



**Gibson Hall Rental Application and Agreement**

Managed by the Kiwanis Club of Issaquah  
A Service Club for the Greater Issaquah Community

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Day Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

**Fees: \$50.00 per hour (2 hour minimum) or 8 hours for \$350.00**

*Hourly fee to include time for set-up and clean-up. If event goes beyond the time contracted, renter will be charged accordingly for time to the nearest half hour.*

**Check here if Renter qualifies for the tax-exempt organization rate of \$35.00 per hour. This rate is available only to government agencies and 501(c)(3) non-profit organizations which can provide proof of status.**

Approximate Attendance: \_\_\_\_\_ Will Alcoholic Beverages be served?    Y    N

*(If alcohol is served the liquor permit must be posted and visible)*

**Full rental payment shall be made one week before the scheduled event.** A \$150.00 damage deposit must accompany this agreement before any date can be confirmed. If you cancel your booking less than 7 days of your scheduled event, the deposit will be forfeited. If damage is caused to the facility or equipment during your event, the deposit will be forfeited. If damages exceed the provided damage deposit, the renter will be responsible for any additional cost. If damage did not occur and your contract was not violated, the damage deposit will be returned in approximately two weeks. **The Damage deposit may not be applied toward rental of facility.**

**LIABILITY STATEMENT:**

By signing this Rental Application and Rules, the Renter agrees to assume the responsibility and legal liability for the above-described event, and abide by all Rules and Regulations upon acceptance of this application. Additionally, the Renter agrees to indemnify, defend and hold harmless the Kiwanis Club of Issaquah from any and all claims for bodily injury or property damages that may arise out of or in connection with this Agreement and use. Failure to comply with any or all of the above stated rules will result in the withholding of the damage deposit.

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Leasing Agent: \_\_\_\_\_ Date: \_\_\_\_\_