____

Driver's License Number of TAM's Card Holder: _____

Copy of TAMS Card on file: _____ YES

Copy of Driver's License on file: _____ YES

“FREQUENTLY ASKED QUESTIONS”

1. We have available the following tables which are included in the base rental fee:
 - a. **Twelve (12)** 72-inch rounds (seat 8-10)
 - b. **Twelve (12)** 6-foot rectangular plastic folding tables (*these may not always be available as the NSC uses these for special community events throughout the year*)
 - c. **Nine (9)** 60-inch rounds (seats 6)
 - d. **Ten (10)** 36-inch square (seats 4)
 - e. **Fourteen (14)** Plastic folding rounds (for the deck)
2. We do have tablecloths and napkins available for our renters which are included in the base rental fee. There are also rental companies that will rent, deliver and pick up for you. We have our own preferred laundromat do the laundering due to differing areas of water quality and the rental includes the laundering fee.
3. Coffee pots are provided for your use. They are automatic and do not require water to be added. **Please provide your own coffee and filters.**
4. The trash dumpster is located to the left of the parking lot in the front as you are walking in.
5. **The freezer/pantry area is off limits to the general public.**
6. Located in the dining room are 96 chairs. We have an additional 100 if prior arrangements are made.
7. The refrigerator can be made available with prior agreement so we can arrange for it to be cleared out for your food storage, but **all food must be removed as part of the cleanup.**
8. Room occupancy rate is 200 individuals.
9. *Rental of the facility does not include prior day access, but as long as you pre-arrange it, we will try to accommodate decorating during limited business hours.*
10. When renting the building, please notice any prior damage at the pre-use inspection. We attempt to keep the center in excellent condition and appreciate notification of deficiencies.
11. When having a wedding reception, please **do not throw birdseed** outside the front door. It settles in the rocks and then sprouts. Please keep in mind that **whatever is thrown must be picked/swept up.**
12. The only rooms available for rental usage are listed. **Lessee and guests are not to be in any area not rented unless specified in other arrangements in the contract.**
13. When your rental is finished, **someone needs to remain on the property until our employee has had the opportunity to check the facility for damages. As stated in the contract, you are responsible for the costs of any damages.**
14. If you wish to rent during the week, the dining room is available after 2 p.m. The activity must end by 10 p.m.
15. Your rental deposit will be refunded by Nikiski Senior Center within 15 days following your rental unless there are damage issues. You will receive the check by mail or credit card refund.
16. Once the building has been vacated and the employee has left, any requests for additional services (such as picking up forgotten items) can be handled during regular business hours, Monday through Friday from 9 am to 4 pm.
17. As a reminder, the Nikiski Senior Center is a non-smoking facility. Marijuana use is strictly prohibited .
18. Fireplace use should be discussed prior to your event.
19. **We do not allow any open flame candles in the building.**

20. **We do not allow open burning on the grounds.**
21. All supplies and equipment brought into the center will need to be removed immediately after your scheduled event. We understand sometimes it may not be convenient to remove large items late in the evening. If prior arrangements are made, they can be picked up by 9 a.m. the next business day
22. **Do you have a caterer?** Please make sure they receive a copy of the contract and the frequently asked questions sheet. Most caterers are not aware of the contract "rules and safeguards". You will be responsible for their conduct and treatment of the Senior Center.
23. **WHEN MOVING TABLES, PLEASE EITHER PICK THEM UP, OR UNLOCK THE WHEEL LOCKS AND ROLL THEM INTO PLACE.** Dragging them damages the floor and the wheels.
24. **WHEN MOVING CHAIRS, PLEASE PICK THEM UP** as dragging them over distances damages the carpet, the floor, and the chair legs.
25. Please respect the Senior Center campus boundaries, which are limited to the parking lot, the sidewalks, and the deck. The lawn area surrounding the Nikiski Senior Center building is acceptable but please respect the housing tenants next door and avoid their back yards.
26. ***We recommend that you obtain a one day event insurance policy from your insurance provider. Your homeowners insurance policy might have liability coverage that would be sufficient.***

We hope this helps you plan your activity. Should you have other questions, don't hesitate to give us a call at (907)776-7654.

We are excited to hold your special event here, will accommodate you as much as we can, and ask only that you give us the courtesy of respecting our rules which are geared to public and property safety.