

Uppy's Kitchen Facility Rental Form



NOTE: You will need to provide your own cooking equipment (i.e. pots, pans, cooking utensils, and pot holders)
This building requires: \$300 refundable security deposit

Req #: _____
Vendor #: _____

CONTACT INFORMATION

Renter's Name		Tribal Department		Tribal ID Number
Street Address		City	State	Zip Code
Work Phone	Cell Phone		Email	

PURPOSE OF REQUEST

Event Name/Description		Additional Space Requested <input type="checkbox"/> Fire Pit <input type="checkbox"/> Walk-in Refrigerator		
Food Storage Date	Start Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Prep Date	Start Time <input type="checkbox"/> AM <input type="checkbox"/> PM	
Cook Date	Start Time <input type="checkbox"/> AM <input type="checkbox"/> PM	End Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Number of Guests	
Date	Approval Signature Required (Denise Jones)		Date	Kitchen Walk-Through Signature

FACILITY RENTAL TERMS

Renter assumes responsibility for all equipment borrowed during your rental agreement, including but not limited to: condition and working order of walk-in refrigerator in kitchen.

As per Tribal Government Facility & Equipment Policies (II General Rules #5): User must agree that costs may be withheld from the damage and cleaning deposit and any additional costs beyond the deposit amount may be deducted from the renter's per capita distributions including, but limited to, replacement of items/equipment missing or broken, re-key costs if key is not returned, until the total costs of damage/replacement is satisfied.

SECURITY DEPOSIT (RETURNED IN FULL OR PARTIAL AFTER THE FOLLOWING)

- Kitchen Staff Inspection (both parties are required to sign off on walk-through)
- CSR – Reimbursement could take up to 14 business days to process – including a refund or cancellation.

OPENING/CLOSING BUILDING

Kitchen staff will do a walk-through with renter before/after event. Staff will open/close building according to time renter placed on rental request. Staff will only wait an additional 30 minutes. Any time after that, renter will need to reschedule event for another date.

AGREEMENT

This agreement may not be assigned or transferred, nor may the facilities be sublet or used by anyone other than the renter. I have read and understand this agreement and the *Tribes Building Use Policy*, which by reference is a part of this agreement. I agree to be bound by them.

Date	Renter's Signature
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Tulalip Tribes
6406 Marine Drive
Tulalip, WA 98271



Tulalip Tribes
Fax Number
360-716-0606

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FACILITY NOTICE

Uppy's Kitchen & Tribal Gym is currently used for community gathering – there is a possibility of having to reschedule events that have been scheduled months in advance, funeral gathering are at a moment's notice. Upper Management will give as much advanced notice as possible for renter to reschedule another tribal government building or another date.

SECURITY DEPOSIT REIMBURSEMENT FORM (MUST HAVE BOTH PARTIES SIGNATURES)

DESCRIPTION	PASS	FAIL	NOTES
Sink Area Wiped Down			
Coffee Machine Cleaned			
Cook Top Wiped Down			
Conventional Oven Wiped			
Deep Fryers Turned Off			
Warmers–Turned off, Emptied, Wiped			
Ice Machine Wiped Down			
Floors–Mop Buckets–Cleaned (Only Use Bleach Provided)			

WALK-THROUGH

BEFORE	DATE	AFTER	DATE
Kitchen Staff Signature		Kitchen Staff Signature	
Renter's Signature		Renter's Signature	

TDS-23250



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