

SENIOR CENTER EVENT SPACE RENTAL AGREEMENT AND CONTRACT

Event Date: _____
Time: From _____ To _____
Primary Contact: _____ Preferred Phone: _____ Email: _____

Second Contact: _____ Preferred Phone: _____ Email: _____
Address: _____ City: _____ State: _____ Zip: _____

For use on the event date and time stated above.

Rental fee and non-refundable clean-up fee- due and payable prior to the event. Cash or Check is accepted as payment.

(ALL PAYMENTS SHOULD BE MADE to Yakutat Tlingit Tribe-MEMO: SR Center)

Non-Refundable Clean-up Deposit \$50 Paid by: _____ Method: _____

Rental Fee: Paid by: _____ Method: _____

RATES: September- May: Afternoon Rate (2:30 pm – close) \$100
June-August: Daily Rate \$150 (Weekly rates available upon request)
Weekend Rate (Saturday/Sunday all day) \$150 per day

All balances must be payable to Yakutat Tlingit Tribe in advance of the event. (If the balance has not been paid by the commencement of the event, the Yakutat Tlingit Tribe has the right to cancel your event.)

Event/Seminar Detail Plan

Resources Needed Extra chairs and tables: _____

Media Requirements: _____

Special Needs: _____

Policies and Regulations

CONDITIONS AND RESPONSIBILITIES OF _____ (Renter)

Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping **Yakutat Senior Center Rented Space** a well maintained and safe location for future use.

RENTAL FEES

All balances must be payable to Yakutat Tlingit Tribe-Sr Center in advance. The rental payment, non-refundable clean-up fee, and the signed agreement, is required to reserve the date and space. Payment may be made by cash and check. No terms are implied or granted and no work will be allowed to commence until full payment is received.

CLEAN-UP AND DAMAGE(S)

A non-refundable clean-up fee of \$50.00 made payable to Yakutat Tlingit Tribe-Sr Center is required and due prior to the event.

If any cleaning or repairs deemed necessary beyond normal use (i.e. paint damage and floor gouges) will be charged the additional costs. Renters must remove all trash, composting and recyclables from the site as we do not have trash storage. Failure to remove or clean will result in

loss of clean-up deposit. If the building or any part of the premises or its historic contents, including furniture or artwork, is damaged during the event, Renter will be solely responsible for the cost of such damage.

CONDUCT

There is absolutely no drug use, alcohol use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. The Renter and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of The Landlord or Landlord Event Company shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases NO refund of the rental fee shall be made.

Primary Contact/Renter Initials: _____ **Date** _____

LOST AND FOUND

The /Landlord bears no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 60 days. Every attempt will be made to return any recovered item to its rightful owner.

CANCELLATION

More than 24 hours prior to event: 100% of rental payment and Clean-up fee will be refunded.

Catering, Cleaning, Trash and Equipment Removal

the Yakutat Senior Center Event Area will be in a clean condition prior to your event. Within the same day, you are required to return the space to the same clean condition in which it was found. There is no kitchen use allowed which includes all supplies from the kitchen.

Acknowledged, Agreed and Authorized by Renter: _____ **Date:** _____

Acknowledged and Agreed by Landlord: _____ **Date:** _____