

WELCOME TO THE BUNKER

PROPERTY OF JAMESTOWN PARKS AND RECREATION DEPARTMENT

Review responsibilities for using this space and complete the checklist on day of your event.

Renter's Name: _____ Date of Event: _____

The Bunker is a SMOKE-FREE facility. The maximum capacity for any event shall be 160 people. All rules and regulations of JPRD provided or posted at the facility must be followed. JPRD will provide access to a facility attendant, they ARE NOT required to help with any part of the event: serving, clean up, watching children. Their job is strictly to make sure the rental goes smoothly. Facility attendant contact number 1-701-368-0758

The renter is responsible for properties placed at The Bunker and remove of all personal property after the event. (same day)

Renter agrees to indemnify and hold harmless JPRD for any claims, actions, or liability including fees and cost from damages or injury to property or persons occurring on the lease premises during the time of event rental. This section shall serve the termination of rental.

Renter shall not allow any violation of laws or ordinance of the city, county, or state to occur during rental time. Renter shall not have or permit property or materials upon premises that will present fire hazard or increase JPRD insurance premium.

Renters are required to contact police 701-252-2414 if alcohol will be served to determine any security requirements. It is the responsibility of the renter to obtain necessary alcoholic beverage permits required by the City of Jamestown.

Renter is responsible for completing checklist shown below. Please initial here that checklist was reviewed at beginning of your event and you agree to all terms and expectations of this agreement. Renter _____ Facility Attendant _____

Checklist of renter's responsibilities for usage of facility to complete after event.

- **Wipe down all tables and chairs**
- **Sweep floors in any spaces used for the event**
- **Check bathrooms**
 - **All toilets flushed, garbage in bathrooms emptied**
- **If kitchen is used wipe down all surfaces and sweep floor**
- **Any kitchen items used are washed (dishwashing procedure chart posted)**
- **All food removed and any personal items from event removed. JPRD is not responsible for items left.**
- **All garbage from the event put in dumpster on south side of building. Replacement garbage liners are under kitchen sink, place soiled towels in basket. (We do not provide paper towels)**

Initial that checklist was completed at end of event. Renter _____ Facility Attendant _____

This checklist must be completed and reviewed by both parties the day of event to be eligible for return of deposit.

Additional comments: _____

Leave checklist with Facility Attendant

Thank you,

The Bunker Staff & JPRD