

INVOICE NUMBER: _____

KEY PENINSULA CIVIC CENTER ASSOCIATION

17010 S. Vaughn Rd, PO Box 82, Vaughn, WA 98394
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AGREEMENT FOR SINGLE EVENT USE OF PREMISES

EVENT

Purpose of rental			
Day		Date	
Hours of use		Hours of event	

RESPONSIBLE PARTY

Organization				
Contact				
Address				
City		State		Zip
Phone		Cell		
Email				

ROOM RESERVATIONS

Room	Hours	Rent	Deposit	Notes
Whitmore				
Kitchen				
Gymnasium				
VFW				
Library				
Whitmore/Kitchen				
Gym/Kitchen				
Gym/Kitchen/Whitmore				
Other				
TOTALS				

PAYMENTS

Fees	Amount	Check #	Receipt #	Date	Initials	Return
Room (security)						
Room (final)						
Deposit						

TERMS OF AGREEMENT:

1. Renter hereby agrees to rent the portion(s) of the building noted previously for the agreed total rental sum of \$, 50% of which is due at the time of the reservation to secure the space (final 50% due 15 days prior to the event). In addition to the rental sum, a refundable cleaning and damage deposit in the amount of \$ is due 15 days prior to the event. The cleaning and damage deposit shall be retained by the Civic Center (see #2). **Separate checks please.**
2. Renter agrees to remove garbage into appropriate dumpster immediately following the use, abiding by the cleaning responsibilities posted in each room. Should the renter fail to clean the premises in the manner set forth, the cleaning and damage deposit shall be considered forfeited and partially or wholly retained by the Civic Center. If the Civic Center is satisfied with the condition, the cleaning deposit will be shredded or returned to the renter. *Should an additional garbage pickup be required following the event, a fee of \$40.00 will be deducted from the cleaning deposit. The management reserves the right to alter the deposit policy at its sole discretion depending on the type of event.*
3. Should the renter cancel the use of the facility **more than 15 days** prior to the event, all monies paid are refundable. If canceled **10-15 days** prior to the event, **75% of rental fee and any deposit** paid are refundable. If canceled **less than 10 days** prior to the event, **50% of rental fee and any deposit** paid are refundable. *The management reserves the right to alter the cancellation policy at its sole discretion depending on the type of event.*
4. The renter agrees that the premises will be used solely for the purpose noted previously and will not allow the premises to be used in violation of law, ordinance or governmental regulations, nor use any part of the premises for any purpose determined to be hazardous by the Civic Center's insurance carrier.
5. Renter shall be responsible for obtaining all permits and licenses, such as gambling, liquor and health and providing such to the Civic Center seven (7) days prior to the use of premises. All licenses and permits are to be posted in plain view during event.
6. Renter agrees to repair, replace (at renter's expense) all damage occurring to the premises, fixtures or equipment during the time of the use and caused by anybody participating in the use agreed to by this agreement.
7. Renter shall meet either the facility manager or the resident security person upon arrival and departure to discuss the condition of the premises subject to this agreement.
8. All personal property brought onto the premises shall be at the risk of the renter, or the owner of the personal property. The renter shall hold the Civic Center harmless from any claim for damage to said property.
9. Renter agrees to pay costs and reasonable legal fees in the event that there should be any default in any of the terms of this agreement, and a lawsuit is commenced.
10. No waiver of any covenant of this lease by the Civic Center shall be deemed to apply or constitute a continuing waiver by the Civic Center of any condition or covenant, or subsequent breach of condition or covenant of this lease.
11. Renter acknowledges that the Civic Center does not carry liability insurance naming the renter as insured for accidents, injuries or incidents occurring as a result of the renter's use of the premises, or renter's activities off the premises. Renter agrees to hold Civic Center harmless from any claim that may arise from said accidents, injuries or incidents not otherwise covered by a policy of insurance.
12. Renter agrees to hold the Civic Center harmless for any actions and/or claims arising from any negligence resulting from the uses herein.
13. This constitutes the entire agreement between the parties the parties and may be modified only by an agreement, in writing and signed by both the Renter and the representative of the Civic Center.

By signature, the renter and the Civic Center have executed this Agreement for Single Event Use of premises on the day and year noted below.

SIGNATURES	Print Name	Signature	Date
Renter			
Civic Center			