



**Petersburg Indian Association**  
**PO Box 1410**  
**Petersburg, AK 99833**  
**Phone: 907-772-3636 Fax: 907-772-3637**



## **John Hanson Hall Rental Contract**

<p><b><u>RATES</u></b></p> <p>\$20 Per hour  <b>(2 Hour Minimum)</b></p> <p>\$150.00 for 24 hours</p>
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**++ THIS SECTION MUST BE COMPLETED ++**

Renter Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

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

Dates and Times Rented: \_\_\_\_\_

Type of Event:  Fundraiser     Cultural     Other (specify): \_\_\_\_\_

Number of participants anticipated: \_\_\_\_\_ (approximate)        Stove will be needed:  Yes     No

### Rental Guidelines

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

- The John Hanson Hall will be left in the same condition as you found it.
- No alcoholic beverages permitted.
- 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 PIA employee.
- After inspection by a PIA employee, the deposit will be returned to the renter if there are no damages and the hall is left clean & in the same condition as you found it.
- **Garbage will be tied up & placed outside in the trash cans.**
- **Floors will be swept & mopped after use. Tables & chairs will be put away in proper place.**



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- Cancellation must be made seven (7) days prior to date(s) of rental to get the full deposit amount refunded.

**\*\*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)

**OFFICE USE ONLY**

Rental Fee \$ \_\_\_\_\_

Less Discount \$ < \_\_\_\_\_ >

Sub-total \$ \_\_\_\_\_

Sales Tax \$ \_\_\_\_\_ Sales Tax Exempt:  Yes  No Tax Exemption No.: \_\_\_\_\_

**Total Due** \$ \_\_\_\_\_  Check  Cash Date Rec'd: \_\_\_\_\_ By: \_\_\_\_\_

Deposit Due\* \$ 100.00  Check  Cash Date Rec'd: \_\_\_\_\_ By: \_\_\_\_\_

(\*Must be separate payment)

NOTE: Fundraising events are not eligible for a discount.

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

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.