

RAINIER BEACH COMMUNITY CLUB EVENT RENTAL AGREEMENT
Site Address: 6038 South Pilgrim Street, Seattle, WA 98118

Contact Information:

Mailing Address: Gerd Prewett, 6210 So. Perry Street, Seattle, WA 98118

Phone: Sally Li, 425.802.5382 or Su Harambe: 206.372.4975

Email: RainierBeachCommunityClub@gmail.com

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

_____ Lessee's Email

The Rainier Beach Community Club shall be reserved on:

_____ (Date)

_____ to _____ (Hours)

_____ (Purpose)

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

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. 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.

RBCC Initial _____ Lessee Initial _____ Date: _____

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 all rental fees and deposits are due at the time of the application. The balance of the rental fees and damage deposit is due within one month prior to the event.

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

PAYMENT

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

Due within 14 days of the actual event: Balance of rental fees plus remainder of deposit(s).

RBCC accepts CASHIER'S CHECKS, MONEY ORDER, PERSONAL CHECKS and PAYPAL as forms of payment. Payments made by Paypal will incur a 3% fee on total amount charged.

Please make checks payable to: Rainier Beach Community Club. Mailing address is Gerd Prewett, 6210 South Perry Street, Seattle, WA 98118.

DEPOSITS

All rules and procedures governing alcohol consumption and smoking are met. 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 2 weeks for the security deposit to be returned.
Cleaning fee will be assessed at \$30 per hour.
Overtime rental charge will be calculated at \$25 per 15 minutes.

DAMAGE DEPOSITS

Damage deposit per event: \$500.00
Additional Damage Deposit for Events with Alcoholic Beverages: \$300.00

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

RBCC Initial _____ Lessee Initial _____ Date: _____

- hourly fees.
- Security deposit will be refunded in full if a cancellation occurs, unless there are rental fees still owing which will be deducted from deposit before return.

Requests to change the date or time of an event must be done via 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 Lessee and note the condition of facility and any provided items on "Facility Inspection Checklist." It is helpful if the person(s) responsible for the take down and/or clean-up is present at this time.

The Lessee 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.

All items brought into the facility by the Lessee must be removed by the end of the rental. Lessee must remove all food, materials, non-RBCC equipment, decorations and garbage.

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

LOADING, DELIVERIES AND STORAGE

Loading, unloading and equipment deliveries must be done through the main entrance or the kitchen. 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.

Lessee 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" posted in the kitchen. Cleaning supplies are available in the kitchen cupboard near the sink and in the tall cabinet located by the kitchen doorway. 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. Cleaning fee will be charged at \$30 per hour.

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

RBCC Initial _____ Lessee Initial _____ Date: _____

FOOD, BEVERAGES AND CATERING

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

Lessee shall provide any and all necessary tableware, utensils, linens, etc. Bags for garbage, compost and recycling containers will be provided.

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 at the time of contract execution. 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.**

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.

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.

PROVIDED EQUIPMENT

Tables and Chairs

- 6, Six-Foot Tables (72" W x 30" D x 29" H)
- 11, Eight-Foot Tables (96" W x 30" D x 29"
- About 120 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 and Position

RBCC Initial _____ Lessee Initial _____ Date: _____

RBCC RENTAL RESERVATION SUMMARY

Name: _____ Phone: _____

Deposit Return Address: _____

Date: _____ Hours: From _____ until _____

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

2. PayPal Processing Fee 3%, if applicable \$ _____

3. Standard Deposit: \$ _____

4. Event Alcohol Deposit \$ _____

Date permit received: _____

5. Deposit Due prior to event \$ _____

Date Paid: _____

6. Balance Due \$ _____

Date Due: _____

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

Date Returned: _____

Make funds out to: Rainier Beach Community Club.

Mail funds to: Gerd Prewett, 6210 S. Perry St., Seattle, WA 98118.

Revised March 2017

RBCC Initial _____ Lessee Initial _____ Date: _____