

**OFFICE
ONLY**

Event Day

Date

Event
Time

Screen

Appt. Date

Time

Key #
Ck Out

Ck Return

Hall SD _____
PA SD _____
Mic SD _____
Total _____
Pd _____Hall Fee _____
PA Fee _____
Mic Fee _____
Total _____
Pd _____**Juneau Tlingit & Haida Community Council****2770 SHERWOOD LANE**

Juneau, Alaska 99801

907.463-5680

Email jthadmin@juneauthcc.org**Hall Rental Agreement-****Tenant:****Primary Contact:****Billing Address:****Telephone:****Email:****Telephone:****Alternate Contact:****Email:****Telephone:****Event (Name):****Email:**

This Rental Agreement by and between Juneau Tlingit & Haida Community Council (JTHCC) and the above-described Tenant grants Tenant permission to use JTHCC's Hall (the "Hall") located at 2770 Sherwood Lane (the "Rental Property") under the terms and conditions described in this Rental Agreement. No other uses of the Hall are allowed under this Rental Agreement. Rental of the Hall shall include use of the Rental Property Bathrooms and Parking Area, as described herein.

Rental Date	Event	Total use Time		Event Time	
		In	Out	In	Out

Area/Items: ☐ Hall ☐ Screen ☐ PA/Audio ☐ Corded Microphone ☐ WIFI

Special Rate Event: ☐ Juneau Tribal Member Memorial ☐ Juneau Tribal Member 40 Day Party
☐ Juneau Tribal Member Pay Off Party ☐ School Sponsored Fundraiser

Funeral Information: DOB: _____ DOD: _____ Memorial List ☐

Rental Agreement Terms & Conditions: NO Kitchen or Garbage Srvcs. Available.

1. Hall Reservation and Deposit

- Reservations may be made at any time. Early notice will secure the Hall when needed.
- JTHCC will not be held liable for reservations of the Hall requested but not finalized.
- Reservations of the Hall are finalized when Tenant provides JTHCC with: (i) a signed Rental Agreement by Tenant and President; (ii) the fees and taxes to rent the Hall described herein; and (iii) the security and damage deposit described herein. **Tenants shall not be permitted to use the Hall for the Event unless reservations are finalized.**

- d. Reservations requested but not finalized thirty (30) days prior to the scheduled Event are considered null and void.

2. Hall Security Deposits and Fee Schedule-

- a. Tenant will be charged the fees, security deposit and damage deposit described in the following fee schedule, based upon Tenant's use.
- b. Tenant will be liable for: (i) damage caused by Tenant to the Hall and the Property; (ii) Any cleanup completed by JTHCC, including Any Garbage left on the premises.

Fee Schedule				
Area/Item	Fee	5% Tax	Total w/Tax	Security Deposit
Hall – Full Day w/o Kitchen (6+ hrs)	\$450	\$22.50	\$472.50	\$150
Hall – Half Day w/o Kitchen (<6 hrs)	\$250	\$12.50	\$262.50	\$150
Late night premium (12 PM +)	\$100	\$5.	\$105.00	
PA/Audio Equipment	\$25	\$1.25	\$26.25	\$25
Corded Microphone	\$25	\$1.25	\$26.25	\$25
Special Rate:				
Juneau Tribal Memorial/Funeral Service	No Charge			\$150
Juneau Tribal Payoff/40 Day Party	\$200	\$10	\$210	\$200
School Sponsored Fund Raiser	\$200	\$10	\$210	\$200

3. Cancellations

- a. Notice of cancellation of this Rental Agreement must be received by JTHCC in writing sixty (60) days prior to the Rental Date.
- b. If Notice of cancelation is not received as described above, Tenant's security deposit and damage deposit are forfeited.
- c. If this Rental Agreement is executed less than sixty (60) days before the Rental Date, and Tenant cancels this Rental Agreement, Tenant's security deposit is forfeited.

4. Signs, Banners, and Decorations

- a. Tenants may not do or permit anything to be done that will deface or damage the Hall or Property. Tenants may not nail, tack, or otherwise attach anything to the interior or exterior walls without written consent of JTHCC.
- b. If written approval is given by JTHCC, Tenant may attach items to the Hall walls using only cellophane tape and all tape and items must be removed and the Hall restored to its prior condition at the end of Tenant's Total Use Time.

5. Vacate and Surrender of the Hall

- a. At the conclusion of Tenant's total use time, Tenant must vacate and surrender the Hall and the Property to JTHCC on the condition that Tenant accepted the Hall and the Property.
- b. All tables in the Hall must be washed, and placed in the configuration described in the floor plan attached to this Rental Agreement as Exhibit A.
- c. The Hall floor must be vacuumed, swept, and any liquids dropped on floor must be cleaned up.
- d. The Tenant must remove garbage from the premises.

- e. All items brought by the tenant must be removed by the tenant, including handouts, flyers, books, etc.
- f. The Property Bathrooms and Parking Area must be left on the condition that the Tenant accepts the Property Bathrooms and Parking Area.
- g. Coffee pots must be emptied and cleaned. Tenants must remove personal cooking items, supplies, and leftover food items.
- h. The tenant is liable for and shall pay for any damage to the hall and property caused by the tenant. The tenant is responsible for the cost of repair or replacement in the event the premises or equipment is left damaged.
- i. The tenant is liable for and shall pay the costs of cleanup if the Hall is left dirty.
- j. JTHCC will notify Tenant in writing of any such charges within fourteen (14) days from the date of use and may withhold proper amounts for cleanup, damage, or loss from Tenant deposits. Tenants shall be responsible for and promptly pay any excess charges.

6. Insurance

JTHCC reserves the right to require proof of insurance on the part of Tenant for the proposed use of the Hall and the Property, and to require JTHCC to be added as a named insured or otherwise covered for purposes of the proposed use of the Hall and the Property.

7. Sale and Use of Alcohol Prohibited

Use or possession of illegal drugs, or alcohol without written authorization by JTHCC, in and around the Hall and the Property is prohibited and will result in immediate termination of this Rental Agreement and ejection of Tenant from the Property.

8. Facility / Equipment Use

- a. The rental of the Hall shall include use of the Property Bathrooms and Parking Area for their intended purpose. A diagram for the Property Parking Area and available parking spaces is attached, as Exhibit B. JTHCC is not liable for failure to park according to the parking diagram, Exhibit B.
- b. All equipment uses by Tenant in and around the Hall and the Property will be used solely according to its intended purpose.
- c. The tenant will be responsible for removal of any food, supplies or equipment brought by the Tenant or its agents. Tenant understands the cooking utensils, and food supplies including coffee, sugar, and creamer are not available for use by Tenant.
- d. Hall PA/Microphone Stereo System may only be used by Tenant if Tenant has paid the PA/Microphone Stereo System rental fee described herein. Tenant must make an appointment prior to the Event with JHTCC for instructions on how to safely use the Hall PA/Stereo/Tape/CD System.

The time/date of this appointment is __: __ a.m. /p.m., _____, __, 20__.

- e. No Smoking - the hall is a smoke-free facility - there shall be no smoking in the building. Smoking is permitted in designated areas on exterior grounds.

9. Hall Capacity

Tenants shall not allow people into the Hall more than the capacity of the Hall, which is one hundred seventy (170) people, per Owner.

10. Opening, Closing and Inspection of Hall and the Property

- a. JTHCC will unlock the Hall or issue a key. Lock all doors before leaving the premises. There is a \$25.00 charge if the key is not returned, the next business day.
- b. JTHCC will inspect the Hall and the Property for damage and necessary cleanup.
- c. Monitor the Event - A JTHCC representative shall have the right to monitor use of the Hall and the Property during the Event.

11. JTHCC Indemnity / Hold Harmless

- a. Tenants are solely and exclusively responsible for their agents, guests and invitees, and their actions. The tenant is responsible for confining its agents, guests, and invitees to the Hall.
- b. JTHCC shall not be liable for loss, damage or injury occasioned by an act or omission on the part of the Tenant, its agents, guests, and invitees.
- c. Tenant hereby agrees to protect, defend, indemnify, and hold JTHCC harmless from claims, causes and rights of action that may arise from any act or omission of Tenant, its agents, guests, and invitees.

12. Rental Fees: Tribal Administrator will complete this Rental Fees Schedule

Area/Item	Use Fee	Sales Tax	Total \$
Hall – Fee is determined by user and event			
P/A Sound System			
Microphone			
Late Night Premium			
Subtotal			
Security Deposit – Hall	No sales tax due on security deposits		
Security Deposit – P/A Sound System			
Security Deposit – Microphone			
Total Funds Due			
Deposit Paid – MUST BE PAID PRIOR TO RENTAL			
Rental Balance Due – MUST BE PAID PRIOR TO RENTAL			

13. Miscellaneous Terms and Conditions

- a. **Objectionable Persons.** JTHCC declares its intent to do business in good faith but reserves the right to refuse to rent to anyone and for any proposed use, with or without cause.
- b. **Ejectment of Tenant.** JTHCC, through its agents and employees, the Juneau Police Department and the Alaska State Troopers, reserves the right to eject Tenant and its agents, guests and invitees from the Hall and the Property for: (i) disruptive and dangerous behavior; and (ii) failing to comply with the terms and conditions of this Rental Agreement.
- c. **Acceptance of Premises.** Tenant agrees that they have inspected the Hall and the Property, and if applicable the PA/Microphone Stereo System, and that the same are in proper condition for the uses contemplated by Tenant.
- d. **Assignments.** Neither this Rental Agreement nor any rights of Tenant hereunder may be assigned.

14. Binding Effect of Rental Agreement

All terms and conditions of this Rental Agreement shall be binding upon JTHCC and Tenant, and their representatives, agents, employees, guests and invitees, and cannot be varied or waived by any oral representation or promise of any agent or other person unless the same be in writing and mutually signed by duly authorized agent or agents of JTHCC and Tenant who executed this Rental Agreement.

15. Default of Rental Agreement

- a. Tenant's violation of any one or more of the following, if left uncured following notice thereof by JTHCC to Tenant, shall constitute a material breach and default of this Rental Agreement: (i) the failure by Tenant to make any payment required under this Rental Agreement as and when due; (ii) Tenant's failure to observe or perform any of the terms and conditions in this Rental Agreement; and (iii) any event defined elsewhere in this Rental Agreement or at common law as a default.
- b. In the event of any default by the Tenant under this Rental Agreement, JTHCC shall have the following rights and remedies: (i) declare this Rental Agreement forfeited and terminated; and (ii) if JTHCC declares this Rental Agreement terminated.

16. Governing Law

This Rental Agreement was executed in Juneau, Alaska, and the laws of the State of Alaska are applicable. The venue for all legal claims and disputes shall be in the First Judicial District in Juneau, Alaska.

Rental Agreement - I certify that I am a duly authorized representative of Tenant and have read and agreed to the terms and conditions listed in this Rental Agreement and I am of legal age (18 years or older).

Tenant:

X

Signature

Printed Name

Title

Date

Named Designate/Additional Authorized Contact

Juneau Tlingit & Haida Community Council:

X

Signature

Selena Beierly

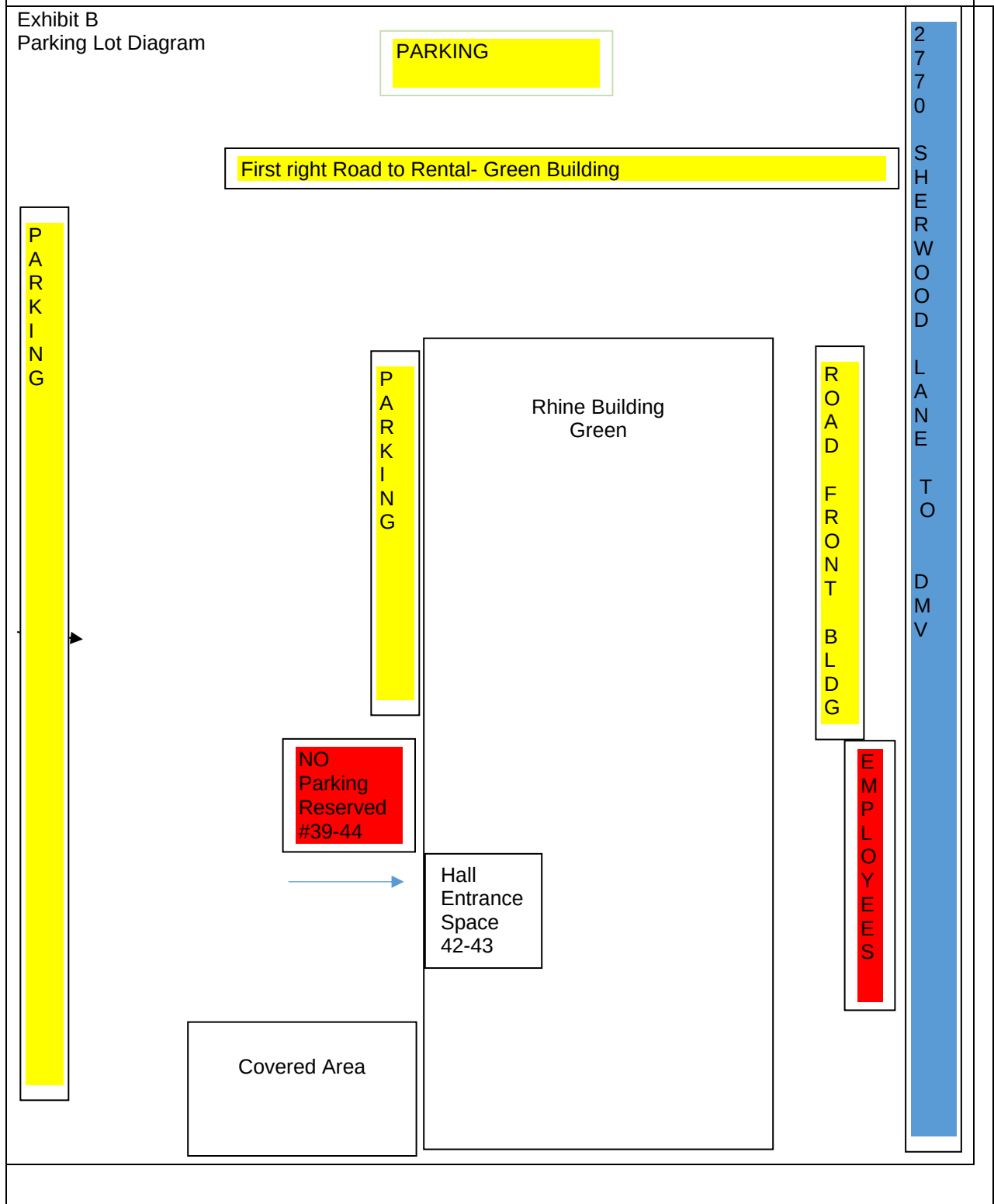
Printed Name

Tribal Administrator

Title

Date

Exhibit B
Parking Lot Diagram





Juneau Tlingit & Haida Community Council

Hall Cleanup Agreement



Tenant	Designated Clean up Person
Contact Phone	Contact Phone
Email	Email
Rental Date	Rental Hours

If you fail to leave the hall clean according to the list below, your security deposit will be forfeited. The following items need to be completed after your event; this will ensure the hall is ready for the next event.

- ☐ All tables need to be washed and put back in bingo configuration, with chairs pushed in.
- ☐ All items/liquids dropped on the floor need to be cleaned.
- ☐ The Tenant must remove all garbage from the property.
- ☐ Counters will need to be washed.
- ☐ Coffee urns must be emptied and washed. Do not immerse in water.
- ☐ All food items must be removed – Do not leave them in our refrigerator or on the counter. This is a safety standard that must be adhered to.
- ☐ Remove all personal cooking items. JTHCC is not responsible for items left.
- ☐ Clean Bathrooms
- ☐ Close/lock all doors, turn off the lights.

Tenant:

Alternate/ Designated Cleanup Person:

Tenant Signature	Designated Clean up Person
Date	Date
Janitor Comments	
Were the items above completed? Yes/No	If no, what items did you need to clean?
Janitor Signature	Date



ITEMS TO MAKE YOUR RENTAL A SUCCESS

- ☐ JTHCC is not responsible for cars that get booted and any fees that are accrued.
- ☐ Set up crew.
- ☐ Clean up crew.
- ☐ Coffee/Tea/Creamer/Sugar
- ☐ Hot/Cold Cups
- ☐ Tablecloths
- ☐ Tape for tablecloths (Tables only)
- ☐ Paper Plates/Forks/Spoons/Knives
- ☐ Small kitchen appliances
- ☐ Serving Utensils
- ☐ Serving Plates
- ☐ Tin Foil/Aluminum Wrap/To go containers.
- ☐ Sandwich/Gallon/Plastic Bags
- ☐ The Tenant must remove all garbage from the property.
Any charges accrued will be charged to the renter and charged to the security deposit.

Cleaning supplies will be in the "staff only" restroom. If the Hall is clean and there are no other fees (damages, cleaning up, staff time rearranging tables & chairs). The security deposit will be refunded, checks take 7-14 days.