



## **BINGO HALL RENTAL AGREEMENT**

1. The requesting individual/representative is of legal age (18+).
2. Renter will keep fire exits clear at all times.
3. If Bingo Hall will be used for any activity in which sales take place, a sales tax permit and business license is required. These documents can be obtained at City Hall. A copy of the tax permit and business license must be present at the time the contract is signed.
4. Renter will be responsible for any damage done as a result of, or during, the activity that took place. Charges will be assessed, deposit will be held to cover damages and an invoice may be issued for remaining charges.
5. The facility and property will be left in the same condition as the Renter has accepted the building. All chairs and tables must be set up when required. A minimum \$100 charge will be assessed if set up must be completed by the City staff.
6. Under this agreement, the Bingo Hall will be checked after each event for cleaning. Bingo Hall will be left in a thoroughly clean condition. A minimum \$50 per hour cleaning charge will be issued if cleaning needs to be completed by the City staff.
7. If the event is cancelled after the fee has been paid, a refund will be given minus 25% of the advance monies to cover the cost of handling and unavailability of the facility for use by others.
8. Refunds, if any, will be mailed within thirty (30) days after use.
9. Renter agrees to hold the City of Dillingham harmless against any and all claim for personal injury, death, or property damage resulting directly or indirectly from any act, incident, or accident occurring as a result of the acts, errors or omission by the Renter or its agents, guests, or employees arising in connection with the operations, use or occupancy of the premises by the Renter.
10. Due to liability issues, no intoxicated people or alcoholic beverages are allowed at the Bingo Hall.
11. The City of Dillingham reserves the right to cancel any activity. Every effort will be made to avoid conflicts and cancellation of scheduled community activities.

12. Rents and security deposits are due and payable at the time of reservation. Rental rate is \$150 per day with a refundable \$100 security deposit.
13. If the Renter is in arrears with the City of Dillingham, the Renter will not be allowed to rent the facilities until all debt is paid or payment arrangements have been made.
14. The City has the right to refuse services or activities to any non-compliant individual or business.
15. Children outside in the parking lot must be supervised at all times.
16. Bingo Hall capacity is **135** persons. There shall be no more than this number of people in the Bingo Hall at any given time.
17. The Renter will sign out a key provided at the City Hall Finance Office which must be returned by 12:00 pm the following business day. If the key is lost or damaged, the Renter will be charged \$50 plus any additional costs related to replacing the key or changing the locks.
18. The City of Dillingham will provide the necessary trash bags, paper towels and toilet paper for the facility. All other food, beverages and supplies will be provided by the Renter.

The Renter, or it's representative, has read and agrees to be bound by this Rental Agreement and the Terms and Conditions attached. Individual signing this Rental Agreement has sufficient power, authority and capacity to bind the Renter with his/her signature.

Name: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**BINGO HALL MAINTENANCE AGREEMENT  
CHECKLIST**

Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Event: \_\_\_\_\_

Date key picked up: \_\_\_\_\_ Date key turned in: \_\_\_\_\_

Area	Description	Acceptable Yes/No	Observation
Floors	All floors clean: Swept, mopped, no evidence of spillage, food, paper, mud, etc...		
Restrooms	Restrooms clean: toilets, sinks, mirrors, walls, no trash		
Kitchen	Sinks and counter tops cleaned, no dishes left out		
Trash	All trash receptacles emptied and bags placed in dumpster		
Chairs & Tables	All items cleaned (free of food, spillage, tape, etc...) and rearranged or stored		
Building Secured	Lights off, all windows and doors closed and locked		
Stairway	Clean and clear of obstruction, stairs swept and mopped, no trash, mud, etc...		
Outside Grounds	Clean: no evidence of trash, paper, bottles, cans, etc...		

Note: If the post-use condition of the Bingo Hall warrants clean up by staff, a service charge will be assessed at \$50 per hour. The total amount of service charges and any damages will be deducted from the required \$50 deposit, and additional amount will be billed to the Renter.

**Agreement:**

By signing below, I acknowledge understanding that ALL items listed above are the responsibility of the Renter.

Renter Signature _____	City of Dillingham Staff Signature _____
Date _____	Date _____

**\*\*\*Office Use Only\*\*\***

Inspected by Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Total Hours Worked: \_\_\_\_\_ @ \$50 per hour= \$ \_\_\_\_\_ Damages Incurred: \$ \_\_\_\_\_

Total Fee: \$ \_\_\_\_\_