



Rental Agreement

This Blakely Hall Rental, Reservation, and Release are made this ____ day of _____, 20__ by the undersigned. Herein referred to as "THE RENTER"

Renter's Name(s): _____ Contact Number: () _____

Email Address: _____ Alternative Contact Number: () _____

Renter's Address: _____ City: _____ State: _____ Zip Code: _____

Purpose: _____ Number of Guests: _____

Have you purchased rental insurance? Yes/No Insurance Provider: _____

Are you an Issaquah Highlands Resident? Yes/No How did you hear about us? _____

Rental Date: _____ Hours: _____ am/pm to _____ am/pm

	Room	Mon-Fri 8am-5pm	Mon-Thu after 5pm	Fri after 5pm Saturday
<input type="checkbox"/>	Blakely Hall	<i>not available</i>	\$100 hr.	\$150 hr.
<input type="checkbox"/>	Great Room & Kitchen/Dining	\$75 hr.		<i>please see full facility rental rates</i>
<input type="checkbox"/>	Conference Room	\$50 hr.	\$50 hr.	
<input type="checkbox"/>	Multi-Purpose Room	\$25 hr.	\$25 hr.	
<input type="checkbox"/>	Kitchen & Dining Room	\$25 hr.		

Item(s)	Rate
<input type="checkbox"/> Dell Projector	\$50
<input type="checkbox"/> Dance Floor	\$150
<input type="checkbox"/> 2 BBQ Grills	\$50
<input type="checkbox"/> Dishes	\$50 if washed & put away
<input type="checkbox"/> Janitorial Service	\$150 required for parties over 50
<input type="checkbox"/> Table(s)	\$10 each. Number rented _____
<input type="checkbox"/> Chair(s)	\$1 each. Number rented _____

Please Make Check(s) Payable to Highlands Council. The Renter agrees to pay and understands that s/he will be solely responsible for returning the items rented from Highlands Council. If any items are missing or broken the Renter is responsible for paying to replace the item(s) at a cost that the Highlands Council sees reasonable. The Highlands Council will accept cash, check, or money order made payable to the Highlands Council. Any additional fees incurred by either party will be the responsibility of the RENTER to pay. You release Highlands Council and its employees from any injury to self or your guests during your event. * Please note: If any of your checks are returned for any reason, you will be assessed a fee of \$40.00 per check. This may be deducted from your damage deposit without notice. The undersigned Renter hereby agrees, by signature to the conditions of Blakely Hall Rental, Reservation, and Release Policy:

Renter Signature: _____ Date: _____

Highlands Council Rep: _____ Date: _____

To be filled in by Highlands Council Representative

_____	x	_____	+	_____
room rate		total hours rented		subtotal
		Total item(s) rented	+	_____
				subtotal
Discount discription: _____			-	_____
				discount
		Total Rental Fee	=	_____
				TOTAL

Deposit amount: \$ _____ Credit Cash Check Check number: _____ Date received: _____

Date returned to renter: _____ Amount returned: \$ _____ Notes: _____

Making a reservation

1. No reservations will be taken, tentative or otherwise, by telephone.
2. A \$350 deposit is required at the time the reservation is made.
3. Full payment of rented hours is due within 30 days of rental date.
4. Applicants must be at least 18 years of age. Proof and proper identification will be required.

General Information

1. The time of use for the user group must run consecutively. Set-up and cleanup shall be done within the hours rented. No early admittance or next day cleanup will be allowed. Refunds will not be given for hours not used. Renters will be charged or a reduction in their refund will occur if the user group accesses a facility earlier than or remains later than the time represented on this agreement.
2. Groups are responsible for their own set-up and cleanup unless prior arrangements have been made with a Highlands Council Representative to hire the facility Maintenance Staff. The additional fee for the facility Maintenance Cleaning Service is \$150.00.
3. Office areas and the upstairs area are not included as part of your rental agreement and use of private offices is prohibited.
4. Alcoholic beverages are permitted with a Special Occasion Liquor license or Banquet Permit. Prior arrangements must be made with the Highlands Council Representative for this permit. The permit and the person who signed the permit must be present throughout the entire event. The permit must be posted in the designated location in the facility during the event. The permit number must be provided to the Highlands Council Representative at least 2 weeks prior to use. Caterers may post their Class I license in lieu of the User Group obtaining a Banquet Permit. A Special Occasion Liquor license or Banquet Permit can be obtained from a State Liquor Store.
5. The following is strictly prohibited:
 - a. Use of illegal drugs or controlled substances.
 - b. Lewd or immoral conduct.
 - c. Rowdiness, brawling or fighting.
 - d. Gambling.
 - e. Sale of liquor or consumption of liquor by minors.
 - f. Excessively loud noise or music. Washington State law states that quiet time starts at 10:00 pm.
 - g. Use of kegs and/or party balls.
 - h. Smoking is prohibited in facility and patio areas.
6. Limit the number of guests to 250 (per fire code).
7. Renter must be present during the entire time of the rental.
8. Highlands Council staff assumes no responsibility for renter's or guest's property prior to, during, or following any function or event.
9. Must abide by all property policies, local ordinances, county, and state laws.
10. All functions will be limited to Blakely Hall only and Village Green, when contracted.
11. Renter shall be responsible for informing his/her guests of all the policies.
12. In consideration of receiving permission to use Blakely Hall for the purpose herein above described, the undersigned hereby RELEASES OWNER, EVENTS MANAGER, AND ANY RELATED OR AFFILIATED COMPANY, THEIR RESPECTIVE OFFICERS, DIRECTORS, AGENTS, AND EMPLOYEES (the "Release's") OF AND FROM ANY AND ALL LIABILITY, CLAIMS, DEMANDS, ACTIONS AND CAUSES OF ACTION WHATSOEVER, INCLUDING ACTIONS BASED ON NEGLIGENT CONDUCT OF THE RELEASES ARISING OUT OF OR RELATED TO ANY LOSS, DAMAGE OR INJURY, INCLUDING DEATH, THAT MAY BE SUSTAINED BY THE UNDERSIGNED, OR ANY OF HIS OR HER INVITED GUESTS WHILE IN BLAKELY HALL.

NOTICE: HIGHLANDS COUNCIL STAFF RESERVES THE RIGHT TO TERMINATE ALL PARTY ACTIVITY FOR ANY REASON, AT ANY TIME. FURTHERMORE, THE ENTIRE BLAKELY HALL SECURITY DEPOSIT WILL BE FORFEITED IF THE POLICE ARE CALLED TO CONTROL THE PARTY.

Cleaning Agreement

1. Blakely Hall will be inspected by the Highlands Council Representative or designated personnel prior to and after use to check for cleanliness, damage or loss of equipment. This includes restrooms, kitchen areas, parking areas, decks and patios.
2. All furnishings must be returned to their original arrangement. The user group will be responsible for all damages, loss of equipment and lack of cleanliness.
3. Remove personal belongings; no next-day pickup is allowed.
4. Tables and chairs of the facility need to be wiped down and put away.
5. All tabletops, sinks, and countertops must be wiped down. All dishwear must be ran through the dishwasher AND PUT AWAY, renters are subject to \$50 fee to be taken out of their deposit if dishes are not cleaned and put away. All carpeted areas must be free of spills and vacuumed. Lights must be turned off, and screens and windows closed. The RENTER is responsible to make sure the doors are locked as they leave.
6. Garbage: Blakely Hall provides recycling bins for paper, bottles and cans. None of these items are allowed in the garbage cans. RENTER must remove bagged refuse to exterior dumpster containers, making sure that recycled materials such as plastic and glass bottles, aluminum cans and cardboard into the recycle dumpster located in the parking lot behind Blakely Hall. No food, beverage, or bottle caps are allowed in the recycle dumpster. The regular dumpster is located in the fenced area near the recycle dumpster. Open the gate doors, lift up hatch, and throw the garbage in. There is an automatic charge of \$150 if regular garbage is placed into the recycle. If you have any questions, please don't hesitate to ask. If you place regular garbage into the recycle dumpster you will automatically be charged \$150 for contamination of recyclable materials. The RENTER is responsible for communicating this to all guests and those companies affiliated to the RENTERS event.
7. If the facility is not clean based on these terms and conditions, a minimum of \$150 will be withheld from your damage deposit. Any damages will be assessed and charged to the RENTER.

Damage Deposit

1. By signing this Agreement, The RENTER agrees to pay for any damage exceeding the original damage deposit paid at the time of application. This is payable within thirty (30) days after the event, and a \$25.00 late fee will incur each day thereafter.
2. The damage deposit will be returned within thirty (30) days following your event, via the U.S. Postal Service, on the condition that the rented facility and/or equipment was left in satisfactory condition according to the terms and conditions of this Agreement.

Cancellation Policy

1. If you notify us in writing of your cancellation ninety (90) days prior to your event you will get a 100% refund of your rental fee, less a \$50.00 administrative fee.
2. If you notify us in writing of your cancellation sixty (60) days prior to your event you will receive a 75% refund of your rental fee.
3. If you notify us in writing of your cancellation thirty (30) days or less prior to your event you will receive 50% of your rental fee.
4. Damage deposits are fully refundable.
5. Please notify us in writing of any changes or cancellations at least ninety (90) days prior to your event. Cancellations by phone will not be accepted and you will still be bound to your agreement.

Parking

Street parking is available around Blakely Hall, Village Green, and NE Park Drive for your guests. Your guests may not park in the alleys, block a residential or business driveway, or park in retail parking during the event. Please ask the Highlands Council Representative for more parking information.

Heating and Cooling System

Blakely Hall is not equipped with an air conditioner. The heat controls are set at 70 degrees. Please refer to your Blakely Hall Representative with any questions.

Set-up and Tear-down

1. "Set-up" and "tear-down" shall include the use of the facilities for moving in and out equipment, and preparation and clean up of the facilities for the event. Time required for set-up and tear-down must be included in the rental period; facilities will not be available prior to the start time indicated in the Rental Agreement.
2. Vehicles involved with the set-up and tear-down cannot block traffic and cannot park in front of Blakely Hall during the event. Service and event vehicles need to park in the rear of the building or further down NE Park Drive once they have unloaded. The Highlands Council Representative will show you where those vehicles are permitted to park.
3. If you have rental items arriving prior to your event you will need to get approval from the Highlands Council Representative.
4. You may not remove items from the building that belong to Blakely Hall or the Issaquah Highlands Community Association. This includes: electronic equipment, kitchen or food/beverage items, furniture, linens, and any décor that belongs to the building or its staff.

Decorations

1. No nails, tacks, staples, adhesive tape, duct tape, glue, or anything that penetrates the walls or floors should be used in the facility. Reusable putty or museum putty can be used for decorating purposes and must be removed from the surface at the end of the event.
2. Throwing rice, birdseed, or confetti inside or outside the facility is NOT permitted.
3. Candles permitted only in votives or enclosed containers. Please be careful when placing candles on and around buffet tables.
4. No decorations of any kind should be hung from the rafters.
5. Any third party rental items must be removed from the facility immediately following the event unless alternative arrangements are made.
6. Vinyl and cloth tablecloths are required on the harvest table and all tables in the facility. Tissue and paper table cloths are NOT allowed.

Telephone

1. A courtesy phone is available in the lobby for you and your guests to make local calls only.
2. Using private office phones is prohibited.

Kitchen and Dining Area

1. The kitchen shall be left in its original condition.
2. The facility does NOT supply any of the following items: beverages, food, condiments, pots and pans, cooking utensils or table linens.
3. All garbage, food and beverages must be removed from the facility following the event unless you have contracted the use of our janitorial service.
4. The commercial type kitchen is well equipped to handle catering requirements.

Reservation of Rights

Issaquah Highlands Council reserves the right to cancel agreements for non-payment, or for non-compliance with any of the rules, terms, and conditions set forth in this Agreement. Issaquah Highlands Council reserves the right to require proof of insurance due 30 days prior to event and current during event for renter as condition to entering this Agreement.

Jurisdiction

The parties agree that this Agreement will be governed by the laws of the state of Washington, without regard to its choice of law provisions. The parties consent to the exclusive jurisdiction of and venue in the state and federal courts of King County, Washington. Renter agrees to pay reasonable attorney's fees and expenses associated with collection of any unpaid bills.

Emergency Phone Numbers:

- o 9-911 for police, fire & rescue, or ambulance service.
- o Eagle Security Services (After 6:00 P.M.) Patrol Cell Phone: 9-425-531-4058.
- o Please note: If it is an emergency, please call the police, fire & rescue, or ambulance by dialing 9-911.
- o Number for Blakely Hall: 425-507-1107.