



# RENTAL AGREEMENT

Clinton Progressive Association

6411 Central Avenue

Mailing address: PO Box 612 • Clinton WA 98236

360.341.3747 • info@clintoncommunityhall.org

www.clintoncommunityhall.org

Rental Day of the week \_\_\_\_\_ Date \_\_\_\_\_ Time of event \_\_\_\_\_ AM / PM to \_\_\_\_\_ AM / PM

Contact Name \_\_\_\_\_ Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Phone \_\_\_\_\_ Contact Email \_\_\_\_\_

Purpose of Event \_\_\_\_\_ Is this a for-profit event?  Yes  No

Approx # of guests \_\_\_\_\_ Is this a  private OR  public event?

I would like access to the hall starting at: \_\_\_\_\_  AM  PM on Date: \_\_\_\_\_

I will have the hall cleaned up by: \_\_\_\_\_  AM  PM on Date: \_\_\_\_\_

A key code will be provided before the event and will allow access only during the rental period.

\_\_\_\_\_ **\$200** DAMAGE/CLEANING DEPOSIT - **REQUIRED**

CHECK THE RENTAL PERIOD YOU WILL NEED:

+ \_\_\_\_\_ \$220 FULL DAY RENTAL -- up to 8 hours

+ \_\_\_\_\_ \$140 HALF DAY RENTAL -- up to 4 hours

+ \_\_\_\_\_ \$80 TWO HOUR RENTAL

- \_\_\_\_\_ - 20 % Discount only for non-profit or civic groups, if appropriate.

\_\_\_\_\_ **TOTAL** (Deposit+Rental fee)

**Make check payable to Clinton Progressive Association. MAIL to: PO Box 612, Clinton 98236**

FOR INTERNAL USE

Dep. Rec'd: \_\_\_\_\_

Fee Rec'd: \_\_\_\_\_

Dep. Ret'd \_\_\_\_\_

**Reservation is confirmed when payment is received.** Monthly users may discuss rate adjustment with board contact.

**ALCOHOL** Alcohol will be served at this event.  Yes  No If yes, Renter is responsible for determining if they are required by state law to obtain a Banquet Permit available from Washington State liquor stores.

**READERBOARD** Would you like your event listed on the Readerboard, if possible?  Yes  No

**KITCHEN** will be used for this event  Yes  No First time Renter should contact us for instruction on kitchen facility.

**SOUND SYSTEM** will be needed  Yes  No First time Renter should contact us for instruction on the sound system.

**GARBAGE REMOVAL** all of your garbage **must** be removed. For a fee you may opt to bag ALL of your garbage - *including bathrooms* - in the heavy black bags provided and we will remove.

YES I will remove all of my garbage **OR**

NO, and I understand \$25 will be deducted from my deposit for garbage disposal.

## CONDITIONS OF USE

- Damage/cleaning Deposit:** Any damage or cleaning that is required will be deducted from the deposit. If the damage exceeds \$200 then the Renter will be expected to pay the difference. If hall is left in satisfactory condition after the event, the full deposit will be mailed to the Renter within five (5) business days.
- Setup and Cleanup:** Users key code will allow access during the rental period including time requested for setup and cleanup. Renter is responsible to leave the hall – and the grounds around the hall – in the condition in which it was found. Tables and chairs stacked. Floors cleaned. All trash must be removed and disposed of by Renter unless agreeing to \$25 fee. All inside lights must be turned off. Outside porch light should be left on. Dishwasher's hot water heater must be turned off. All doors and locks must be secured. Failure to clean the hall will result in a loss of all or part of the damage/cleaning deposit. Next day clean up may be arranged depending on next day rentals.
- Food Removal:** All food brought in by Renter must be removed from the kitchen, refrigerator and freezer. Any food or ice left behind will be thrown out and \$25 garbage fee deducted from deposit. The Hall cannot accept donation of your left over or unused food items.
- Alcohol:** Alcohol is permitted, however the Renter is responsible for determining if they are required to have a Banquet permit available at Washington State liquor stores. Caterers and vendors of alcohol may post their Class 1 license in lieu of a banquet permit. No alcohol permitted outside of the building. No minors are to be served or are allowed to drink in the hall.
- Insurance:** Renters/hosts for events serving alcohol are responsible for all risks and claims relating to their event. If alcohol is served it is recommended the Renter obtain insurance that covers their liability. An online search may provide you with event insurance options.
- Not allowed:** Smoking is not allowed anywhere in the building and not allowed within 25 feet of the building. Renters are not allowed to sleep in the hall or use hall as overnight lodging. No guns, weapons or illegal substances are allowed on the premises.
- Readerboard:** The readerboard may be available for Renter's use. Signage for the readerboard is subject to approval of the Clinton Progressive Association executive board and is on an "as available" basis. Signs or banners with a political or religious affiliation or messaging may not be posted on the building or property.
- Conduct:** Renters are responsible for the conduct of their guests and any damages or loss caused by guests. Performer conduct and performance content, whether live or recorded, must be appropriate for general audiences. Profane, lewd, indecent or slanderous conduct or content is unacceptable.
- Concessionaires** using kitchen without food handler's permit must sell only pre-packaged goods.
- Renters showing movies** are responsible for showing proof that they have obtained all necessary licenses and are in full compliance of copyright laws.
- Cancellation Policy:** To receive a refund of rental fees cancellation notice must be received at least five (5) days prior to rental date.
- Receipt of deposit** will reserve your date/time. **Full payment** of deposit and rental fees are due seven (7) days before event to confirm use of the hall.

## RENTAL AGREEMENT AND INDEMNIFICATION

I hereby agree to the rental arrangements herein. I have read the Conditions of Use, understand the requirements, and agree to comply with all conditions. I state that I have the authority to enter into this Agreement for the applicant or organization, agree that the applicant or organization will observe all applicable conditions of use and will exercise the utmost care in the use of the facility and premises. Further, I hereby release, indemnify and promise to defend and hold harmless the Clinton Progressive Association, its officers, or agents from and against any and all liability, loss, damage, expense, actions and claims, including costs and reasonable attorney's fees incurred by the Clinton Progressive Association, its officers, and agents in defense thereof, asserting or arising directly or indirectly on account of or out of or incident to Renter's use of the Clinton Community Hall pursuant to this Agreement. The Renter will reimburse the Clinton Progressive Association for any damages resulting from use of the Hall.

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Date

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Signature of Renter

**First time Renters using the kitchen** will need to contact the hall **360-341-3747** to schedule a time during *the week before your event* for instruction on kitchen facility. After the event, the hall will be checked and if the facility has not been left in the same condition as it was found, and Clinton Progressive Association has to clean the hall or replace missing items, an estimate of costs will be made and deducted from damage deposit.

If you experience problems with the hall during the rental: Contact **360-341-3747**.

# Renter's Exit Checklist



## Main Room:

- tables and chairs stacked
- floors swept & clean
- remove used trash bags & replace w/ new bags
- return blinds to position you found them
- sound system is turned off
- fireplace damper is closed and fireplace area clean (if used)
- fireplace fan is off (if used)
- whiteboard wiped clean (if used)



## Kitchen:

- floors swept & clean (mopped if necessary)
- sinks & counters clean
- remove used trash bags & replace w/ new bags
- return blinds to position you found them
- power to dishwasher is off (if used)



## Bathrooms:

- floors clean
- sinks clean
- toilets clean
- trash cans emptied



## Just before you leave:

- toilets are not running
- ALL inside lights are turned off
- ALL doors locked and secured
- take trash with you for disposal unless other arrangements were made

Thank you, in advance, for leaving the Hall clean and tidy for the next community group.