

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 – 608, w/chairs – 434, w/table/chairs – 202.

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)

\$165.00 + TAX (5%) for facility only for any portion of a 24 hour period = \$173.25/DAY

\$220.00 + TAX (5%) for any portion of a 24 hour period w/food and beverage = \$231.00/DAY

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

****RENTAL FEES MAY BE COMBINED ON THE SAME CHECK. ALL DEPOSITS MUST BE SEPARATED FOR PROCESSING PURPOSES****

\$200.00 for facility w/out food and beverage (SEPARATE CHECK FROM RENTAL FEE REQUIRED)

\$250.00 for facility w/food and beverage (SEPARATE CHECK FROM RENTAL FEE REQUIRED)

\$200.00 for sound system (if needed, see page 3) (SEPARATE CHECK FROM RENTAL FEE REQUIRED)

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*

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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. There is a separate deposit and fee for use of this sound system.
- 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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SOUND SYSTEM RENTAL AGREEMENT

Sound System Requested: ____ YES ____ NO, do not complete this form.

Renter's Name: _____ Phone: _____
Address: _____ E-Mail: _____
Facility Rented: _____
Purpose: _____
From: _____
To: _____

RENTAL FEES (PAYABLE IN ADVANCE):

\$55.00	+ TAX (5%) for a weekday set-up (during normal business hours)	= \$57.75
\$110.00	+ TAX (5%) for a weekend set-up (or outside of normal business hours)	= \$115.50

DEPOSIT (PAYABLE IN ADVANCE, SEPARATE CHECK REQUIRED):

\$200.00

NOTE: SALES TAX will be collected on all rentals except those for which the user provides a current MUNICIPAL TAX EXEMPTION CERTIFICATE (NCO 17).

AMOUNT PAID: _____
DATE: _____
RECEIPT: _____
CHECK #: _____, OR
CASH: _____

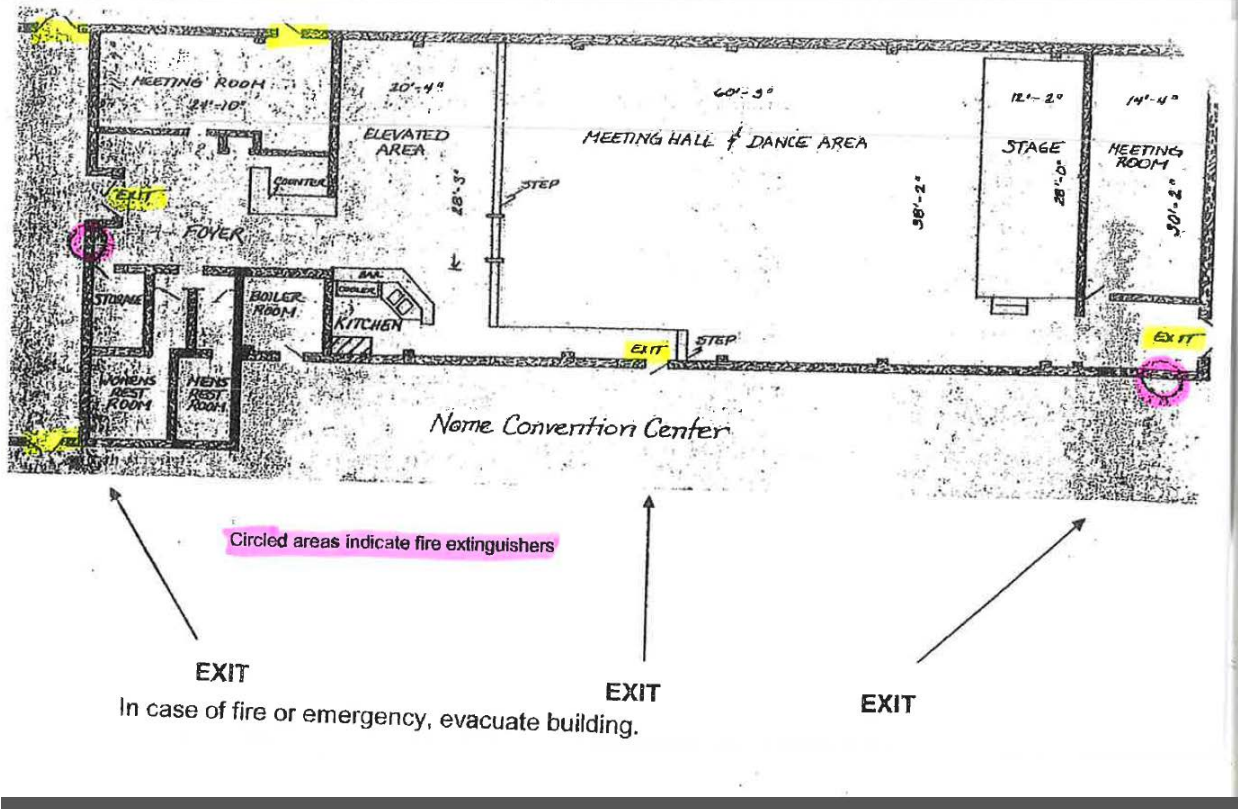
CONDITIONS OF RENTAL AGREEMENT:

- Damage to the sound system and cost of repair will be charged to the renter;
- Problems with the equipment are to be reported to City Hall immediately (443-6663);
- The individual signing this form is responsible to inform those using the system of these conditions.

I/WE UNDERSTAND AND AGREE TO COMPLY WITH ALL CONDITIONS LISTED ABOVE OR DEPOSIT WILL BE FORFEITED.

RENTER'S SIGNATURE: _____ DATE: _____

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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 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

***For Building Maintenance during WEEKENDS or AFTER HOURS
Call Nome Police Department at (907) 443-5262***