

Lake Washington Rowing Club

2017 Member Room Rental Agreement

- **Access Hours:** Members/Vendors/Guests are permitted access to the facility only during the contracted time per the Room Rental Agreement. Any additional time and/or services required will be charged at the current LWRC Rental Rates. LWRC rentals may take place between 8:00am to 12:00am. Hours beyond contracted time will be charged and taken from the deposit.
- **Alcoholic Beverage Service:** Alcoholic beverages may be served in the facility but only as is permitted by state law (RCW 66 and WAC 314). You must purchase a Banquet Permit <http://liq.wa.gov/licensing/banquet-permits> and have it posted at the bar during service. No Alcohol may be consumed outside the building, stairwell or boat bay.
- **Room Setup & Cleanup:** Rented areas must be returned to the condition they were found upon arrival within the contracted rental time. You are responsible for the setup and cleanup of all areas used for the rental. You must wipe down, fold and stow used tables and chairs in storage closets, vacuum, sweep, mop, remove stains on rugs, and pick up any outside debris left by event attendees. Failure to follow these guidelines will result in forfeit of all or part of damage deposit.
- **Garbage, Recycling & Compost Removal:** All waste must be appropriately separated into garbage, recycling, and compost containers in accordance with the City of Seattle and SMC 21.36.082. You must use non-leaking refuse bags. They may be put in the LWRC owned garbage, compost, and recycling bins. However, if such bins are full, you must remove remaining bags from the premises. Bags cannot be left on the ground. Fines may be deducted from damage deposit if city waste separation requirements are not met or garbage procedures are not followed.
- **No Smoking:** No smoking of any substance is permitted in the facility or on the second level deck. Smoking is solely permitted outdoors, at least 20 feet away from the front entrance.
- **Candles/ Fires:** Open flame of any kind is not permitted. No fireworks, sparklers, fire pits or barbeques. Candles must be in glass containers at least two times the height of the flame.
- **Decorations:** No decorations or signage of any kind may be nailed, tacked or stapled onto any surface. Nothing may be hung from ceilings, light fixtures or doorways except with a product that leaves no trace or damage once removed. No rice, glitter, PLAY DOH, glue, boas or confetti may be used inside or outside of the facility. All electrical cords must be secured using removable/non-damaging tape to ensure the safety of guests.
- **Storage:** No storage is available on site for deliveries prior to the event without approval. All items must be promptly removed following the event. No personal items are allowed on-site outside of the contracted time.

- **Sound:** Please refer to Seattle Municipal Code Chapter 25.08 for Noise Control. Member agrees to abide by these codes. Doors and windows to Celebration Hall must remain closed after 10pm and guests must depart by midnight.
- **Parking:** Parking is not permitted on LWRC property except for loading and unloading purposes. There is free public parking along the waterfront as well as many local pay lots that may be rented through U-Park Systems (www.u-parksystem.com).
- **Entry/Security:** All entry is to be through the Southeast door. The boat bays are OFF LIMITS during events. It is the joint responsibility of the Member, and their vendors, to assure that no damage occurs during load-in and load-out. Any damage will result in the forfeit of Member's damage deposit. If the costs of damage repairs exceed the amount of the damage deposit, the balance will be billed directly to the Member.
- **Insurance:** LWRC reserves the right to require proof of adequate insurance prior to using the facility (wedsafe.com, wedsure.com).
- **Dangerous Activity:** Any activity that is potentially dangerous to persons or property will be cause for the immediate termination of an event and evacuation of the facility.
- **Lights, Heat and/or Air Conditioning** must be turned OFF before departure.
- **Damages/Losses:** LWRC is not responsible for lost or stolen articles.
- **Damage Deposit and Rental Fees are DUE before event to secure rental.**
- **Cancellation of Event:** one month prior to renting the Main Hall will receive a full refund. Less than one month will incur \$75 cancellation fee. Cancellation one week prior to renting the Boardroom will receive a full refund. Less than one week will incur a \$25 cancellation fee.

Signed Member has read and agrees to the above guidelines:

Member Signature:

Name of Member:

Name of Friend/Family renting event space:

Contact Phone:

Date of Event:

Rental Time Period:

Deposit Amount:

Rental Amount:

Total Due:

Authorized LWRC Agent Signature:

Authorized LWRC Agent (print name):

Date: