

GULKANA VILLAGE COUNCIL
P.O. BOX 254
GAKONA, AK 99586
PHONE 822-3746 FAX 822-3976

PUBLIC HALL USE AGREEMENT

Date:

Date Requested for Hall Rental: Time Requested:

Rental Fees

<input type="text"/>	\$900.00 (per day) Annual Meeting
<input type="text"/>	\$175.00 (per day) Weddings/Receptions
<input type="text"/>	\$150.00(full day) \$75.00(half day) Workshops/Trainings/Meetings
<input type="text"/>	\$100.00 (per day) Potlatch/Funeral
<input type="text"/>	\$75.00 (per day) Activities (Dances, Holidays, etc.)
<input type="text"/>	\$50.00 (per day) Native Culture Activities
<input type="text"/>	\$90.00 Dinners with kitchen use
<input type="text"/>	\$50.00 Dinners without kitchen use
<input type="text"/>	\$80.00 (full day) Kitchen use
<input type="text"/>	\$40.00 (1/2 day) Kitchen use
<input type="text"/>	\$50.00 Cleaning Deposit-Rental Fees under \$100.00 (<input type="checkbox"/> I chose to have GVC use deposit to clean the hall.)
<input type="text"/>	\$150.00 Cleaning Deposit-Rental Fees over \$100.00 (<input type="checkbox"/> I chose to have GVC use deposit to clean the hall.)

TOTAL DUE

Amount Paid:

Upon signing the agreement: The cleaning deposit must be paid for all activities, in addition to the following fees. Deposit will be refunded after hall and parking area is cleaned.

- You must provide your own cleaning supplies, paper towels, toilet paper and garbage sacks.
- The cleaning deposit may be refunded if the Council determines that the hall was left clean after the rental period.
- Renter is not allowed to remove any items from the walls or bulletin board without council permission.
- All decorations, staples, tape, etc., must be removed from the walls, ceiling and floor.
- Any trash inside and in the parking area must be cleaned up.
- Renter is expected to pay for any extra cleaning/and or repairs resulting from usage.
- Children and teen activities must be adult supervised
- Gulkana Village has the Local Option Law in effect. Alcohol is prohibited in the village and we request that you and your guests abide by this law.

Payment is required in advance. Renters will be refused for non-payment.

Name of Responsible Renter

Company/Organization:

Print: Signature: Date:

Address: City/State/Zip: Phone:

Signature of GVC Representative: Date:

Renter agrees to perform a full clean-up of the hall and return the key(s) within 24 hours after the event or forfeit the required cleaning deposit.

HALL CLEANING

	Sweep and mop floors – including hall, kitchen, and bathrooms
	Wash, wipe clean and/or put away areas and items used.
	Wipe clean and put away all chairs and tables
	Clean bathroom toilets, sinks, countertops, and mirrors
	Remove all materials and decorations used for activity from walls and ceilings
	Empty all trash containers, replace trash bags, and place all trash bags in the dumpsters located outside of the building. DO NOT LEAVE TRASH BAGS OUTSIDE THE DOORS OF THE HALL.
	Pick up any trash left outside of the building by activity participants and place in dumpster.
	Remove all perishable food or food items with open containers. DO NOT LEAVE IN REFRIGERATOR/FREEZER.
	Check all doors and windows to make sure they are shut and locked.

Key Return – Key must be returned within 24 hours after event. # of keys issued.

Keys Returned (date) Number Returned

Deposit Refundable (yes) (no)

Deposit Retained for the Following Reason(s)

By my signature I agree to the terms stated in the Hall Rental/Cleaning/Key Return Agreement.

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Organization/Responsible Person Name, Title, and Date

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Gulkana Village Council Name, Signature and Date

Gulkana Village Council
P.O. Box 31
Gakona, AK 99586
(907) 822-8497