

INVOICE NUMBER: _____

KEY PENINSULA CIVIC CENTER ASSOCIATION

17010 S. Vaughn Rd, PO Box 82, Vaughn, WA 98394
 Telephone: 253-884-3456 • Facsimile: 253-884-4053
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AGREEMENT FOR SKATE PARTY USE OF PREMISES

EVENT

| | | | |
|--------------|--|----------------|--|
| Day | | Date | |
| Hours of use | | Hours of event | |

RESPONSIBLE PARTY

| | | | |
|--------------|--|---------------------|-----|
| Organization | | | |
| Contact | | | |
| Address | | | |
| City | | State | Zip |
| Phone | | Cell | |
| Email | | Add to e-news list? | |

RENTAL FEES

| Total # Skaters = | Rent | Deposit | Notes |
|---------------------------|---------|----------|-------|
| First 17 skaters | \$80.00 | \$100.00 | |
| Over 17 skaters (\$4 ea.) | | N/A | |
| Over 2 Hours (\$2 ea.) | | N/A | |

PAYMENTS

| Fees | Amount | Check # | Receipt # | Date | Initials |
|----------------|--------|---------|-----------|------|----------|
| Room | | | | | |
| Deposit | | | | | |
| Return deposit | | | | | |

TERMS OF AGREEMENT:

1. Renter hereby agrees to a skate party rental of the gymnasium for the agreed total rental sum of \$ _____, which is due at the time of the reservation to secure the space. In addition to the rental sum, a refundable cleaning and damage deposit in the amount of \$100 is due 15 days prior to the event. The cleaning and damage deposit shall be retained by the Civic Center (see #9). **Separate checks please.**
2. 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 cancelled **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.*
3. **Renter agrees to provide 1 adult supervisor for every 15 juvenile skaters. (_____ renter initial)**
4. No skaters on the stage, in the kitchen or in the Whitmore Room.
5. If skaters go outside with skates on, they must clean the wheels before coming back inside.
6. No gum chewing allowed.
7. No eating or drinking on the gym floor.
8. Skaters must clear the floor fifteen (15) minutes before the end of the scheduled time to allow for returning skates and cleanup.
9. **CLEANING: Your group is responsible for cleaning up after the party. This includes picking up all litter, emptying the garbage cans on the lower balcony and in the bathrooms to the dumpster behind the building, replacing the garbage can liners, wiping off all tables and putting the chairs back in place. The bathrooms should be swept and the lower balcony vacuumed. Garbage can liners, broom, vacuum and cleaning supplies are located in the utility room at the end of the lower balcony. Rags are on the shelf, along the back wall of the utility room. If cleanup is adequate, the Cleaning & Damage Deposit will be returned. If not adequate, a fee of \$25 per hour will be charged for cleaning and deducted from the deposit.**

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

| SIGNATURES | Print Name | Signature | Date |
|--------------|------------|-----------|------|
| Renter | | | |
| Civic Center | | | |

SKATING ATTENDANT(S) FOR OFFICE USE ONLY
