



LAKWOOD/SEWARD PARK COMMUNITY CLUB RENTAL AGREEMENT

4916 South Angeline Street, Seattle WA 98118

Renter/Organization: _____ Application Date: _____

Responsible Person: _____ LWSPNA Member? _____

Address: _____

Phone(s): _____ Email: _____

Reservation Date: _____ Rental Time From: _____ To: _____

Event Description: _____

Number of People Expected (maximum capacity is 150): _____

RULES AND REGULATIONS

The following Rules and Regulations of the Lakewood Seward Park Community Club ("LSPCC" are agreed upon by signing this contract

Initial _____ DEPOSIT AND PAYMENT REQUIREMENTS

A damage, cleaning and performance deposit must accompany this contract before any rental date can be guaranteed. The rental amount must be paid in full at least 30 days prior to the event. Deposit refunds will be refunded within **60 days** after the event. NSF Checks will incur a \$25.00 fee.

Refundable damage deposit, \$ _____ (due with contract to hold date).

Rental Fee: _____ which is due _____

Non-refundable cleaning fee of \$ _____ due at same time as rental payment.

Total amount due on your event is: \$ _____.

Initial _____

CANCELLATION

Forfeiture of the entire deposit will occur for cancellation for any reason.

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

Initial _____

BUILDING USE

Renter, or individual signing the rental agreement, assumes full responsibility for the conduct of all guests, members, employees, third parties hired to provide services, or any other individual at the event. The Renter must be at least twenty-one (21) years old to rent the LSPCC. Children must be supervised at all times both inside and outside of the building. You may not assign your use to any other person or organization. Occupancy limit of 150 persons must be strictly adhered to.

The length of your rental includes time required for set-up and take-down of all decorations, tables and chairs, removal of garbage and general cleaning up. Your event must end one hour before your rental end time. All events must adhere to the start and end times stated in the agreement and any extra time used will be billed at an hourly rate.

In all cases Renter agrees to end their event no later than 10:00 pm. and be completely out of the building by 11:00 pm, 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 check-out checklist must be completed. This includes strict adherence to the City of Seattle's garbage, recycling and composting requirements using the containers provided. All tables and chairs must be returned to the appropriate racks. After any appropriate deductions are made from the damage/cleaning deposit, you will be billed for any fees or damages that exceed the amount of the deposit.

LSPCC is a non-smoking facility; smoking of any type is not permitted anywhere in or within 25 feet of the building. The renter agrees not to burn any material in the fireplace at any time. Complaints from neighbors regarding smoke or other fumes that are disturbing will result in loss of deposit.

The misuse of the facility or failure to conform to the requirements herein will be sufficient cause to cancel or close an event down and deny any future use. If LSPCC takes action to enforce this agreement, the renter shall be liable for LSPCC's 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 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, then the event shall be immediately terminated and the damage/cleaning deposit shall be retained by the LSPCC.**

Noise requirements pertain to activities both inside the building and exterior to the building including excessive noise after your guests have vacated the building and are on the public

street. The LSPCC reserves the right to request a copy of the contract made between the renter and any third party music provider (DJ or Band). Complaint of excessive bass may result in the termination of an event.

The emergency exit door located at the northeast corner of the building is to remain closed at all times and smoking or loitering in that area is expressly prohibited. Notification by the neighbor that this requirement has been violated will be cause to end your event and retain your deposit.

LSPCC reserves the right to monitor the event to confirm compliance with rental requirements. Any employee or contractor time required to ensure compliance with noise, recycling, breakdown of tables/chairs or other obligations of the Renter under this agreement will be done **at the renter's expense**, if deemed necessary.

LSPCC 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 LSPCC, prior to any use of LSPCC. Failure to obtain and provide such waivers upon request shall entitle LSPCC to terminate your rights to use the clubhouse and to retain all amounts paid.

Initial _____ **SET UP, DECORATIONS AND CLEAN UP**

Only freestanding decoration or decoration attached 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/cleaning deposit for the use of staples, tacks, tape, etc. Birdseed, rice, confetti, sparkle, 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, windowsills, or any other area except tabletops. Decorations may not be tied to the lights or fans. Helium balloon must be securely weighed down. Chairs and table racks may not be moved from the alcove area to unload or load as this will cause damage to the floors.

Renter agrees to place all disposable trash, food waste and recyclable items (which would include glass, aluminum cans, cardboard, and plastic beverage bottles), in the receptacles provided in the back of the clubhouse immediately following the event. Renter agrees 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 clean the counter and sink and wipe out any spills in the oven. Renters agree not to dispose of oil, grease, ashes or any other material which may cause a blockage into the garbage disposal and sink.

The LSPCC requires the use of compostable or recyclable service items only. Use of Plastic Utensils is prohibited (compostable are allowed). Renter agrees to follow the City of Seattle guidelines for placement of recyclable items into blue recycling containers. Plastic tablecloths, plastic plates and other party decorations are to be placed in the regular garbage containers. If an employee is required to sort your waste, you will be charged.

Initial _____

ALCOHOLIC BEVERAGES

If alcoholic beverages are served the renter must obtain private liquor liability event insurance. 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 a guest's consumption of alcohol rests with the individual whose signature is shown on the Clubhouse rental agreement. Please see attached alcohol agreement for additional requirements.

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 LSPCC 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 (LSPCC) and certifies that the information given herein is correct.

Client/Renter Name: _____

LSPCC # _____

Signature: _____

Signature: _____

Title/Date: _____

Rental Agent Name: Sheila Harvey

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

ALCOHOL ADDENDUM:

- Alcohol will not be provided to guests during my event by myself or any other party.
- Alcohol will be provided to guests during my event by myself or any other party.

Initial _____ I understand and agree to the LSPCC Policy as it relates to Alcohol at my event:

Liability insurance is required for all events at which alcohol is served or sold. An Event Liability Insurance Certificate must be received by LSPCC staff at least 30 days prior to the rental. I am responsible for the cost of Event Liability Insurance.

Renters who are serving alcohol during their event are required to carry general liability insurance with the following:

- Alcohol Liability
- \$2,000,000 general Aggregate, \$1,000,000 per person, per incident
- Lakewood Seward Park Neighborhood Association listed as “additionally insured”
- Date, time, and location of the event
- Endorsement that the renter’s insurance coverage shall be primary insurance as respects to the LSPNA

If you hire a licensed caterer or bartender to serve and/or sell alcohol at your event, a copy of their Liquor Liability Insurance Certificate must be received by LSPCC staff at least 30 days prior to the rental.

All alcohol must be consumed within the rental space.

Remember you are responsible for the conduct and behavior of your guests; please make sure they drink responsibly.

Serving alcohol without proper approval, outside the defined conditions, and/or in violation of any of the above rules or requirements, may result in a citation by police, immediate shut down of the event, forfeiture of the rental security deposit, and/or additional fees.

Consumption of alcohol by minors is prohibited by State law. This law will be strictly enforced. The event will be terminated if consumption of alcohol by minors is allowed. In addition, police will be called.

I understand that as the individual signing the contract and purchasing the Banquet Permit or Special Occasion License (if required), I will have the legal responsibility for any guest’s consumption of alcohol including personal use of privately provided alcohol including flasks.

If you have an event that is open to the public and you are NOT a non-profit organization, you cannot serve or sell alcohol.

Signed:

Client / Renter: _____ **Date:** _____

Initial ____ I agree to the following standard deductions from my deposit for violation of clubhouse policies (in addition to violations mentioned in agreement):

Use of Plastic Utensils:	\$50.00
Deposit of non-compostable materials in composting container:	\$50.00
Deposit of non-recyclable materials in recycling container:	\$50.00
Deposit of recyclable materials or compostable materials in dumpsters	\$50.00
Cigarette Butts and other refuse not picked up outside:	\$25.00
Improper disposal of or release of balloons at the facility	\$50.00
Improper release of balloons	\$100.00

Some renters opt to take their garbage with them to avoid fines for non-compliance.

For Office Use

Damage Deposit \$ _____ Date Paid _____

Rent \$ _____ Date Paid _____

Deposit Refunded:

Denied: _____ Approved _____ Amount \$ _____

Reason for retention of any or all of the deposit:
