

## FACILITY RENTAL USE POLICY & RESERVATION FORM

This reservation form does not guarantee a reservation. After a reservation form is submitted, it will be reviewed by West Park Partners (WPP) staff. After it is reviewed and signed by WPP, a copy will be returned to you. Upon receipt of your deposit payment by WPP, your room rental will be considered confirmed.

### VENUE - ESTHER SHORT BUILDING COMMUNITY ROOM

#### APPLICANT INFORMATION

|                                                                                                                                                                                                                                                                                                    |  |       |                              |                  |           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------|------------------------------|------------------|-----------|
| Last Name                                                                                                                                                                                                                                                                                          |  | First |                              | Today's Date     |           |
| Organization                                                                                                                                                                                                                                                                                       |  |       |                              | Nonprofit org?   | Yes    No |
| Tax ID Number (for businesses and nonprofit orgs)                                                                                                                                                                                                                                                  |  |       |                              |                  |           |
| Billing Address                                                                                                                                                                                                                                                                                    |  |       |                              | Apartment/Unit # |           |
| City                                                                                                                                                                                                                                                                                               |  |       | State                        | Zip              |           |
| Phone                                                                                                                                                                                                                                                                                              |  |       | Email                        |                  |           |
| Onsite Contact Name                                                                                                                                                                                                                                                                                |  |       | Onsite Contact Cell Phone    |                  |           |
| Emergency Contact Name                                                                                                                                                                                                                                                                             |  |       | Emergency Contact Cell Phone |                  |           |
| A deposit is collected to ensure the facility is left in the condition in which it was rented. The refund check will be made out to the Applicant and sent to the Billing Address on this form. If the refund check needs to be sent to someone else or a different address, please indicate here: |  |       |                              |                  |           |

|                               |  |         |  |
|-------------------------------|--|---------|--|
| Make Refund Check Payable To: |  | Address |  |
|-------------------------------|--|---------|--|

#### RENTAL INFORMATION

|                                         |                                                                              |                                                                           |                                                      |
|-----------------------------------------|------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------|
| Purpose of Event (check all that apply) | <input type="checkbox"/> Wedding                                             | <input type="checkbox"/> Business Meeting                                 | <input type="checkbox"/> Private Party (non-wedding) |
|                                         | <input type="checkbox"/> Public Event (produced by a nonprofit organization) | <input type="checkbox"/> Public Event (produced by a for-profit business) |                                                      |
|                                         | Other (please specify):                                                      |                                                                           |                                                      |

|               |  |  |  |  |  |
|---------------|--|--|--|--|--|
| Name of Event |  |  |  |  |  |
|---------------|--|--|--|--|--|

|               |  |                                                                                |             |  |             |  |
|---------------|--|--------------------------------------------------------------------------------|-------------|--|-------------|--|
| Date of Event |  | If your desired date is not available, please indicate alternate date(s) here: | Alt. Date 1 |  | Alt. Date 2 |  |
|---------------|--|--------------------------------------------------------------------------------|-------------|--|-------------|--|

|      |                                             |                                            |                              |
|------|---------------------------------------------|--------------------------------------------|------------------------------|
| Time | Set Up Time<br>From                      To | Event Time<br>From                      To | Clean-up & Vacate Room<br>By |
|------|---------------------------------------------|--------------------------------------------|------------------------------|

|                      |                                                                                                                                                                                                               |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Number of attendees: | <u>Parking</u><br>WPP will provide up to 6 parking stalls for your invited guests. Any additional parking must be secured off premises. The event sponsor is required to inform its attendees of this policy. |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                   |           |                                  |
|-----------------------------------|-----------|----------------------------------|
| Is the event going to be catered? | Yes    No | <b>Please initial here</b> _____ |
|-----------------------------------|-----------|----------------------------------|

|                              |                                                                                                                                                                                                                                              |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| If yes, who is your caterer? | <u>Placement of Chairs and Tables</u><br>You are welcome to place the chairs and tables in the room in the manner that best suits your event. At the conclusion of your event, please return the tables and chairs to the pre-rental layout. |
| Caterer Contact Information: | Please ensure you have allotted time before and after your event for room set up and clean up. <b>Please initial here</b> _____                                                                                                              |

#### EVENT INFRASTRUCTURE/SPECIAL ACCOMMODATIONS

|                                                                                                           |
|-----------------------------------------------------------------------------------------------------------|
| AV Requirements (the room has a podium, wide screen monitor and internet capabilities)                    |
|                                                                                                           |
| Please describe any additional infrastructure you plan to bring, e.g. stage, sound, lighting, tents, etc. |
|                                                                                                           |

**HOLD HARMLESS & SIGNATURE**

By signing this document, I acknowledge and agree to the following:

I have read and understand the West Park Partners, LLC Facility Use Policy.

Though I have rented space in the WPP managed facility, I have not rented the entire building and the remainder of the building I have not rented remains open to other tenants and/or the public during my event.

I understand that there may be noise pollution as a result of the surrounding streets, air traffic, housing, railroad and members of the public present in areas surrounding the building.

I understand that a facilities crew member will empty all trash cans prior to the start of my rental, but will not manage garbage removal throughout my rental. I am responsible for coordinating garbage collection and removal throughout my event.

I understand that by renting a space in the facility, West Park Partners, LLC does not guarantee that the public will not interfere with my event space. WPP reserves the right to perform construction or maintenance to the building at any time. Public events occasionally take place on or near the site; i.e., the Farmer's Market, concerts at the park, etc. that may impact parking and access to the building.

I, as the renting party, shall have sole responsibility for the means, methods and manpower to competently supervise, control, coordinate and manage my event, such that the event is orderly, contained within the agreed upon rental area(s), does not interfere with other facility rentals, events and activities or cause public disruption.

I, as an authorized representative of the renting party, agree that the renting party shall, to the extent permitted by law, indemnify and hold harmless WPP and their employees, members, volunteers, representatives, agents and assigns from and against claims, damages, losses, and expenses, including but not limited to attorneys fees, arising out of or resulting from the Renter's event(s).

|                             |  |  |                      |              |  |
|-----------------------------|--|--|----------------------|--------------|--|
| Signature                   |  |  |                      | Date         |  |
| Printed Name                |  |  | Authorized agent for |              |  |
| <b>FOR OFFICE USE ONLY</b>  |  |  |                      |              |  |
| Date Received               |  |  | Walk-through Date    |              |  |
| WPP Staff Assigned to Event |  |  |                      | WPP Contract |  |
| Deposit Amount              |  |  |                      | Date Paid    |  |
| Rental Amount               |  |  |                      | Date Paid    |  |

**FACILITY RENTAL USE POLICY****Payments**

All payments must be made in cash or check. Checks may be made payable to "West Park Partners, LLC."

A refundable deposit in the amount of \$250 (\$500 for events that include outdoor patio and/or events with alcohol as determined by WPP) is required to secure the reserved date. This deposit is in addition to the rental fee and will be refunded if the facility(s) and contents are left in "as rented" condition and if the rental occurs within the scheduled time. If special cleaning or repairs are required, WPP will deduct the actual costs from the deposit. If special cleaning and/or repair costs are in excess of the deposit, WPP will retain the entire deposit and bill the renting party for the balance owed. If the rental time exceeds the scheduled time, a penalty fee will be charged, and in some cases it may not be possible to exceed the scheduled time due to the facility's capacity.

The full refundable deposit amount is due upon confirmation of the rental; paying the deposit along with a signed Use Reservation form firms up your rental agreement and the facility will no longer be available to any other party during the agreed upon timeframe.

**Cancellations**

If a rental is cancelled eight (8) weeks in advance of the scheduled date, WPP will retain the entire deposit. If a rental is cancelled within four (4) weeks of the scheduled state, the entire deposit and 25% of the rental fee will be retained.

## **Alcohol & Catering**

If alcoholic beverages will be served, three (3) requirements must be met:

1. A Washington State Liquor Control Board Banquet Permit or Special Occasion License must be obtained by the renter or provided by the renter's caterer, and a copy of the permit must be given to West Park Partners no later than one week prior to the scheduled rental.
2. Only bartenders with current, valid Washington State server licenses may serve alcohol of any kind.
3. Liquor Liability Insurance is required (see below for specific Insurance information).

If alcohol will be served outside, per Washington State Liquor Control Board requirements, it must be limited to the fenced in courtyard area.

All types of alcohol are allowed. Renters need to notify WPP of the types of alcohol to be served. In order to protect the carpet, red wine pours must be limited to one-half glass at a time.

Any set-up and clean-up done by the caterer or renter must take place within the rented time period. This also applies to the delivery and pick-up of cakes, flowers, music, and rental items such as dishes, extra chairs, etc.

## **Insurance**

Rentals that involve alcohol service will be required to provide a certificate of Liquor Liability Insurance naming West Park Partners, LLC as "additional insured" and "certificate holder" in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate for Commercial General Liability including Liquor Liability.

## **Decorations**

All set-up and take-down of any decorations must be completed within the rented time period. Renters may not arrive early or stay late; set-up and take-down time must be included in the rented time frame.

Tape, tacks, staples and/or wire are NOT permitted for attaching decorations to the facility.

The renting party must remove all decorations by the conclusion of the rental.

Candles may be used, but the container must be taller than the flame and the candles must be snuffed out, not blown out.

Congratulatory rice and rose petals may be tossed at the sidewalk areas outdoors, but must be removed prior to the end of the event rental. Bubbles are allowed outside only. Birdseed, glitter, and confetti are strictly prohibited. Vehicle decorations may not be left behind on the property or surrounding area and must be cleaned up after the event.

The renting party will meet with WPP staff at least two (2) weeks prior to the scheduled rental to complete a floor plan and determine the furniture placement for the rental. WPP staff may not be able to accommodate last minute changes to the floor plan.

No burning material (including candles) will be permitted in the outdoor fire pit.

## **Logistics & Renter's Responsibilities**

Renting parties are encouraged to consult with the staff person regarding the use of the facilities, heat, lighting, electricity, access, parking, etc. All WPP staff have full authority to enforce all policies.

The renting party is responsible for returning all rented areas to their pre-rented condition including resetting the tables and chairs and wiping down all tables and countertops. This applies to any rented space including, but not limited to indoor spaces, parking lot, grounds, and courtyard, for example.

The renting party is responsible for handling the collection and removal of all garbage from the rented area(s) and placing it in the facility dumpster(s) and recycling bin(s). WPP will provide receptacles and bags for garbage in the rented space\*; it is the responsibility of the renting party to empty the provided receptacles when full and remove all garbage at the conclusion of the event. Any garbage or recycling that exceeds the capacity of the facility dumpsters and recycling bins must be hauled off site by the renting party. A clean-up fee for any trash left in the building and/or outside the designated containers and dumpsters will be charged against the deposit.

*\*Some larger events may require the renter to provide additional dumpster and receptacle capacity to be coordinated in advance with the WPP Staff.*

Smoking is NOT permitted inside the facility or outside in the courtyard. Outdoor smoking must occur at least 25 feet away from any facility entrance with proper disposal in receptacles. Any additional clean-up will be charged against the deposit.

Live, non-amplified music is permitted inside the facilities and/or outside on the grounds with approval from WPP staff. Generally, amplified music is permitted inside only; however, some exceptions may be made within certain parameters such as time and volume/decibel level. In an attempt to be considerate to our neighbors, we ask that the volume be kept at a reasonable level.

Sound equipment and/or musical instruments must be provided by the renting party. All outdoor music must conclude by 10 p.m., per City Noise Ordinance.

The renting party shall obtain and pay for public agency or entity approval(s), license(s), permit(s), registration(s), inspection(s) and other permissions and conditions as required for the renting party to fulfill all statutory requirements to conduct its event(s), and shall call for agency or other entity required inspections, monitoring, or other oversight directed by the public agencies and other entities having jurisdiction. WPP requires proof of approved permit(s) and license(s) at least ten (10) business days in advance.

### **Rates for Use**

#### Weekday Rates

Monday-Friday 7:00 am - 5:00 pm

Hourly Rate is \$75.00 per hour with a 2-hour minimum

4-Hour / Half-Day Rate is \$275.00

8 hour / Full-Day Rate is \$550.00

#### After Hours and Weekend Rates

Monday-Friday 5:00 pm - 12:00 am and Saturday-Sunday 7:00 am - 12:00 am

Hourly Rate is \$100.00 per hour with a 2-hour minimum

4-Hour / Half-Day Rate is \$360.00

8 hour / Full-Day Rate is \$720.00

### **Special Discounts**

Active military personnel (full time and reserve) receive 10% off rental fees; the renter must show military ID to receive the discount.

Nonprofits will receive 30% off rental fees from Monday-Thursday during non-business hours, and Monday – Friday during regular business hours.

No discounts are granted for political candidacy events, no matter who is the renting party.

Special discounts may be negotiated for groups renting for such events as seminars scheduled on a periodic or regular basis.

Only one discount will apply to any facility rental at a time.

### **Holidays**

Space may be rented on the following dates for 150% of the weekend rates:

|                             |                            |
|-----------------------------|----------------------------|
| January 1                   | New Year's Day             |
| Third Monday in January     | Martin Luther King Jr. Day |
| Third Monday in February    | President's Day            |
| Last Monday in May          | Memorial Day               |
| July 4                      | Independence Day           |
| First Monday in September   | Labor Day                  |
| Fourth Thursday in November | Thanksgiving               |
| Fourth Friday in November   | Day After Thanksgiving     |
| December 24                 | Christmas Eve              |
| December 25                 | Christmas Day              |
| December 31                 | New Year's Eve             |