

Craig Tribal Association

PO Box 807

Craig, AK 99921 Phone: (907)826-2160

Fax: (907)826-3997

Email: cta.enterprise@craigtribe.org

Web: www.craigtribe.org

CRAIG TRIBAL HALL RENTAL AGREEMENT

EVENT NAME:	RESPONSIBLE PERSON:						
OCCUPANCY IS LIMITED TO 293 PERSONS PER STATE OF ALASKA FIRE MARSHAL ORDERS							
ORGANIZATION/BUSINESS:		NON	I-PROFIT FOR	R-PROFIT			
EVENT DESCRIPTION:	WILL ALCOHOL BE SERVED?						
*SPECIAL EVENT PERMIT MUST BE FILLED OUT IF SERVING OR ALLOWING ALCOHOL							
START DATE:	_TIME:						
END DATE:	_TIME:						
MAILING ADDRESS:							
PHONE:	_EMAIL	.:					
PLEASE SEE FEE SCHEDULE FOR YOU	RRA	TES:					
*ALL RENTAL FORMS MUST BE COMPLETE AND FEES PAYMENT	AID PRIC	OR TO RENTAL -DATES	S CANNOT BE HEL	D WITHOUT			
*IN-KIND REQUESTS MUST BE SUBMITTED ONE WEEK BEFORE EVENT WITH COMPLETED FORMS & DEPOSIT PAID							
% DAYS [] KITCHEN[] HALL							
FULL DAYS ()KITCHEN () HALL	_ x \$	=	\$				
CLEANING DEPOSIT			\$	150.00			
CREDIT CARD FEE 4%			\$				
TOTAL DUE (INCLUDING IN-KIND)			\$				
FOR OFFICE USE ONLY: TOTAL DUE: \$							
AMOUNT PAID: RENTAL \$ DEPOSIT \$		PAYMENT METHOD:	: CHECK () CASH	[] cc []			
PAYMENT ACCEPTED BY:		DATE:					

CRAIG TRIBAL HALL RENTAL FEE SCHEDULE & RULES

KITCHEN \$120 KITCHEN \$205

HALL & KITCHEN \$205 HALL & KITCHEN \$280

FOR PROFIT ENTITIES -----

UP TO 4 HOURS: HALL \$230 DAILY RATE: HALL \$330

KITCHEN \$120 KITCHEN \$205

HALL & KITCHEN \$280 HALL & KITCHEN \$405

*ALL RENTALS REQUIRE A \$150 CLEANING DEPOSIT

- RESPONSIBLE PERSON MUST BE AT LEAST 21 YEARS OF AGE
- TRIBAL HALL & PREMISES ARE NON-SMOKING
- RENTERS ARE REQUIRED TO PROVIDE THEIR OWN FOOD & SUPPLIES-USE OF OUR SUPPLIES WILL BE DEDUCTED FROM RENTERS DEPOSIT e.g. COFFEE FILTERS, SUGAR, PAPER TOWELS, PAPER
- KEYS WILL BE PICKED UP AT THE CTA SMOKE & GIFT SHOP DURING BUSINESS HOURS & RETURNED
 THE FOLLOWING DAY
- RENTERS ARE RESPONSIBLE FOR ANY AND ALL DAMAGES AND/OR INJURIES RELATED TO EVENT
- NO ANIMALS ARE ALLOWED IN THE BUILDING
- HALL & KITCHEN MUST BE CLEANED AND WITHOUT DAMAGE FOR A FULL REFUND

*PLEASE SEE HALL & KITCHEN CARE LIST

DEPOSITS WILL BE PROCESSED & RETURNED THE FOLLOWING WEEK

HOLD HARMLESS AGREEMENT

I	, AS RESPONSIBLE PERSON	I, AGREE TO DEFEND, INDEMNII	Y, AND HOLD
	G TRIBAL ASSOCIATION, IT'S REPRE	,	
CRAIG TRIBAL HALL.	SUFFERED BY MYSELF OR ANYONE	IN CONNECTION WITH THE EVE	INT OR USE OF THE
REQUEST TO RENT T	AND AGREE TO ABIDE BY THE RULE: HE CRAIG TRIBAL HALL. BY MY SIGN ESS AGREEMENT, AND THE CLEANI	INATURE, I ACKNOWLEDGE RE	
SIGNATURE:		DATE:	

CRAIG TRIBAL HALL & KITCHEN CARE LIST

FAILURE TO COMPLY WITH CRAIG TRIBAL RULES MAY RESULT IN THE FORFEIT OF YOUR DEPOSIT AND/OR POSSIBLE FUTURE RENTALS

- NO NAILS, STAPLES, OR TACKS MAY BE USED ON THE WALLS
- DO NOT HANG ANYTHING FROM THE SPRINKLER SYSTEM
- DO NOT DRAG TABLES, CHAIRS, OR ANY OTHER OBJECTS ACROSS THE FLOOR
- MAKE SURE ALL APPLIANCES ARE CLEANED AND TURNED OFF
- DISHES WILL BE WASHED BEFORE PUT IN THE SANITIZER
- MAKE SURE ALL WINDOWS AND DOORS ARE CLOSED AND SECURELY LOCKED UPON LEAVING
- CLEAN UP ANYTHING OUTSIIDE THE BUILDING THAT MAY HAVE BEEN LEFT BY YOU OR YOUR GUESTS

DEPOSIT WITHOLDING CHECKLIST---MINIMUM OF \$10 WITHOLDING FEE PER INFRACTION

PLEASE INITIAL AS ACKNOWLEDGEMENT OF RULES BEFORE RENTAL	FOR OFFICE USE ONLY
HALL	DEPOSIT WITHHELD
TABLES AND CHAIRS WILL BE WIPED DOWN AND PUT AWAY NEATLY	
ALL FLOORS WILL BE SWEPT AND MOPPED WITH SWIFFER	
ALL GARBAGE WILL BE TAKEN OUT TO THE DUMPSTER	
ALL DECORATIONS WILL BE TAKEN DOWN AND DISPOSED OFF	
ALL EQUIPMENT WILL BE RETURNED TO IT'S DESIGNATED AREA	
ALL LIGHTS AND HEATERS WILL BE TURNED OFF UPON LEAVING	
ALL DOORS AND WINDOWS WILL BE CLOSED AND LOCKED SECURELY	
KITCHEN	
ALL DISHES WILL BE WASHED, DRIED, AND PUT AWAY	
ALL APPLIANCES WILL BE CLEANED AND TURNED OFF	
ALL SINKS AND COUNTERS WILL BE CLEANED AND SANITIZED	
DISH SANITIZER WILL BE EMPTIED, CLEANED, AND TURNED OFF	
PERSONAL ITEMS WILL BE REMOVED FROM REFRIDGERATOR AND FREEZER	
ALL GARBAGE CANS WILL BE EMPTIED AND BROUGHT TO THE DUMPSTER	
BOXES WILL BE BROKE DOWN AND STACKED NEATLY IN THE COVERED AREA	
FLOORS WILL BE SWEPT AND MOPPED	
ALL DOORS AND WINDOWS WILL BE CLOSED AND LOCKED SECURELY	