

# SPECIAL EVENTS RENTAL AGREEMENT

## SOUTH COUNTY SENIOR CENTER

**220 Railroad Ave; Mailing: PO Box 717 Edmonds, Washington 98020 Phone: 425-774-5555**

**Rental agreement between South County Senior Center and \_\_\_\_\_, client.**

The following rental conditions are agreed upon by the client signing this document: A \$250 **non-refundable** down payment is required to reserve any room. This fee is applied towards the rental of the room. The remainder of the rental amount, plus a damage deposit of \$250 and a \$100 fee for a rental monitor, is due 60 days before the event. Failure to abide by any condition of this agreement could result in forfeiture of the damage deposit. Cancellation of rental less than 60 days prior to the event will result in forfeiture of 50% of the rental fee. Damage caused during the event will result in forfeiture of all or part of the \$250 damage deposit. Set-up by Center staff is \$100; Take-down is \$200. Wedding rehearsal charge is \$100, Lawn wedding is \$100; and must be scheduled 60 days prior to the event.

**Rental terms and conditions:**

1. Renter is responsible for set-up and take down. Tables and chairs are not to be dragged on floor.
2. No food or beverages are allowed in carpeted areas.
3. Music must be off one hour before end of rental period to allow for clean-up.
4. Smoking is not allowed in the building.
5. The piano, organ, and/or bar are not to be moved without permission.
6. Do not use utensils, dishwasher, cooking pans, or coffee makers.
7. Serve alcoholic beverages with care, wipe up all spills. **NO** beer kegs allowed. Banquet permit **IS REQUIRED**.
8. No rice, birdseed, or confetti is to be used and no balloons are to be released outside.
9. No pins, staples, or tape are to be used on ceilings, walls or furniture.
10. Renter is to supervise children in the elevator and throughout the building.
11. Renter is to replace furniture when moved.
12. Renter is to leave kitchen area and equipment clean.
13. Garbage is to be placed in dumpsters using wheeled garbage containers.
14. Only clear liquids may go down the kitchen drain. (Grease, cooked rice, mashed potatoes, etc. clog the plumbing)
15. Do not remove any item (picture, fixtures, etc.) from the walls. (Removing items will result in loss of damage deposit.)
16. Do not use smoke machines or pyrotechnics.

The renter hereby agrees to indemnify and hold harmless South County Senior Center, its employees and board of directors from any and all claims, demands, losses, actions and liabilities including injury to persons or damage to property, including but not limited to those caused by any service, food, or alcohol provider and/or their products, hired or obtained by the renter, except for such claims, demands, losses, actions, or liabilities that arise out of negligence or willful misconduct by said owners, employees, or affiliates. South County Senior Center will also not be responsible for lost, stolen or forgotten articles.

**I hereby agree to terms and conditions set forth: \_\_\_\_\_ (initial).**

Signature \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phones: Home \_\_\_\_\_ Business \_\_\_\_\_ Cell \_\_\_\_\_

Event \_\_\_\_\_ Date \_\_\_\_\_ Hall \_\_\_\_\_

Total Time Block \_\_\_\_\_ Event Block \_\_\_\_\_ Rent \$ \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Wedding rehearsal: Date \_\_\_\_\_ Time \_\_\_\_\_ SCSC Staff Set up? YES Take Down? YES

**FOR SCSC OFFICIAL USE ONLY**

STANDARD FEES	Amount	OPTIONS	Amount
Rental Fee Amount	\$ _____	Set Up (\$100) / Take Down (\$200)	\$ _____
Damage Deposit	\$ 250.00	Lawn Wedding (\$100)	\$ _____
Monitor Fee	\$ 100.00	Rehearsal (\$100)	\$ _____
Total Cost of Options	\$ _____		
<b>TOTAL COST</b>	\$ _____	<b>Date Due:</b>	
Nonrefundable Down payment	\$ ( _____ )	Date Paid :	Receipt #
<b>TOTAL BALANCE DUE</b>	\$ _____	<b>Date Due:</b>	Receipt #
Event Change of Date to:	Initials:	Cancellation Date:	Initials:
Monitor:	Key:	Janitor:	Banquet permit received on:
Damage Deposit Return:	\$ _____	Date Returned:	Key return date: