



Craig Tribal Association

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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-PROFIT ☐ FOR-PROFIT ☐

EVENT DESCRIPTION: _____ WILL BEER/WINE BE SERVED? _____

***SPECIAL EVENT PERMIT MUST BE COMPLETED AND APPROVED IF SERVING/SELLING ALCOHOL**

****SERVING/SELLING ALCOHOL WITHOUT A PERMIT WILL RESULT IN FORFEIT OF YOUR DEPOSIT, A \$250 FINE, AND A 6-MONTH NO RENT PENALTY**

START DATE: _____ TIME: _____

END DATE: _____ TIME: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

PLEASE SEE FEE SCHEDULE FOR YOUR RATES:

***ALL RENTAL FORMS MUST BE COMPLETE AND FEES PAID PRIOR TO RENTAL -DATES CANNOT BE HELD WITHOUT PAYMENT**

***IN-KIND REQUESTS MUST BE SUBMITTED ONE WEEK BEFORE EVENT WITH COMPLETED FORMS & DEPOSIT PAID**

½ DAYS ☐ KITCHEN ☐ HALL _____ x \$ _____ = \$ _____

FULL DAYS ☐ KITCHEN ☐ HALL _____ x \$ _____ = \$ _____

CLEANING DEPOSIT \$ _____ **\$150.00**

WALK-IN COOLER RENTAL AMOUNT ***FILL OUT FORM FOR USE** \$ _____

WALK-IN COOLER DEPOSIT ***If using \$50.00** \$ _____

CREDIT CARD FEE 4% ***if using** \$ _____

TOTAL DUE (INCLUDING IN-KIND) \$ _____

FOR OFFICE USE ONLY: TOTAL DUE: \$ _____ IN-KIND AMOUNT APPROVED: \$ _____

AMOUNT PAID: RENTAL \$ _____ DEPOSIT \$ _____ PAYMENT METHOD: CHECK ☐ CASH ☐ CC ☐

PAYMENT ACCEPTED BY: _____ DATE: _____

CRAIG TRIBAL HALL RENTAL FEE SCHEDULE & RULES

NON-PROFIT/PERSONAL USE -----

UP TO 4 HOURS:	HALL \$180	DAILY RATE:	HALL \$230
	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, AGREE TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE CRAIG TRIBAL ASSOCIATION, IT'S REPRESENTATIVES, AND/OR ASSIGNEES FOR INJURY OR PROPERTY DAMAGE SUFFERED BY MYSELF OR ANYONE IN CONNECTION WITH THE EVENT OR USE 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 CRAIG TRIBAL HALL. BY MY SIGNNATURE, I ACKNOWLEDGE RECEIPT OF THESE RULES, HOLD HARMLESS AGREEMENT, AND THE CLEANING CHECKLIST PROVIDED.

SIGNATURE: _____ DATE: _____

CRAIG TRIBAL HALL & KITCHEN CARE LIST

FAILURE TO COMPLY WITH CRAIG TRIBAL RULES MAY RESULT IN THE FORFEIT OF YOUR DEPOSIT, FINES,
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 OUTSIDE THE BUILDING THAT MAY HAVE BEEN LEFT BY YOU OR YOUR GUESTS
- NO ALCOHOL WITHOUT APPROVED CTA ALCOHOLIC BEVERAGE SPECIAL EVENT PERMIT

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

PLEASE INITIAL AS ACKNOWLEDGEMENT OF RULES BEFORE RENTAL

HALL

- ___ TABLES AND CHAIRS WILL BE WIPED DOWN AND PUT AWAY NEATLY
- ___ ALL FLOORS WILL BE SWEEPED 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-**Violation of this will result in forfeit of entire deposit.**

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 SWEEPED AND MOPPED
- ___ ALL DOORS AND WINDOWS WILL BE CLOSED AND LOCKED SECURELY-**Violation of this will result in forfeit of entire deposit.**

ABSOLUTELY NO PARISHABLE FOOD LEFT IN THE KITCHEN!

FOR OFFICE USE ONLY:

DEPOSIT WITHHELD

Food Left?

Walk-through Done
by _____