

Request Made: \_\_\_\_\_

Date(s) of Reservation: \_\_\_\_\_

**SAMISH ISLAND COMMUNITY CENTER, Inc.**

**Community Center Rental Agreement**

Mailing address: P.O. Box 268, Bow, WA 98232

Community Center location: 11292 Blue Heron Rd.

1. The Samish Island Community Center may be reserved for the periodic and temporary use of local citizens and organizations. Under WAC 458-16-300, the property may not be used for pecuniary gain or to promote business activities except under limited circumstances. Restricted uses may include for-fee classes and other business activities. The property may not be used for pecuniary gain or to promote business activities unless the intention of renter to so use the property is specifically disclosed to the Community Center Representative and approval of the Community Center Representative for such disclosed use is specially granted.

Premises will not be used for pecuniary gain or to promote business activities.

Premises will be used for pecuniary gain or to promote business activities as disclosed by Renter.

2. **Rental fees** are as follows, payable in two checks to the Samish Island Community Center (one for deposit, one for the fee). If there is no damage, the deposit check will be torn up.

<b>Damage, Clean-up, &amp; Noise Deposit</b>	<b>\$200.00</b>	<b>Donations may be made to the Community Center for these events:</b> Island Family Memorial Service  <b><u>No charge for these events:</u></b> Community Center meeting/potluck Community Center board meetings
<b>Community Center Member Fee</b>	<b>\$ 75.00</b>	
Daily rate .....75.00 Each additional day .....50.00		
<b>Non-Community Center Member Fee</b>	<b>\$100.00</b>	
Daily rate.....100.00 Each additional day.....75.00		
<b>Five-hour special for islanders:</b> If your meeting will last 3 hours - and you can pick up and return the key within the five hours (ex: pick up 10 am, return 3pm) - inquire about our 5-hour special. (\$50)		

3. **The Damage Deposit.** Payment, Damage Deposit, and all required paperwork is due **before the key** is obtained. Renters are responsible for leaving the Community Center as clean as they found it, and for hauling away all garbage (kitchen, bathroom, other indoor or outdoor trash). There is no garbage service at the Community Center. The renter agrees to pay for any clean up, and/or damage exceeding the amount of the Damage Deposit.
4. **Liability Insurance:** SICC does not provide liability insurance for benefit of the Renter or any host or guest for liability that may arise from the activities of such individual or organization.

For Renters who are individuals and the event would normally be held in the individual’s private home but for the size of the event, the Renter’s own homeowner’s or home renter’s insurance policy may provide coverage for the Renter’s potential liability. You should verify with your insurer, agent or broker whether you have such coverage. **Renter shall provide with this Application a photocopy of the insurance coverage page of Renter’s homeowner’s or renter’s insurance.**

If Renter or the host is not an individual (is a business, society or other organization) or otherwise has no homeowner’s or renter’s insurance that provides to Renter liability insurance for the event, Renter shall obtain appropriate liability insurance and shall provide with this Application a Certificate of Insurance for liability insurance for the host of the event showing the Samish Island Community Center as an Additional Insured with waiver of subrogation with respect to (description of the event) on (date). Special Event Liability insurance policies are available through many insurance brokers.

5. **The Renter will save and hold harmless the Samish Island Community Center, Inc.** from any injury to any person or any loss or damage to any property caused by, or resulting from any act or omission of the user, or any officer, agent, employee, guest or visitor in, or about, the premises during the event to be held on the date specified.
6. **The non-resident must have a Samish Island Contact or Sponsor.** Our insurance allows us to rent to islanders and members of the Samish Island Community Club. If you are not an island resident, you may still rent, but should provide your island sponsor's name, phone and email.
7. **Alcoholic Beverages.** If the event host is an organization or business entity and service and liquor will be served and consumed, the host must obtain a Banquet Permit issued by the Washington State Liquor Control Board. Banquet Permits may be obtained on line at <http://www.liq.wa.gov/licensing/banquet-permits>.

If a Banquet Permit is required, the Renter shall obtain appropriate liability insurance and shall provide with this Application a Certificate of Insurance for liability insurance for the host of the event showing the Samish Island Community Center as an Additional Insured with waiver of subrogation with respect to (description of the event) on (date). Special Event Liability insurance policies are available through many insurance brokers.

Banquet permits generally are not required if: (1) the host is an individual, (2) guests are not charged for admission or anything provided at the function, (3) the event would normally be held in the individual's private home, but is so large that a separate facility is needed to accommodate it, and (4) the facility where the event is held is closed to the general public during the event.

8. **Noise Level.** When a group or an individual is using the building a minimum level of noise is to be maintained at all times. Music must cease at 11:00 pm and all persons must vacate the premises by 12:00 midnight. If music does not cease at 11:00 pm and guests do not **leave** by midnight the Damage, Cleanup & Noise Deposit will be forfeit. No fireworks are allowed on hall property, even on the Fourth of July.
9. **Set-up or Clean-up Time.** If the Community Center is not scheduled the evening before your event, you may set up after 6 p.m. with no additional charge. If the Community Center is not scheduled the day after your event, you may clean up before noon, with no additional charge. Please keep in mind that the Community Center can be booked at any time by others, so if you need that guaranteed set up or clean up time; please book the day before or after your event at the lower "additional day" rate.
10. **Agreement of Terms of Rental.** By signing this Community Center Rental Agreement below, the Renter agrees to these terms of rental, and acknowledges the receipt of a copy of these regulations. The individual signing the rental agreement will be directly responsible for the adherence to these rules. Send this form to the P.O. Box listed above.

Date(s) of use: \_\_\_\_\_ Time of use: \_\_\_\_\_ Island resident? YES NO

Fee paid: \_\_\_\_\_ Damage Deposit paid \_\_\_\_\_ Insurance Certificate attached: \_\_\_\_\_

Banquet permit #: \_\_\_\_\_ (applicable only if liquor to be sold at the event)

Renter Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Renter name \_\_\_\_\_ Signature: \_\_\_\_\_

Your island sponsor (non-island renters only) \_\_\_\_\_

Island contact information: Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_