

**CITY OF NOME**  
**MINI-CONVENTION CENTER**  
**RENTAL AGREEMENT/LIABILITY RELEASE FORM**



Name/Organization (RENTER): \_\_\_\_\_ Phone: \_\_\_\_\_

Person Responsible: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

Date of rental: from \_\_\_\_\_ to \_\_\_\_\_ Time requested: \_\_\_\_\_

**\*Please note, rentals terms per day are Midnight to Midnight\***

\*\*Will there be food and/or beverages served? \_\_\_\_\_ YES \_\_\_\_\_ NO

\*\*Do you need to rent the Sound System? \_\_\_\_\_ YES \_\_\_\_\_ NO

Expected Attendance: \_\_\_\_\_

CAPACITY IN MAIN AREA: Standing – 594, w/chairs – 424, w/table/chairs – 198.

Equipment required (please select what you are requesting but must be returned prior to deposit refund)

\_\_\_\_\_ screen \_\_\_\_\_ chairs \_\_\_\_\_ tables \_\_\_\_\_ podium \_\_\_\_\_ food warmer \_\_\_\_\_ #of pans needed

**RENTAL FEES: (MUST BE PAID BEFORE EVENT)**

| Item:  |    | Fees:  |    | Deposit: |
|--|----|--------|----|----------|
| Rental Per day (any portion of a 24-hour period)                             | \$ | 250.00 | \$ | 450.00   |
| Add Food & Drink per day   | \$ | 100.00 | \$ |          |
| Add Sound System Rental (weekday during normal business hours) per day       | \$ | 75.00  | \$ |          |
| Add Sound System Rental (weekend or outside of normal business days) per day | \$ | 150.00 | \$ |          |

Total all Fees and add 5% Sales Tax to the total of fees \$

**DEPOSIT: (MUST BE SEPARATE CHECK FROM RENTAL FEE AND RECEIVED BEFORE EVENT)**

**NOTE: SALES TAX** will be collected on ALL facility rentals except those where USER provides a current Municipal Tax Exemption Certificate per NCO Chapter 17. Please provide a copy with the rental agreement.

FOR CLERK'S OFFICE USE ONLY:

Key # \_\_\_\_\_ Date picked up \_\_\_\_\_ Date returned \_\_\_\_\_ \*Attach payment receipt\*

For Building Maintenance during WEEKENDS or AFTER HOURS Call 907-443-6642

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**IT IS THE RESPONSIBILITY OF THE RENTER TO ARRANGE JANITORIAL SERVICES. ALL ITEMS ON THE CLEANUP CHECKLIST (PAGE 6) MUST BE DONE TO BE ELIGIBLE FOR A REFUND OF THE CLEANING DEPOSIT. A CLEANING CHECKLIST IS ALSO POSTED ON THE WALL IN THE BUILDING. PLEASE BE SURE TO LEAVE THE BUILDING HEAT AT 70 DEGREES WHEN YOUR EVENT IS OVER.**

**CONDITIONS OF RENTAL AGREEMENT:**

- Decorations are to be hung by masking tape ONLY. **ABSOLUTELY** no nails, pins or other sharp objects are to be used. This will result in a forfeit of the deposit. No banners or signs may be hung, taped or pinned from the pipes. This is a safety concern.
- The cleaning checklist (page 6) must be completed to be eligible for a complete deposit refund.
- Trash can liners can be found in the drawer left of the kitchen sink.
- Youth activities must have adult supervision the ENTIRE time the building is in use.
- Damage to the building and cost of repair will be charged to the RENTER.
- The RENTER will assume all legal responsibility regarding alcohol on the premises and will abide by the City of Nome's alcohol policy (hours).
- **Problems with the building or equipment are to be reported to City Hall ASAP (443-6663).**
- The key will be available for pick up from the City Clerk's office during business hours of 8:30am – 5:00pm, Monday through Friday. The key must be returned before refund of deposit.
- **There is a drop box to the left of the City Hall doors for after hour returns.**
- The individual signing this form is responsible to inform those using the facility of these conditions.
- The sound system is intended for CITY USE ONLY. If you need to use it, you must request and make arrangements in ADVANCE. Microphones can be checked out at City Hall and will be covered under the Facility Deposit. Damage to the sound system, microphones and cost of repair will be charged to the renter.
- NO SMOKING ALLOWED.
- The City of Nome and its employees are hereby released from and against all claims, demands, judgments, costs, expenses including reasonable attorney fees arising out of loss, damage, injury to, death, or emotional distress of persons and /or property occurring during the course of, or as a result of, my presence in the Mini-Convention Center.

**For groups less than 21 years of age, please give the name of the adult responsible for the event:**

\_\_\_\_\_  
Name of Supervising Adult

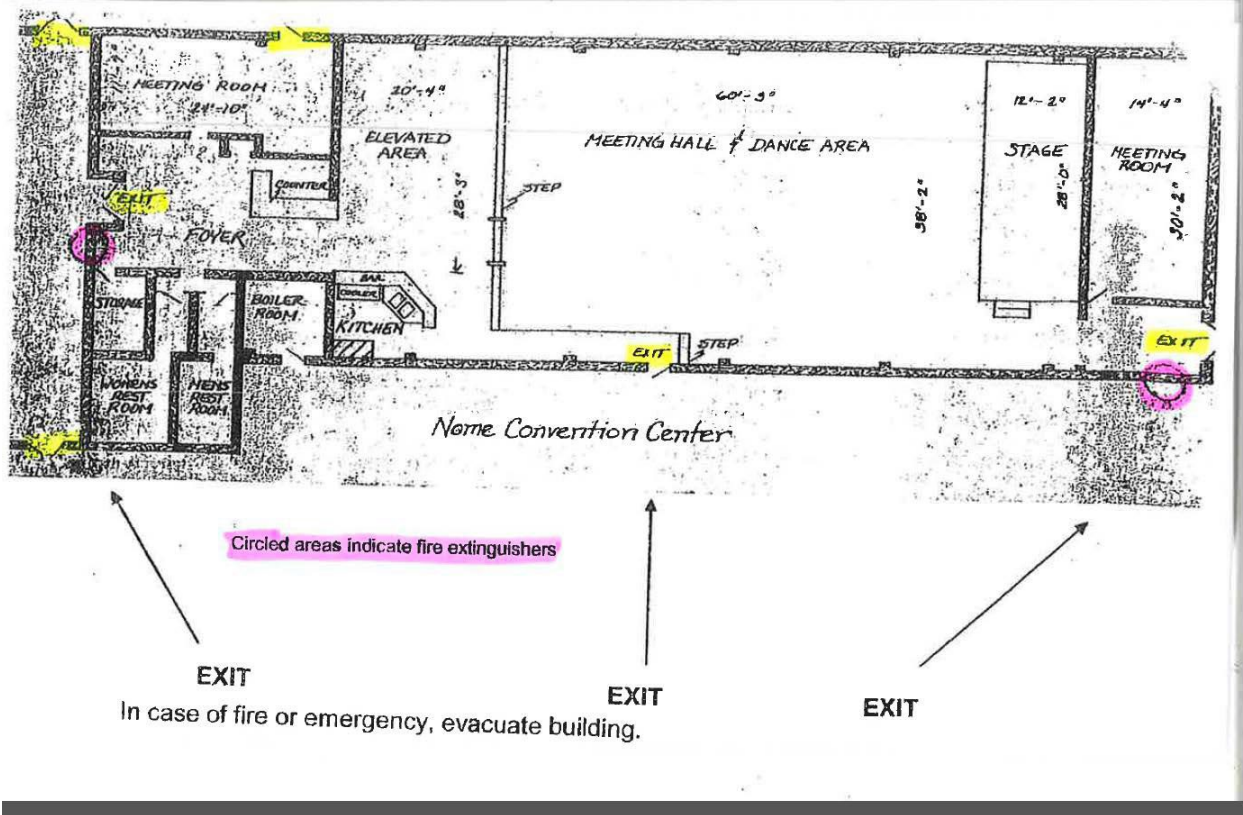
\_\_\_\_\_  
Phone number

**I/WE UNDERSTAND AND AGREE TO COMPLY WITH ALL CONDITIONS LISTED ABOVE AND ON THE ATTACHMENTS OR MY DEPOSIT WILL BE FORFEITED.**

RENTERS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REPRESENTING: \_\_\_\_\_

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I/we have been instructed as to the location of emergency exits and fire extinguishers in the Mini Convention Center.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Renter

\_\_\_\_\_  
City of Nome

Note:

- The light switches are located immediately inside the door to the right.
- Remaining lights are turned on from behind the bar.
- The RENTER may prefer to turn coolers on in advance to provide optimum cooling.

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**CLEANING CHECKLIST**

**TO RECEIVE A DEPOSIT REFUND THE CHECKLIST MUST BE COMPLETE**

1. Clean all tables. Wash with soap and bleach. Remove any tape. Stack in back storage room.
2. Remove all leftover items such as food, utensils, and band equipment.
3. All chairs are to be stacked no more than 8 high and placed in the back room.
4. Remove all signs, decorations, and tape from walls and ceiling.
5. Unplug the coffee maker; unplug the two coolers in the kitchen. (Leave the ice machine on). If used, clean the food warmer and return the trays to City Hall. The 240 volt extension cord needs to be kept with the warmer.
6. Empty all trash cans including bathrooms and bar area. Replace the liners. Place full bags outside in the dumpster. DO NOT LEAVE THE TRASH IN ENTRY. Extra liners are kept in the left kitchen drawer.
7. Restrooms: clean countertops, mirrors, faucets, sinks, toilets, and urinals. Empty trash cans and sanitary napkin holders. Sweep and mop.
8. The ice machine is to be kept clean and sterile; wash your hands before using. Please use the gloves provided. Clean the scoop with the disinfectant wipes before sticking it in the ice cooler. Do not stick sodas, beer, water bottles, etc...directly into the ice machine. (The City of Nome empties and cleans the cooler every Wed.).
9. Clean up the outside sidewalk of trash and cigarette butts.
10. Sweep and mop main floor, entry, bathrooms and kitchen. Remove any chewing gum.
11. Vacuum all carpeted areas including the entry mats. Remove any chewing gum.
12. Return all cleaning equipment to the front janitor room.
13. Turn the lights off. The step light "key" is kept on the kitchen towel dispenser. The north and south EXIT lights stay on.
14. Leave thermostats on 70° and fans on low.
15. Check and lock all the outside doors. Leave the inside doors open.
16. **Return the key and microphones (if applicable) promptly on the next business day, a DROP BOX for the key is located at the City Hall double doors on the LEFT.**

**MCC RENTER will be charged the daily rate + tax (5%) until the facility is ready for re-use.**  
**Your cleaning deposit will be used to hire a janitor if your cleaning is not timely.**

Person/Organization Renting MCC: \_\_\_\_\_

Person Cleaning MCC: \_\_\_\_\_ Phone: \_\_\_\_\_

*RENTER, please provide your cleaner with the CHECKLIST*

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