



Petersburg Indian Association
PO Box 1418
Petersburg, AK 99833
Phone: 907-772-3636 Fax: 907-772-3637



Rental Contract For:

☐ John Hanson Hall

☐ PIA Council Chambers

RATES

\$25 Per Hour (2 Hour Minimum)

\$250 for 24 Hours

Renter's Name _____ Phone: _____

Address _____ City: _____ State/Zip: _____

Type of Renter: ☐ Tribal/Native Organization ☐ Tribal Citizen ☐ PIA Employee
☐ Government Entity ☐ Non-profit ☐ Other

Dates & Times Rented: _____

Type of Event: ☐ Fundraiser ☐ Cultural ☐ Other (specify): _____

Number of Participants: _____ (approx.) Will the stove be needed? ☐ Yes ☐ No

OFFICE USE ONLY

Rental Fee \$ _____

Less Discount \$ < _____ >

Sub-total \$ _____

Sales Tax \$ _____ Sales Tax Exempt: ☐ Yes ☐ No Tax Exempt #: _____

Total Due \$ _____ ☐ Check ☐ Cash Date Rec'd: _____ By: _____

Deposit Due* \$ _____ ☐ Check ☐ Cash Date Rec'd: _____ By: _____

*Must be a separate payment **If the deposit check is not used, please:** ☐ Shred ☐ Return

Current Petersburg Borough ordinance has a sales tax cap at \$1,200, capping the max sales tax collected to \$72.

Note: Fundraising events are not eligible for a discount

<u>Category</u>	<u>Documentation Required</u>	<u>Discount</u>
<input type="checkbox"/> Tribal/Native Organization	Active business license	10%
<input type="checkbox"/> Government Entity	Written request on letterhead	10%
<input type="checkbox"/> PIA Employee	N/A	20%
<input type="checkbox"/> PIA Tribal Citizen	Copy of Tribal ID Card	30%
<input type="checkbox"/> Cultural Events	Advertising showing open to the public	40%
<input type="checkbox"/> Non-profit Organization	Proof of 501(c)(3) status	50%
<input type="checkbox"/> ANB/ANS Camp 16 event (excluding business meetings)	N/A	50%
<input type="checkbox"/> Tribal Citizen Memorial Service	Copy of Tribal ID Card	100%

Rental Guidelines

By signing this rental contract, you agree to meet the guidelines required for the rental space.

- The rental will be left in the same condition as you found it.
- NO alcoholic beverages permitted without proper proof of insurance (Home, Renter's, Event). Please see below if you plan on serving alcoholic beverages.
- Tables, chairs & equipment will be put back in its original position.
- Get permission prior to decorating. No thumbtacks or nails.
- No string, wire, tape, etc., on sprinklers
- If rented for a minor (under 18 years of age) an adult must be present at all times.
- During normal business hours, the noise level will be kept at a reasonable level.
- The refrigerator, stove, tabletops & coffee pots will be cleaned if used.
- Close all windows & lock all doors when leaving or if building is not supervised.
- Return key to designated lockbox.
- **After inspection by a PIA employee, the deposit will be returned to the renter if there are no damages and the rental is left clean & in the same condition as you found it.**
- Cancellation must be made seven (7) days prior to date(s) of rental to get the full deposit amount refunded.

ALCOHOL INSURANCE AND DEPOSIT REQUIREMENTS

If the Tenant intends to serve, distribute, or permit the consumption of alcohol at the rented premises during the term of this Agreement, the following insurance requirements apply:

Deposit

- **The tenant will be required to pay a deposit of \$250**, if the Tenant intends to serve, distribute, or permit the consumption of alcohol at the rented premises during the term of this Agreement

Individuals

- The Tenant shall provide PIA with proof of valid and current homeowner's, renter's or personal liability insurance that includes coverage for hose liquor liability. Such proof must be submitted no later than seven (7) days prior to the event date.

Businesses or Organizations

- The Tenant shall obtain and provide PIA with a certificate of insurance evidencing special event liability coverage, including liquor liability coverage, with minimum limits of \$1,000,000 per occurrence. PIA shall be named as an additional insured on such policy. Proof of coverage must be submitted no later than seven (7) days prior to the event date.

General Provisions

- Failure to provide the required proof of insurance will result in the immediate cancellation of the event and forfeiture of any deposits paid. The Tenant is solely responsible for ensuring compliance with all applicable laws and regulations regarding the service and consumption of alcohol.

If the tenant serves, distributes or permits the consumption of alcohol during their event without following the policy set forth, the deposit paid will immediately be forfeit and that tenant will not be allowed to rent a PIA facility for a period of time determined by the Tribal Administrator.

*****If an emergency occurs such as fire, broken pipes, furnace outage, or injury on the premise, call 911 (if appropriate) then immediately contact Petersburg Indian Association: (907) 772-3636.***

I, _____ understand and agree to all terms of this contract and certify that all information provided is true and correct to the best of my knowledge.

_____ (Signature of Renter)

_____ (Signature of Property Manager)

Cleaning Agreement

By signing this rental contract, you agree to meet the guidelines required for the rental space.

Cleaning supplies are located in the supply closet next to the men's restroom.

- Tables, chairs & equipment will be put back in its original position.
- Get permission prior to decorating. No thumbtacks or nails.
- NO FOOD shall be left in the refrigerator
- The stovetop, tabletops and kitchen will be cleaned after use.
- Dishes used during rental and coffee pots will be cleaned if used.
- **Garbage will be tied up & placed outside in the trash cans. Trash cans will be secured with the straps on the bins.**
- **Floors will be swept & mopped after use. Tables & chairs will be put away in the proper place.**
- Close all windows & lock all doors when leaving or if the building is not supervised.
- Return key to designated lock box.
- **After inspection by a PIA employee, the deposit will be returned to the renter if there are no damages and the rental is left clean & in the same condition as you found it.**

Tenant Signature _____ Date

Housing Director _____ Date

(signed after hall has been checked)

Tribal Administrator _____ Date

(signed after hall has been checked)

PIA reserves the right to rescind any applied discount and terminate any rental term if PIA determines that Renter has misrepresented the type of renter or type of event. Rental fees are **non-refundable** in that instance.