

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

Contact Information:

Mailing Address: Gerd Prewett, 6210 S. Perry Street, Seattle, WA 98118  
 Phone: Su Harambe: 206.372.4975 or Gerd Prewett: 309.678.9446  
 Email: RainierBeachCommunityClub@gmail.com

THIS AGREEMENT (The "Agreement"), made as of this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_, 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) From \_\_\_\_\_ to \_\_\_\_\_ (Hours)

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

RENTAL DAY/TIME	HOURLY RATE
Friday Evenings (5pm-10pm), Saturday and Sunday All Day (8am-10pm), 4 hour minimum	\$75 per hour plus \$500 damage deposit
Monday-Thursday All Day (8am-10pm), Friday Day Time (8am-5pm), 2 hour minimum	\$50 per hour plus \$500 damage deposit

*\*Discounted Class Package: Book 10 or more classes and pay \$20 per hour with a 1 hour minimum. The discounted class package is not available on Saturdays. No deposit required. Rent for all classes due upfront at the time of reservation.*

**BUILDING AVAILABILITY**

**8am-10pm, Sunday-Saturday – Maximum capacity is 125 persons. All music must end by 9pm.**

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.

The rental space is not ADA accessible.

**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.

Site visits are encouraged prior to booking an event. Please contact RBCC to make an appointment, subject to staff and facility availability. The preferred method to inquire about availability is to complete the form on the rentals page at [rainierbeachcommunityclub.org/rentals/](http://rainierbeachcommunityclub.org/rentals/)

## **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. Payments to Paypal should be made to [rainierbeachcommunityclub@gmail.com](mailto:rainierbeachcommunityclub@gmail.com)

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

## **DAMAGE DEPOSITS**

Damage deposit per event: \$500.00

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

All rules governing the rental use of the Rainier Beach Community Club, including rules and procedures governing alcohol consumption and smoking have to be met. If these conditions are not met to the satisfaction of the RBCC staff, an appropriate fee will be deducted from the damage deposit. If cleaning and/or repair costs exceed the amount of the damage 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 damage deposit to be returned. A cleaning fee will be assessed at \$30 per hour. Overtime rental charge will be calculated at \$25 per 15 minutes. In the case the renter is arriving more than 15 minutes past the agreed starting time a charge of \$25 will be assessed per 15 minutes.

## **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.
- Damage 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 from the premises. Do NOT put bags containing food on the carpet in the entry. Dumpster and recycling containers are located at the back of the building.**

### **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 damage 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 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 and put it in the dumpster and recycling bins located outside at the back of the building. Waste shall not be left in the RBCC containers inside the building.

### **FOOD, BEVERAGES, AND CATERING**

RBCC allows Lessees to bring in caterers 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, a proper permit must be obtained prior to the event. Copies of these permits should 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>

#### **A banquet permit is **NOT** required when all the following apply:**

1. When no alcohol is being served
2. The event is hosted by an individual, not an organization or business entity.
3. Guests are not charged for admission or anything provided at the function (e.g. ice, setup, food, hors d'oeuvres, etc.).
4. "Charge" includes donations, dues, fees, or otherwise.
5. The event would normally be held in the individual's private home but is so large that a separate facility is needed to accommodate it.
6. The facility where the event is held is closed to the general public during the event and does not have a liquor license.
7. There is no business purpose for the event or any financial gain.

### **DECORATIONS**

Freestanding decorations are allowed.

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.**

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.

Affixing decorations to the walls is not allowed.

### **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.

Pets: No pets are allowed.

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 applies. 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 RENTALS SUMMARY

Name: \_\_\_\_\_ Phone/email: \_\_\_\_\_

Deposit Return Address: \_\_\_\_\_

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

1. Rental Fee: total hours: \_\_\_\_\_ X hourly rate: \$ \_\_\_\_\_ = \$ \_\_\_\_\_

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

3. Alchhole Deposit, if applicable: \$ \_\_\_\_\_

4. **Subtotal:** \$ \_\_\_\_\_

5. PayPal Processing Fee 3%, if applicable \$ \_\_\_\_\_

6. **TOTAL**

7. 50% of amount due at time of reservation \$ \_\_\_\_\_

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

8. Balance Due (14 days before the event) \$ \_\_\_\_\_

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

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

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

Make funds payable to: Rainier Beach Community Club.

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

Effective August 15, 2024