

FACILITY RENTAL AGREEMENT

Event Name: _____

Decorating Date/Time: _____ @ _____ Event Date/Time: _____ @ _____
Arrival Time: _____



50025 LAKE MARIE AVE. NIKISKI, AK
PO Box 6973, Nikiski, AK 99635
907.776.7654 (PH)
907.776.7632 (FAX)
georgina@nikiskiseniorcenter.org

Deposit Pd (amt/date) **\$500** / _____ Rental Pd (amt/date) \$ _____ / _____

Deposit Returned (amt/date/check #) \$ _____ / _____ / _____

Contact Names _____ Contact # _____

Address _____ City _____ State _____ Zip _____

Decorating will take place (no earlier than 3:00 p.m. if weekday) at _____ on _____

Event, including decorating time on day of event, shall not exceed 6 hours and will end by 10:00 pm. If staff is required for over 6 hours, there will be an additional fee, dependent on additional time requested.

Expected # of Guests (not to exceed 175) _____

Expected # of Tables- Round _____ *Small* _____ *Large* Rectangle _____ Square _____

Will alcohol be served? ___ YES ___ NO

NO HARD ALCOHOL IS PERMITTED AT EVENTS HELD AT THE NIKISKI SENIOR CENTER

Will you have a Caterer? ___ YES ___ NO

Caterer's Name/Phone Number _____

Rental Fees:

_____ Dining Room and Card Room (\$900)

_____ Kitchen (\$350)

_____ Table Settings (\$100)

_____ Tablecloths (\$150)

_____ Additional Cleaning Fee – if using table settings and/or tablecloths (\$150)

RENTAL TOTAL \$ _____

Full Rental payment is due 30 days prior to event.

A deposit of \$500 is required at time of booking. Deposits will be returned no later than 15 days after event is held, assuming there are no incidentals.

Nikiski Senior Citizens, Inc.
Nikiski Senior Center Rental Agreement
Lake Marie Facility

A. PARTIES

This Agreement, made and entered into this ____ day of _____, 20__, between the Nikiski Senior Citizens, Inc./Nikiski Senior Center, hereinafter referred to as LESSOR, and _____, hereinafter referred to as LESSEE.

B. RENTAL SPACE

The LESSEE agrees to quit and surrender the demised premises to the LESSOR at the end of the term, in the same condition as date of commencement of this rental agreement, ordinary use and wear thereof excepted.

C. PURPOSE

The aforementioned space to be used solely for the purpose, and no other of:

D. USE DATES

1. Under this Agreement, use of the rented space shall commence at _____ o'clock, __.M. on _____ for the purpose of said event, and shall end and premises be vacated by _____ o'clock, __.M. on _____.

2. Time is of the essence in this Agreement. The time herein granted shall not be extended for any purpose without the expressed written permission of the Nikiski Senior Citizens, Inc. Director (hereinafter Director). If such permission is granted, all additional time shall be paid for by the LESSEE, according to the schedule of Fees fixed by the Director.

E. LEASE TERMS

1. LESSEE agrees to deposit, at the time of the signing of the Agreement, the amount of (\$500) FIVE HUNDRED DOLLARS as a deposit to **hold** venue.

2. LESSEE agrees to pay LESSOR for the use of rented space, the amount of (\$_____) _____ DOLLARS for the time period stated above. Said payment is due 30 (Thirty) days prior to the scheduled event. Due by: _____.

3. It is agreed that if LESSEE fails to hold the event on date and time specified, no rental or deposit refund will be made unless written cancellation request has been received more than 90 days before event. **Initial** _____

4. LESSEE shall not have access to or use of the kitchen facilities on the premises unless specifically agreed to in the lease and LESSEE pays the additional fee. **Initial** _____

5. NO SMOKING IS PERMITTED IN THE SENIOR CENTER. You may smoke outside the facility. THE SENIOR CENTER IS A DRUG FREE CAMPUS. Smoking or consumption of drugs is strictly prohibited. **Initial** _____

F. CLEANUP

The LESSEE agrees to return the premises to an orderly condition as received at the start of said lease. Should the premises not be returned in such a manner as outlined above, the LESSOR shall deduct labor costs from

the deposit. Should costs exceed the deposit amount, LESSEE shall pay the additional cost to the LESSOR upon demand. **Initial** _____

Normal cleanup includes depositing dirty dishware in dishpit, removing all garbage from trash cans and taking them to the dumpster located outside, picking up any trash outside and removing all personal items from the premises.

KITCHEN, IF USED: Wipe down all surfaces of steam-table and counter tops. If range and ovens are used, grease and spills need to be cleaned up. DO NOT dump any grease/oil down drain. **Initial** _____

G. INDEMNIFICATION

LESSEE agrees to indemnify and defend and save harmless the LESSOR against any and all claims for personal injury, death, or property damage resulting directly or indirectly from any act, incident, or accident, occurring as a result of the acts, errors or omissions, of the LESSEE or its agents, guests, invitees, or employees, arising in connection with the operations, use, or occupancy of the premises by LESSEE. **Initial** _____

H. GENERAL TERMS AND CONDITIONS OF USE AND OPERATION

1. LESSEE may not assign or sublet this lease. **Initial** _____
2. LESSEE agrees that at all times activities will be conducted with full regard to public safety, and will observe and abide by all applicable laws and regulations and requests by duly authorized agencies responsible for public safety. **Initial** _____
3. LESSEE will comply with all laws of the United States and State of Alaska: all Borough ordinances; and all lawful orders of the troopers and fire departments, or other authorities; and will obtain, and pay for all necessary permits and licenses and will not do, nor allow to be done, anything on said premises during the term of this lease in violation of any such laws, ordinances, rules, or orders. **Initial** _____
4. LESSEE shall not admit to said premises a larger number of persons than capacity limits or exceeds fire code (175 occupants); it is further understood and agreed that LESSEE will permit no chairs or seats to remain in the passageways or fire exits in said premises and will keep all passageways and fire exits clear at all times; and that the sidewalks, grounds, entries, passages, vestibules, halls, abutting streets, and all ways of access to public utilities of said premises, shall not be obstructed by LESSEE or used for any purpose other than for ingress to and egress from demised premises. **Initial** _____
5. LESSEE shall not injure, nor in any manner deface said building or premises; and shall not permit anything to be done whereby said building or premises shall be in any manner injured or marred, or defaced, nor shall LESSEE drive, **NOR PERMIT TO BE DRIVEN, ANY NAILS, HOOKS, TACKS, THUMB TACKS, OR SCREWS, IN ANY PART OF THE BUILDING; NO TAPE SHALL BE USED ON PAINTED WALL SURFACES OR CEILING PANELS TO SECURE DECORATIONS, NOR SHALL LESSEE MAKE, OR ALLOW TO BE MADE, ANY ALTERNATION OF ANY KIND therein.** This if said premises, or any portion of said building or grounds, during the term of this lease, shall be damaged by the act, default or negligence of LESSEE or by LESSEE'S agents, employees, guests, invitees, or any person, or persons admitted to said premises by said LESSEE, the LESSEE will pay LESSOR upon demand such sum as shall be necessary to restore said premises to their original condition. **Initial** _____
6. LESSOR does not relinquish and does hereby retain the right to enforce all necessary laws, rules, and regulations, for the management and operations of said premises. LESSOR retains the right to enter the demised premises at any time and on any occasion, without any restrictions whatsoever. **Initial** _____

7. LESSOR reserves the right to eject, or cause to be ejected, from the premises any disorderly or intoxicated/inebriated person; and neither LESSOR nor any of its officers, agents, or employees, shall be liable to LESSEE for any damages that may be sustained by and through the exercise of such right. **Initial** _____
8. LESSEE will not allow beer, wine, liquor, or alcoholic beverages of any kind be dispensed upon said premises without the express written consent of LESSOR. **The dispenser must have on file with the State of Alaska a current TAMS card** and provide a copy of said card along with a copy of current State of Alaska ID. **Initial** _____
9. The premises are to be used for non-commercial purposes only. LESSEE shall not allow the premises to be used for commercial purposes in any manner. The Nikiski Senior Center Executive Director shall be the sole authority for determining which purposes are commercial. **Initial**_____
10. Children need to be supervised at all times. Please make sure children DO NOT climb on any of the railings inside or outside of the building. **Initial**_____

LESSEE agrees to accept all terms and conditions of this Agreement. Any decision affecting any matter not herein expressly provided shall rest solely within the discretion of the Nikiski Senior Center Executive Director.

IN WITNESS WHEREOF, We the said parties herein set our signatures this _____ day of _____, 20____.

LESSOR:

NIKISKI SENIOR CENTER
 50025 Lake Marie Avenue
 Nikiski, AK 99635

LESSEE:

 Signature

 Printed Name of LESSEE

 Mailing Address

 City State Zip

 Phone

PRE-RENTAL CHECKLIST FOR DAMAGES

I have inspected the Nikiski Senior Center prior to rental use. Any damages that were present in the center at time the LESSEE takes responsibility for the rental are listed below:

Signature of Lessee or Lessee Representative

Date

Signature of Lessor or Lessor Representative (NSC)

Date

POST-RENTAL CHECKLIST FOR DAMAGES

I have inspected the Nikiski Senior Center after rental use. Any damages and cleaning issues that were present in the center that the LESSEE is responsible for are listed below:

Signature of Lessee or Lessee Representative

Date

Signature of Lessor or Lessor Representative (NSC)

Date

CLEANUP CHECKLIST FOR FACILITY RENTAL (responsibility of lessee)

DONE	ITEM	NOTES
	Trash	Trash removed in bags to dumpster; bags replaced
	Bus Tables	Put all dirty dishware, silverware, glasses, and utensils in dish pit
	Pans & Utensils	Put dirty ones in dish pit
	Kitchen	Returned to original condition
	Stove Vent Turned Off	
	Food Warming Unit Turned Off	
	Food Left Over	All food must be removed using your own containers

FOR OFFICE USE ONLY

[] The facility has been inspected and the full amount of the deposit, \$_____, can be returned.

[] The facility has been inspected and the sum of \$_____, shall be withheld to cover costs of repair or cleaning.

Staff Signature_____

Date_____