

# RAINIER BEACH COMMUNITY CLUB EVENT RENTAL AGREEMENT

6038 South Pilgrim Street, Seattle, WA 98118

Available for rent from 8 a.m. through 11 p.m. 7 days a week. Maximum capacity: 125

THIS AGREEMENT (The "Agreement"), made as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, is by and between RAINIER BEACH COMMUNITY CLUB also known as RBCC (the "Lessor"), whose business address is 6038 South Pilgrim Street, Seattle, WA 98118 and \_\_\_\_\_ (the "Lessee").

\_\_\_\_\_  
Lessee's Contact Number and Email

The Rainier Beach Community Club shall be reserved on:

\_\_\_\_\_ (Date)

\_\_\_\_\_ to \_\_\_\_\_ (Hours)

\_\_\_\_\_ (Purpose)

RENTAL DAY/TIME	HOURLY RATE
Friday and Saturday Day Time (8am-5pm) – 4 hour minimum	\$35 per hour plus \$500 damage deposit
Friday and Saturday Evenings (5pm-11pm) – 4 hour minimum	\$50 per hour plus \$500 damage deposit
Sunday All Day (8am-11pm) – 4 hour minimum	\$35 per hour plus \$500 damage deposit
Monday-Thursday All Day (8am-11pm) – 2 hour minimum	\$20 per hour plus \$300 damage deposit

*\*Discounted Class Package: Book 10 or more classes and pay \$15 per hour with a 1.5 hour minimum during weekdays (Monday – Thursday) hours. No deposit required. Rent for all classes due upfront at the time of reservation.\**

**Advance reservations are required: a minimum of 2 weeks for weekday events and a minimum of 1 month for weekend events. 50% of all RENTAL fees due at the time of application. Cancellation penalties apply.** Further reservation details available upon request.

## EVENT VENUE CONTACT INFORMATION

Email (preferred method of communication): [RainierBeachCommunityClub@gmail.com](mailto:RainierBeachCommunityClub@gmail.com)

Sally Li, Cell: 425.802.5382, Fax:206.760.7651 or Su Harambe, Cell: 206.372.4975

**BUILDING AVAILABILITY**

**8am-11pm, Sunday-Saturday – Maximum room capacity is 125 persons. All music must end by 10pm.**

Rental time includes time needed for set-up, delivery of any supplies and clean-up. Total hours used will begin at the scheduled access time until the end of the actual clean-up period. In other words, if the event lasts for 2 hours and 1 hour is required for setup and another hour is required for cleanup, the bill will be for 4 hours. Overtime charges for staff and facility use will be billed at twice the hourly rate.

**RESERVATIONS**

Rental applications are considered on a first-paid, first-served basis. Please contact RBCC to confirm availability.

You may book an event up to ONE YEAR in advance. Reservations for weekday events must be scheduled at least two weeks in advance. Reservations for weekend events must be scheduled at least one month in advance. Exceptions may be made at the discretion of RBCC.

**Rental applications will not be accepted without payment. 50% of total rental fee and damage/alcohol deposit(s) are due at the time of the application. The balance is due within one month prior to the event.**

**Applications made less than one month in advance require full payment including total rental fee and damage/alcohol deposit(s) at the time of application and payment must be made with CASHIER’S CHECK or MONEY ORDER.**

**Failure to pay the balance within the specified timelines may result in the cancellation of the scheduled event without a refund.**

Site visits are encouraged prior to booking an event. Please contact RBCC to make an appointment, subject to staff and facility availability.

\_\_\_\_\_ RBCC Initial \_\_\_\_\_ Lessee Initial \_\_\_\_\_ Date

**PAYMENT**

RBCC accepts CASHIER’S CHECKS and PERSONAL CHECKS as forms of payment. Please make checks payable to: Rainier Beach Community Club. Mailing address is 6038 South Pilgrim Street, Seattle, WA 98118. Please email [rainierbeachcommunityclub@gmail.com](mailto:rainierbeachcommunityclub@gmail.com) to inform us that the deposit was mailed.

**Due upon execution of the rental agreement: 50% of hourly rental fees plus necessary deposits.**

**Due within one month of the actual event: Balance of rental fees plus remainder of deposit(s).**

**DEPOSITS**

In addition to the rental fees, all facility rentals are charged a security deposit. Security deposits are 100% refundable provided the following conditions are met:

- 1) The room and facility (including the outside) are left in a clean and orderly condition per the “Facility Inspection Checklist.”
- 2) Use of the facility does not exceed the scheduled time.
- 3) The facility and its contents, including equipment are accounted for and undamaged.
- 4) All rules and procedures governing alcohol consumption and smoking are met.
- 5) All rules governing the rental use of the Rainier Beach Community Club are met.

**If the above conditions are not met to the satisfaction of the RBCC staff, an appropriate fee will be deducted from the security deposit.** If cleaning and/or repair costs exceed the amount of the security deposit, the rental group will be billed. Repairs will be billed at the full replacement cost incurred, including labor.

**Please allow 4 weeks for the security deposit to be returned.**

**DAMAGE DEPOSITS**

Weekday Rentals (Monday-Thursday): \$300.00

Weekend Rentals (Friday-Sunday): \$500.00

Additional Damage Deposit for Events with Alcoholic Beverages: \$300.00

\_\_\_\_\_ RBCC Initial \_\_\_\_\_ Lessee Initial \_\_\_\_\_ Date

**CANCELLATION AND RESCHEDULING POLICY**

- Cancellations made more than 30 days prior to the event will result in a full refund of the hourly fees paid, less an administrative fee of \$25.00.
- Cancellations made 14-29 days prior to the event will result in a charge of 50% of the hourly rental fees.
- Cancellations made within 0-13 days prior to the event will result in no refund of the hourly fees.
- Security deposit will be refunded in full if a cancellation occurs.

Requests to change the date or time of an event must be done either by phone or by email. Date changes will be treated as a cancellation and a new reservation. All applicable cancellation fees will apply. Time changes must be made at least 14 days prior to the scheduled event. Approval of a date or time change request is subject to facility and staff availability. In the rare event that RBCC cancels your event due to building condition, emergency or as required by state or federal entities, your rental fees and any deposit paid will be returned in full.

**SET-UP & TAKE DOWN**

Upon arrival, a RBCC staff member will walk through the facility with the renter and note the condition of facility and any provided items on "Facility Inspection Checklist." It is helpful if the persons responsible for the take down and/or clean-up are also present at this time if those persons are not the actual renter.

The renter is responsible for set-up including setting up tables and chairs as well as take down and clean up. All furnishings must be returned to their original locations and properly stored. Use caution so floors and walls are not damaged. DO NOT DRAG TABLES AND/OR CHAIRS ACROSS THE FLOORS. Tables and chairs provided by the RBCC are not allowed outside of the facility. Do not place or lean chairs/tables on the walls.

All items brought into the facility by the renter must be removed by the end of the rental.

**Renters must remove all food, materials, non-RBCC equipment, decorations and garbage.**

\_\_\_\_\_ RBCC Initial \_\_\_\_\_ Lessee Initial \_\_\_\_\_ Date

**LOADING, DELIVERIES AND STORAGE**

Please schedule your vendors to deliver during your rental period. If your vendor requires an early drop-off, the company must contact RBCC directly to arrange. Due to staffing availability or other event conflicts, we may not be able to accommodate these requests.

Renter assumes all responsibility for items brought into or left at the facility at the conclusion of the event. This includes all items left by caterers or rental service companies.

**CLEAN-UP**

The rental applicant is responsible for cleaning the facility in accordance to the “RBCC Rental Clean-Up Check List” attached to this packet. Cleaning supplies are available by contacting the staff person on duty. To help ensure the return of your damage deposit, a RBCC staff person will complete a post-event inspection at the conclusion of the rental.

Failure to follow the “RBCC Rental Clean-Up Checklist” may result in forfeiture of the security deposit and additional charges. Any cleaning and/or repairs that require staff time and/or materials will result in additional rental fees and the staff/material costs deducted from the security deposit and/or charged to the rental group.

**Renter shall remove all garbage, compost and recycling at the conclusion of the event. Waste shall not be dumped in RBCC containers. Tenants are encouraged to dispose of waste responsibly.**

**FOOD, BEVERAGES AND CATERING**

RBCC allows renters to bring in a caterer of their choice, provide their own food or have food delivered to the facility.

Renter shall provide any and all necessary tableware, utensils, linens, etc. Renter shall also provide their own garbage, compost and recycling containers and bags.

\_\_\_\_\_RBCC Initial \_\_\_\_\_Lessee Initial \_\_\_\_\_Date

**ALCOHOL INFORMATION**

If alcoholic beverages will be served at the event, the proper permits must be obtained prior to the event. A Washington State Liquor Control Board Banquet Permit is required for all events serving alcohol. A Washington State Liquor Control Board Special Occasion License is required for all events selling alcohol.

**Copies of these permits must be submitted to the RBCC staff a minimum of five business days prior to the event.**

Copies of the permits must also be posted in the facility during the event. Website to obtain WSLCB Banquet Permit: <http://www.liq.wa.gov/licensing/banquet-permits>

**Self-service bars are not permitted. Bars must be manned at all times by a designated server of at least 21 years of age (need not be licensed).**

Alcohol service must stop at least one hour prior to the designated end of your event.

Serving alcohol without the proper approval and permits, and/or in violation of any of the above policies and procedures may result in a police citation, immediate shut down of your event, forfeiture of your deposit and/or additional fees and penalties.

**DECORATIONS**

**USE BLUE PAINTER’S TAPE ONLY to affix lightweight decorations.**

**The use of staples, nails, tacks or duct tape is prohibited when affixing decorations to the walls.**

The following decorations are NOT allowed: Candles in disposable or non-rigid containers, rice, bird seed, confetti, dance wax, fog/smoke machines, fireworks and incense.

The following decorations ARE ALLOWED: Freestanding decorations, floating candle centerpieces (the wick of the candle must be at least 4-6 inches below the opening).

Helium balloons are allowed if attached to a weighted object. Untethered balloons are discouraged as they are more likely to float to the ceiling. **If the alarm system activates due to a helium balloon, you may be billed for any false alarm charges incurred.**

\_\_\_\_\_ RBCC Initial \_\_\_\_\_ Lessee Initial \_\_\_\_\_ Date

**MISCELLANEOUS**

Smoking and Drug Policy: RBCC is a tobacco, marijuana and drug-free facility. Smoking or chewing tobacco is prohibited inside the facility and within 25 feet of any entrance. No illegal drugs of any kind are allowed inside the building or on the premises.

Weapons: No weapons are allowed inside the building or on the premises.

Barbeques: The use of barbeques is restricted to the gravel lot area on the west side of the building.

Fireplace: Use of the fireplace is prohibited. Please do not place any objects in the fireplace.

Insurance: Event insurance is required for events serving or selling alcohol. You will need to obtain a Certificate of Insurance with Rainier Beach Community Club added as additional insured for primary and non-contributory limits. A copy of this “additional insured” policy or endorsement wording must be attached to the certificate. If alcoholic beverages are served at no charge or sold under a special occasion license the minimum coverage limits of the liability is \$1,000,000 per each occurrence (Commercial General Liability Insurance). Event insurance may be required for events not selling or serving alcohol, at the discretion of the RBCC.

You can obtain event insurance at: <https://www.theeventhelper.com/>

Parking: Free residential street parking is available. A small parking lot on west side of the building is available for use during the event.

Noise: Rainier Beach Community Club is situated in a residential neighborhood. City of Seattle Residential Noise Ordinance Laws apply. Noise associated with the event that is frequent, repetitive or continuous and is audible to a person of normal hearing at a distance of seventy-five (75) feet or more from the property is considered a violation of the City of Seattle Residential Noise Ordinance Law. Please see this website for more information: <http://www.seattle.gov/spd/prevention/Neighborhood/noise.htm>. If you fail to comply with these laws/rules, the police may be called and you may be issued a citation. All music must end by 10pm.

\_\_\_\_\_ RBCC Initial \_\_\_\_\_ Lessee Initial \_\_\_\_\_ Date

**PROVIDED EQUIPMENT**

Tables and Chairs

6, Six-Foot Tables (72" W x 30" D x 29" H)

12, Eight-Foot Tables (96" W x 30" D x 29" H)

About 130 Metal Folding Chairs

Kitchen Equipment

Electric Range with Oven

Microwave

Refrigerator

Lessee hereby indemnifies and holds harmless Lessor from any damages, actions, suits, claims, or other costs (including reasonable attorneys' fees) arising out of or in connection with any damage to any property or any injury caused to any person (including death) caused by Lessee's use of the space, including any acts or omissions on the part of Lessee, its employees, officers, directors, independent contractors, or other agents. Lessee shall notify Lessor of any damage or injury of which it has knowledge in, to, or near the Rainier Beach Community Club House, regardless of the cause of such damage or injury.

Neither Party may assign or transfer their respective rights or obligations under this Agreement without prior written consent from the other Party.

This Agreement constitutes the entire agreement between Lessee and Lessor, and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements, including oral, relating to the subject matter of this Agreement.

I, the undersigned Lessee, have read the above RAINIER BEACH COMMUNITY CLUB EVENT RENTAL AGREEMENT and consent to the terms as set forth above.

\_\_\_\_\_ Lessee's Signature    Date: \_\_\_\_\_

\_\_\_\_\_ Lessee's Printed Name

\_\_\_\_\_ Lessor's Signature    Date: \_\_\_\_\_

\_\_\_\_\_ Lessor's Printed Name

## Financial Summary

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

Date: \_\_\_\_\_ Hours: From \_\_\_\_\_ until \_\_\_\_\_

1. Total hours: \_\_\_\_\_ X Hourly Rate: \$ \_\_\_\_\_ = Base Cost \$ \_\_\_\_\_

2. Standard Deposit: \$ \_\_\_\_\_

3. Event Alcohol Deposit \$ \_\_\_\_\_

4. Deposit Due prior to event \$ \_\_\_\_\_

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

5. Balance Due \$ \_\_\_\_\_

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

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Deposit amount returned (notes can be made below): \$ \_\_\_\_\_

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

Notes: