



Rental Application and Agreement for Gibson Hall
Owned by the City of Issaquah
Managed by the Kiwanis Club of Issaquah
A Service Club for the Greater Issaquah Community

Renter Name: _____

Address: _____

Contact Numbers: Home: _____ Cell: _____

Email: _____

Type of Activity: _____

Date(s) Requested: _____ Time In: _____ Time Out: _____

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 501c3 non-profit organizations which can provide proof of status.

Approximate Attendance: _____

Will Alcohol Be Served? Yes No

____ (initial) **Alcohol on the Premises:** Serving of alcohol is allowed but the **Renter** will need to follow the Washington State Liquor Control Board guidelines found online at <http://liq.wa.gov/licensing/banquet-permits> and determine if you need to purchase a Banquet permit. If it is determined that you require a permit, complete the online form at: <https://liq.wa.gov/licensing/online-banquet-permit>. **Your Banquet Permit must be posted and visible. All provisions of the Permit must be followed. Renters** are responsible for their guests. If we suspect a problem (this may also be from a concerned citizen), the Issaquah Police will be contacted to assess the situation which could result in the immediate end to **the Renters'** event and will result in the forfeiture of the remainder of the rent and deposit.

____ (initial) **Rental Rates: \$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. Full rental payment shall be made one week before the scheduled event.

____ (initial) **Reservation/Security/Cleaning Deposit:** A \$150.00 security deposit must accompany this signed agreement before any date(s) can be confirmed. The Deposit may not be applied toward extra hours incurred during rental of facility.

____ (initial) **Cancellation Policy:** If **Renter** cancels the booking less than 7 days before the event, the deposit will be forfeited.

____ (initial) **Refundable Deposit Reimbursement:** A check will be issued within 21 calendar days after **Renter's** event is held, provided there are no offsetting costs for cleaning or damage. Should any damage or additional cleaning costs exceed Renter's damage deposit, **Renter** will be responsible for the additional cost.

_____ (initial) **Food Compliance with City Ordinance:** If food is served, **Renter** must comply with City ordinance **IAM 101-35** which requires all service ware (plates, bowls, cups, spoons, knives, etc.) must be durable for reuse, or recyclable or compostable. For example, non-plastic coated paper plates, napkins, and waxed paper cups are all compostable. Aluminum cans, plastic bottles, clean (used/empty) coffee cups, clean plastic tubs and clean plastic –coated paper are all recyclable. Polystyrene foam is banned from use. **Renter** may bring food or may choose any caterer.

_____ (initial) **Decorations:** No candle wax of any kind, no tape, nails, glue, pins or paint of any type will be used for decorating or any other purpose. No decorations may be mounted to the walls in any manner. Equipment, fixtures, pictures and or furniture shall not be removed from the walls or from the hall. In compliance with the City Fire Code the use of candles and /or any other type of open flames is restricted to those enclosed within a glass enclosure or chimney. This is a no smoking facility.

_____ (initial) **Cleaning Requirements:** Part of this agreement includes Exhibit A, “Gibson Hall Kitchen Use and Cleaning Requirements” and the “Gibson Hall Check List.”. The **Renter** understands that any items not in compliance may result in a deduction of the security and cleaning deposit.

_____ (initial) **Force Majeure Cancellations:** Acting in good faith, and attempting to give you as much notice as possible, if we cancel your event due to circumstances beyond our control, under no circumstances shall Kiwanis Club of Issaquah be responsible to you or anyone else for any claim or liability due to delays or damage caused in whole or in part by such circumstances including but not limited to, accident, acts of nature, civil disturbance or any other cause beyond the control and without the fault or negligence of the Kiwanis Club of Issaquah that may cause us to close or modify the use of the facility for public health or safety. Under such circumstances we shall at our sole discretion refund any fees received.

LIABILITY STATEMENT: By signing this Rental Application, **you (the Renter)** agree to assume the responsibility and legal liability for your event described in this contract. You also agree to abide by all rules and regulations described herein. Additionally, you agree to indemnify, defend, and hold harmless the Kiwanis Club of Issaquah from any and all claims for bodily injury and/or property damages that may arise out of or in connection with the use of Gibson Hall. Failure to comply with any of the above stated rules and regulations will result in the forfeiture of the reservation, damage, and cleaning deposit.

Signature of Renter: _____ Date: _____

Mailing Address:
 Gibson Hall Rentals
 PO Box 142
 Issaquah, WA 98027

Gibson Hall is located at:
 105 Newport Way SW
 Issaquah, WA 98027

Contact our Rental Agent at (425) 392-4016 (voicemail) or at GibsonHallRentals@gmail.com (email) with any questions.

----- For Rental Agent Only -----

Rental Agent Name: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Approved? _____
<input type="checkbox"/> Deposit Received – Deposit Date: _____	<input type="checkbox"/> Calendar Updated
<input type="checkbox"/> Rental Received – Deposit Date: _____	<input type="checkbox"/> Deposit Refund Authorized – Amount: _____