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:__________________