



KIRKLAND WOMAN'S CLUB

~ RENTAL AGREEMENT ~

PO Box 2502/407 FIRST STREET ~ KIRKLAND, WA 98083

Applicant _____ Email _____
Organization _____ Alt Email _____
Address _____ Phone _____
City/State/Zip _____ Alt Phone _____

Event _____ Anticipated Attendance _____
Date Required _____ From/To _____ Total Hours Needed _____
Date Required _____ From/To _____ Total Hours Needed _____
Or list dates of recurring uses, below: From/To _____ Hours/Recurring Use _____

Charges

Facility Rental (Rate x Occurrences)
Recitals, each _____ \$ 100.00 x _____ = \$ _____
Four hours or less per date _____ \$ 125.00 x _____ = \$ _____
Additional hours, each _____ \$ 25.00 x _____ = \$ _____

Equipment Rental
Dishes and Flatware, per use _____ \$ 40.00 x _____ = \$ _____
50-Cup Coffee Urn, per use _____ \$ 15.00 x _____ = \$ _____

Damage Deposit* _____ \$ 200.00 (one per contract) _____ = \$ _____

Total Charges _____ = \$ _____
Received on _____ = \$ _____
Due _____ = \$ _____

The undersigned hereby makes application to the Kirkland Woman's Club and certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this for the applicant or organization and agrees that the applicant has received, reviewed, understands and will observe the policies and procedures of the Kirkland Woman's Club. The applicant agrees to exercise the utmost care in the use of the Clubhouse and to waive, release, absolve, indemnify, defend and hold harmless the facility. The applicant further agrees to reimburse the Kirkland Woman's Club for any damages arising from the applicant's use of the facility, including reasonable attorney's fees, immediately upon notification. By accepting occupation of the Kirkland Woman's Club, tenant agrees to abide by and adhere to all published rules and regulations.

I have read these rules and agree to abide by them.

Signature and Date

Key Tendered by _____
Key Retrieved on _____

* Cancellations received less than 30 days prior to event will result in forfeiture of damage deposit.



RENTAL PAYMENT AND PROCEDURES

1. The clubhouse is available for use from 8am until 11pm seven days a week. Club members and ongoing activities take precedence.
2. A completed and approved application for the facility along with a \$200 refundable deposit is required prior to use of the facility. Rental of the clubhouse shall not be considered confirmed until the completed contract and security deposit are received by the Rental Agent.
3. Please send your check for the rental amount to our post office box 30 days prior to the event. Deposit check and rental check should be written separately.
4. The deposit shall be considered refundable providing there is no damage to the clubhouse, the key is returned, and the facility is left in the same condition as it was at time of rental. If refundable, the deposit will be mailed within 7 to 10 days.
5. Renters must include setup time and final cleanup time. Any excess time used will be billed to tenant or deducted from the deposit.

INSURANCE AND LIABILITY

1. Renters are responsible for anyone leaving the clubhouse while under the influence of alcohol. They are also responsible for the Washington State Liquor Laws as they pertain to their event.
2. Renters are encouraged to obtain Public Liability Insurance coverage while on club property so as to indemnify themselves and the club from losses resulting from bodily injury and /or property damage. Your personal insurance carrier will assist you.
3. It is illegal to serve liquor to anyone under the age of 21.

PROHIBITED MATERIALS AND ACTIVITIES

1. No rice, birdseed, confetti, candles or beer kegs are permitted on the premises. Their use will result in forfeiture of the entire deposit.
2. Alcoholic beverages are limited to beer and wine only.
3. No alcoholic beverages are permitted outside of the building.
4. No smoking is allowed anywhere in the building.
5. Nothing is to be attached to the walls, doors or ceiling, including tape, tacks, etc.
6. No amplified music or "boom boxes" are allowed at any time. Any music must terminate by 10 pm or deposit is forfeited.

KEYS TO THE CLUBHOUSE

1. Occasional renters will be given a code to unlock the lockbox containing a key. Renter must lock the Clubhouse upon vacating at the end of the rental period. Regularly scheduled, long-term renters may be loaned a key for their convenience..
2. Security deposit will not be refunded until any keys loaned to renter are returned to Rental Agent.

EQUIPMENT

1. It is imperative that the antique piano not be moved, sat upon, used as a table or bar, or damaged in any way. The piano is for the use of the tenants and must be used in a manner appropriate for the type of facility. It is for trained musicians only. Please do not allow children to pound on the keys.
2. Any additional equipment, musical instruments, radios, CD players, or noisemakers brought into the clubhouse by the tenants must have prior approval.
3. The tables and chairs must be returned to their original location, as shown on the sketch on the bulletin board. If the clubhouse custodian has to replace furniture after tenant's departure or do any cleaning, the tenant will be billed for the custodian's time and it will be deducted from the deposit.

CLEANUP

1. Remove all decorations, food and equipment brought to the clubhouse. The clubhouse must be left in the condition it was found.
2. Take all trash to the containers to the north side of the building.
3. Leave kitchen clean. Wipe off all countertops and appliances that have been used. All spills must be cleaned up and wet-mopped if necessary (use water only). Cleaning equipment is in the back room to the north of the kitchen.

MISCELLANEOUS

Please turn out all lights when vacating the premises. The thermostat is located by the kitchen door. Please turn heat to 60 degrees upon leaving.

DAMAGE

Tenant will be liable for any and all damages caused by tenant and/or guests during the use of the Kirkland Woman's Club. If the deposit is insufficient to cover such damages, tenant agrees to pay for any additional cost, including reasonable attorney's fees, to the Kirkland Woman's Club or to the damaged party, immediately upon notification.

NOTE: The Kirkland Woman's Club reserves the right to change or cancel any part of this agreement and related scheduled activity. The Kirkland Woman's Club shall have no liability for loss or additional expenses caused by weather or any other reason. The Kirkland Woman's Club is not responsible for personal property.

Please acknowledge that you have read these rental agreement rules and agree to abide by them by initialing and dating below and by signing the first page of this agreement.

Initial _____ *Date* _____