



Celebrating 100 Years
1910 - 2010

**LAKESIDE SEWARD PARK
COMMUNITY CLUB**

Contract Number: _____

**LAKESIDE SEWARD PARK COMMUNITY CLUB
RENTAL AGREEMENT**

4916 South Angeline Street, Seattle WA 98118

Completed By Rental Agent: _____ Rental Agent Phone: _____

Renter/Organization: _____ Application Date _____

Responsible Person: _____ LSWCA Member?

Address: _____

Day Phone(s): _____ Evening Phone: _____

Reservation Date: _____ Event Time From: **2:00pm** To: **7:00pm**

Event **Baby shower**

Description: _____

Number of People Expected: **100** **MAXIMUM CAPACITY IS 150**

RULES AND REGULATIONS

The following Rules and Regulations for Lakewood Seward Park Community Club ("LWSPCC" are agreed upon by signing this contract

Initial _____ DEPOSIT AND PAYMENT REQUIREMENTS

A \$200.00 (weekend) or \$50.00 (weekday) damage, cleaning and performance deposit must accompany this contract before any date can be guaranteed. The agreed rental amount is due 30 days prior to the event. Key must be picked up at LWSPCC on the Wed. before your event between 5-7:00. Deposit refunds will be mailed within 60 days after the event.

Late key fee - \$5.00 per day. Lost key fee - \$10.00. NSF Checks - \$25.00 fee.

Total Amount Due on Your Event is: _____ which consists of:

_____ Refundable Damage Deposit due with contract to hold date

_____ Rent Due by _____

Initial _____ CANCELLATION

Forfeiture of deposits will occur for cancellation as follows:

- LWSPCC retains: \$50.00 rentals for 30-day or more advance notice
- \$75.00 for 8-20 day advance notice
- \$100.00 or 7 days or less
- (Applies to Friday and Saturday rentals only; weekday rental cancellation fee is \$50.00.

LWSPCC shall have the right to cancel this agreement for any reason, at any time prior to the event. If LWSPCC cancels this agreement, LWSPCC shall refund all fees unless cancellation was due to the renter's actions and/or failure to conform with the rules and regulations herein.

Initial _____

BUILDING USE

Renter, or individual signing the rental agreement, assumes full responsibility for the conduct of guests, members, employees, third parties hired to provide services, or any other individual at the event. You may not assign your use to any other person or organization. **Occupancy limit**, listed above, must be strictly adhered to. **All events must end by the time stated on agreement. Renter agrees to end their event no later than 12:00 midnight and be completely out of the building by 1 am, otherwise deposit will be forfeited. The building and grounds must be left in the same condition as when you took possession**, and all items on the clean up checklist must be completed. After any appropriate deductions are made from the damage deposit, you will be billed for any fees or damages that exceed the damage deposit.

LWSPCC is a non-smoking facility; smoking is not permitted anywhere in the building.

The misuse of the facility or failure to conform with the information herein will be sufficient cause to cancel or close an event down and deny any future use. If LWSPCC takes action to enforce this agreement, it shall be to its costs and expenses, including attorney's fees.

All noise, including any form of music (D.J., band taped music, etc.) must be kept to a low volume consistent with the residential character of the neighborhood surrounding the Clubhouse. **All amplified or loud music must be off by 10:00 pm.** If noise is excessive, if neighbors complain about the noise, or if Seattle Police should be called to investigate excessive noise the event shall be immediately terminated and the damage deposit shall be retained by the LWSPCC.

LWSPCC reserves the right to have one or more uniformed police officers or firefighters in the building during the event. We also reserve the right to hire additional officers, **at the renter's expense**, if deemed necessary.

LWSPCC reserves the right to require persons attending or participating in an event (i.e. students in a class sponsored by the renter) to sign waivers of any and all claims against LWSPCC, prior to any use of LWSPCC. Failure to obtain and provide such waivers upon request, shall entitle LWSPCC to terminate your rights to use the clubhouse and to retain all amounts paid.

There is a phone in the building for local calls. The phone number is 206-722-9696.

Initial _____

SET UP, DECORATIONS AND CLEAN UP

Only freestanding decoration or decoration affixed to the hooks provided are permitted. Absolutely NO NAILS, STAPLES, TACKS, OR TAPE IS TO BE USED ON WALLS, CEILING OR FLOORS. A deduction will be made from your damage deposit for the use of staples, tacks, tape, etc. Birdseed, rice, confetti, sparkles, potpourri, etc. are not allowed in the Clubhouse or on the Clubhouse grounds. Candles in standard holders are permitted **on tables only**; lightweight candleholders are not permitted. Candles or other burnable items may not be placed in the restrooms, window sills, or any other area except table tops. Decorations may not be tied to the lights or fans. Chairs and table racks may not be moved from the alcove area in order to unload or load as this will cause damage to the floors.

Renter agrees to the removal of all disposable trash and any recycling items which would include glass, aluminum cans, cardboard, and plastic beverage bottles, to the receptacles provided in the back of the clubhouse for disposable trash and recycling items immediately following the event; to fold tables and chairs and to replace them in the racks provided; to sweep the floors clean of all debris, clean up any spilled liquid and to not use dance wax on the hardwood floors; If the kitchen facilities are used, to wash any

dishes used and replace in the cupboards, dishwasher must be run and unloaded at your event, to clean the counter and sink and wipe out any spills in the oven.

Deposit the key in the mailbox.

Initial _____

ALCOHOLIC BEVERAGES

If alcoholic beverages are served the renter must obtain a Banquet Permit from any Washington State Liquor Store. This permit must be displayed during the event. Consumption of alcohol by minors is prohibited by Washington State law and must be strictly enforced or the event will be closed down. **Legal responsibility** for guest's consumption of alcohol rests with the individual purchasing the Banquet Permit and the renter whose signature is shown on the Clubhouse rental agreement.

Agreement: *The undersigned states that he/she has the authority to enter into this agreement for the applicant or organization; agreed that the renter will abide by all conditions stipulated in this agreement and will exercise the utmost care in the responsibility and legal liability for the above described event and to pay the reasonable cost of repairing any damage to the building and/or its contents that may arise out of, or in connection with, the use of the Clubhouse. Additionally, the applicant agrees to indemnify, defend and hold LWSPCC harmless from any and all claims for bodily injury and property damages that may arise out of or in connection with the use of the Clubhouse.*

The undersigned hereby agrees to the Rules and Regulations attached for the use of the Lakewood Seward Park Community Club (LWSPCC) and certifies that the information given herein is correct.

Client / Renter:
Signed By:

Lakewood Seward Park Community Club
Signed By:

Title / Date:

Rental Agent / Date:

I have been given a copy of this agreement for my records: _____ (Please Initial)

For Office Use

Damage Deposit \$ _____ Check # _____ Date Paid _____

Rent \$ _____ Check # _____ Date Paid _____

Key # _____ Date Issued _____ Date Returned _____

Deposit Refund:

Denied: _____ Approved: _____ Amount \$ _____

Reason for retention of any or all of the deposit: