



LANDMARK EVENT CENTER

Standard Event Building Rental Agreement

SUMMARY OF RENTAL DETAILS:

Date(s) of rental: _____

Occupant: _____

Purpose of Rental: _____

Attendance estimate: _____ (not over 200)

Rental Period: _____ Time of Day: _____

(10 hour maximum) - Additional hours may be available, at an additional fee, upon arrangement if available.

Contracted facilities:

- | | |
|--|--|
| <input type="checkbox"/> Banquet Hall with Garden Room
(150 seated/200 reception/theatre) | <input type="checkbox"/> Commercial Kitchen |
| <input type="checkbox"/> Auditorium (no food/drinks) (200) | <input type="checkbox"/> Picnic Grounds (125) |
| <input type="checkbox"/> Living Room (49) | <input type="checkbox"/> Library (20) |
| <input type="checkbox"/> Front Lawn (200) | <input type="checkbox"/> Garden Room <i>Only</i> (35) |
| <input type="checkbox"/> Changing Rooms (no charge) | <input type="checkbox"/> Additional Hours @ 1/4 th base rental rate |
| <input type="checkbox"/> Landmark Staff Set-up | <input type="checkbox"/> Prior-Day Set-up, Time: _____ |
| | <input type="checkbox"/> Post-Day Clean-up, Time: _____ |

Notes: _____

*Prior day set-up and/or Post day clean-up are available, if vacant, upon request within 30 days of event for \$100 per hour Monday through Saturday 9:00 am-5:00 pm.

FEE AND DEPOSIT DETAILS:

Damage/Cleaning Deposit (circle appropriate amount) \$1,000 \$500 \$250

Estimated Security Staff Charges _____ (will be deducted from your deposit refund)

Rental dates are held upon receipt of a retainer of 50% of the estimated rental charges. In addition, the damage deposit is due 90 days prior to rental date. The remaining balance of the estimated rental charges is due seven (14) days prior to the reservation date. Additional rental items must be paid for within three days of your event.

The damage/cleaning deposit is fully refundable, less any cleaning charges, damage costs and security staff fees. Your deposit will be refunded within 14 days of the event date if the building is cleaned and restored to the condition it was found at the time of rental. This includes trash disposal and the cleaning of floors, tables/chairs, and fixtures.

- Charges of \$30.00 per hour will be assessed for all Housekeeping expenses incurred.
- **Security staff charges apply to all rental hours outside of regular business hours (Mon-Sun before 9am and after 5pm). The fee is \$45.00 per hour.** Additional security services may be required depending upon the nature of the event and number of guests, the fees will be passed on to renter at time of rental.

Agreement Page One _____ (initials)

TERMS AND CONDITIONS OF RENTAL:

Renter agrees to use the building facilities solely for the activities stated. All persons associated with the event are limited to remain in the areas contracted. All other areas of the building are off limits. All exterior doors are to be kept closed. No food or beverages are permitted in the Library and Auditorium. Food or beverages in the Living Room must be pre-approved. The use of additional facilities not originally contracted must be arranged through the Event Coordinator or Facility Manager.

Building access: Access to the building will be by appointment with the Event Coordinator or Facility Manager, who will ensure that a responsible building representative will be present at all times while building is occupied.

Parking is permitted in designated parking spots only. Parking on the lawn, in fire lanes, or the blocking of emergency access is prohibited.

Deliveries to the building will need to be coordinated through the Event Coordinator. A fee may be charged for deliveries made outside regular office hours (Mon-Sat 9am-5pm).

Building rental does NOT include decorations, pots/pans, china/silverware/glassware, table linens, cleaning supplies or coat racks. Additional tables and chairs not already in use in the room being rented may be available by prior arrangement at a nominal fee. Candles and open flames are NOT permitted per Fire Marshall Regulations. All decorations, alterations, and additional equipment being used during the event must be reviewed by Landmark staff and approved. Nails, tape, staples, glue are NOT to be used on building walls, furnishings, or equipment. Please note that due to its age the building's electrical capacity is limited. Please check before using additional lighting, sound equipment, etc.

Set-up/take-down/clean-up/garbage handling will be the responsibility of the renter. Please see cleaning guidelines information sheet attached. Trash Dumpsters and Recycling Containers are available in the east parking lot, across from kitchen loading dock. **Building must be returned to its original condition for full damage deposit refund.** Landmark staff approval is required to move any furniture, and all furniture must be returned to its original location. Renter is liable for any damage to the building or its contents, the cost of which is not limited to the amount of the original deposit.

No birdseed, confetti, glitter, or rice may be thrown or distributed either inside or outside of Landmark Event Center. Live flower petals are not permitted on any carpeted areas. Bubbles and flower petals may be used on the front porch and front lawn only. Sparklers or any other type of pyrotechnics are not permitted on the grounds.

If food is being served to groups of 50 people or more, you must use a licensed and insured caterer pre-approved by venue staff. All food must be prepared off site, no cooking allowed in the facility. Kitchen equipment is available upon request and must be pre-approved by Landmark staff.

If alcohol is to be served, a **Banquet Permit** must be obtained from the Washington State Liquor Control Board, and be prominently displayed on the premises. All alcoholic beverages must be served by a Washington state licensed Bartender. This is the responsibility of the renter. It will be the responsibility of the renter to ensure that all alcohol laws and regulations are being enforced. The renter is responsible for the actions of their guests (invited or uninvited). Landmark Event Center has a zero-tolerance policy for underage drinking and guests exhibiting intoxication.

Owner reserves the right to eject any guest behaving in a manner that may cause harm to himself/herself, other individuals or damage the building itself. Any offensive, profane or threatening behavior will not be tolerated.

Renter agrees to be responsible for any damages caused by himself, his employees, patrons, guests (invited or uninvited), or any others attending the event. Renter agrees to hold harmless the owner and indemnify the owner from all claims for damages or injury by the renter, renter's employees, patrons or guests.

Security for vehicles parked in parking areas, gift tables, coat racks, changing rooms or other areas where personal belongings are stored is the responsibility of the renter.

Renter agrees to notify the Landmark staff of any accident, incident, defect (regardless of severity), and/or unusual event, which may occur during period of occupancy.

Renter must request permission to erect a tent on the front lawn. Tents larger than 200 square feet and canopies over 400 square feet require a South King Fire and Rescue permit.

Agreement Page Two _____ (initials)

Renter is responsible for ensuring all applicable fire safety codes are met. This includes not exceeding the posted maximum occupancy in each room, and keeping all Fire exits clear.

Any entry fee, including donations, must be in compliance with local and state regulations. Any advertisement or announcement to be utilized in conjunction with an event or function must be submitted to the Event Coordinator for approval prior to publication or dissemination. (Wedding announcements/invitations not included).

The rental agreement will stipulate when an event will begin and end, and all functions are to end at the contracted time. If the Renter or vendors have not exited the building by the contracted event end time, the Renter will be charged ¼ of the total rental fee per hour for any over time.

Renter will provide Landmark staff with the name and phone number for a designated on-site point of contact during the event.

All live and recorded amplified music must be turned off by 10:00pm, except Friday and Saturday evenings, when it must be turned off by 11:00pm.

All parties must vacate the building by 11:00pm, except Friday and Saturday evenings, when the building must be vacated by 12 midnight.

Smoking is not permitted in the building. A Smoking area with seating is available in front of the building near the pond.

Failure to comply with any of the above regulations may result in cancellation or immediate closure of the event and forfeiture of all deposits and fees.

Payment and Refund Policies:

Reservation/Damage/Cleaning Deposit is payable upon reservation. **CASH or Personal checks are NOT accepted.** We accept cashier's checks, money orders, VISA and MasterCard debit and credit cards. Cashier's checks should be made payable to "Masonic Retirement Center of Washington". Appropriate deposit refund will be issued within 14 business days following building inspection by designated Landmark on the Sound staff.

Cancellation Policy: Damage Deposit is fully refundable at time of cancellation.

- A \$200 administration fee applies to all cancellations greater than 180 days prior to event date.
- A fee of ¼ estimated rental charges applies to all cancellations 90-179 days prior to the event.
- A fee of ½ estimated rental charges applies to all cancellation 30-89 days prior to the event.
- For events canceled less then 30 days from event there will be no refund of estimated rental charges.

On your event day, a designated Landmark staff member will be your on-site contact person for access to the building and all questions and requests, as noted below.

Prior to your event, please contact Event Coordinator, Amber Fish 206-878-8434 ext. 103 or Facility Manager, Boyd McPherson, 206-878-8434 ext. 107 for all inquiries you may have regarding your event and the details of your contract.

The undersigned is the primary responsible party for the rental ("renter"), and will be the financially responsible party for all costs incurred:

Renter Name (printed): _____ **Date:** _____

Business or Group: _____

Renter Signature: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Phone/s: _____

Additional Contact information as appropriate: _____

Landmark

Rental Charges Paid upon Reservation _____

Date: _____

Remaining Rental Charges Due: _____

Due date: _____

Remaining Rental Charges Due: _____

Due date: _____

Event Coordinator: _____

Date: _____

Facility Manager (Boyd McPherson): _____

Date: _____

Day of Event

Balance Paid: _____ Date: _____

Event Day Hours: _____

Renter's Event Day Contact: _____ Phone: _____

Landmark Staff Contact on Event Day: _____

Notes:

