



WINTHROP AUDITORIUM ASSOCIATION
 "WINTHROP BARN"
 P.O. BOX 241, WINTHROP WA, 98862
 509-996-2117

RENTAL AGREEMENT

Carefully read, complete, sign and return Rental Agreement with Reservation Deposit within **Seven (7)** days following agreed- upon date of booking. The signee, hereafter, shall be referred to as **Renter**. An authorized signature is verification that RENTER has read and accepted responsibility for all conditions set forth in this Agreement.

A \$200 RESERVATION DEPOSIT is required to schedule rental date. It is non-refundable for cancellation within 45 days before event.

A \$300 DAMAGE DEPOSIT, CLEANING FEE AND FULL RENTAL FEE are due and payable **45 days** prior to date(s) reserved. Damage/Cleaning deposit will be refunded after inspection by Barn Manager if there are no signs of damage to Barn, contents and equipment and space is cleaned to specifications. Agreement will be voided and deposit forfeited if renter fails to submit a Damage/ Cleaning Deposit.

RESERVATION INFORMATION. Please complete

DATE RESERVED :	
Name of renter, Group / Event :	
Description of event	Estimated attendance:
Contact Person(s):	
Mailing Address	
Home Phone:	Cell Phone:
E-mail Address	Website Address

	LIST DATE(S) & TIMES
Set-up	
Event Begins	
Event Ends	
Clean-Up & Vacate the Barn	

Person in charge of set-up	phone/cell#
Person in charge of clean-up	phone/cell #
Person in charge of decorating	phone/cell #
Name of Caterer	phone/cell #

Please answer the following

Will event be open to the public ?	YES	NO
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Will admission or vendor fees be charged ?	YES	NO
Will alcoholic beverages be sold to the public?	YES	NO
If <u>yes</u>, Renter must display in Hall by main entrance, a WA State Special Occasion Liquor License		
If <u>no</u>, Renter must purchase a <u>Temporary Permit</u> from WA State Liquor Board and display during event		

Note: Main Hall rental includes all areas without kitchen appliance use.

Check rooms requested	Room	Occupancy w/chair & tables	Approximate number of tables
\$450, includes all rooms	Main Hall	300w/tables, 425 chairs only, 568 standing room	50 tables, 6/table
	Balcony	48 w/tables,	8 tables ; 100 chairs around 2 edges of balcony, plus extra
\$60 meeting room only	Upstairs Meeting Room	60 w/ tables, 100 chairs	8-10 tables, 6/table
\$50 Hen House only	Downstairs Hen House	42 w/tables, 60 chairs	6-8 tables, 6/table
\$125 Kitchen only	Professional Kitchen	N/A	N/A
EQUIPMENT NEEDED			
Number of Tables			
Number of Chairs			
Number of Round Tables (\$5 each)			
Projection Screen		YES / NO	
Sound Equipment		YES / NO	
Other			

CONDITIONS

RENTER agrees to the following and shares content of this Agreement to event organizers:

1. Pay Reservation, Rental, and Damage Deposit fees.
2. Accept fiscal responsibility for attendee behavior resulting in destructive damage to Winthrop Barn or its contents by attendees.
3. Accepts responsibility for damage, and/or clean up costs, in excess of required deposits. Excess costs will be billed.
4. Accept responsibility for occupancy control which is not to exceed capacity listed in Agreement.
5. Ensure that EXIT lights are visible during event and outside fire lanes be kept clear at all times.
6. Use Gates provided to keep children off stair, balcony, and stage. It is the responsibility of parents and renters to see to adhere to this precaution and safety of children and their supervision..
7. Promptly report, to the Barn Manager, any personal injury or physical damage to the Barn and contents.
8. Provide licenses and /or proof of Liability Insurance appropriately required by Winthrop Auditorium Association, state or city government .The Special Occasion alcohol license or Banquet Permit is obtained from the Washington State Liquor Control Board on line or in Olympia WA. Licenses are to visible at event.

9. Obtain permission for use of decorations, posters. No nails, staples or permanent, damaging fasteners to be used. All decorations etc and fasteners must be removed. Nothing is to be taped to painted and/or acoustical walls. Existing metal eyes are available to fasten decorations or lights. Do not remove Barn pictures, plaques and Barn décor from walls.
- 10 Return all tables, chairs and kitchen equipment to original location. Map of Kiwanis arrangement can be found inside the kitchen doorway.
- 11 Remove all food, decorations and renter equipment, not belonging to the Barn. All garbage, cardboard boxes are to be put into the dumpster outside. Reline garbage barrels with bags found in custodian closet. Barn is not responsible for anything left in or near the building. Disposal will be charged.
- 12 Enter premises no earlier than 7:00am on date of event. Additional fee is charged for early set-up.
- 13 Clean up after short day event by 3 hours after event. Long day event renters have until noon to clean up. Additional fee will be charged if more time needed. Custodial fee of \$20/per hr is charged if cleaning is not complete. Renter is responsible for cleaning all areas of use. Custodial service is available @ \$20/hr.
- 14 Close and lock all EXTERIOR DOORS when vacating premises. Failure to do so could result in forfeiture of Damage Deposit. Loss or failure to return key could result in a charge to re-key all doors of the Barn.
- 15 \$100 charge will be assessed if linens are not cleaned, folded and returned to correct location within 48 hours.

PLEASE COMPLETE THE FOLLOWING:

I, (Print name) _____, have read the Rental Agreement and its Conditions, and, by signing; hereby accept the responsibilities as stated. I acknowledge, by so doing, I am solely responsible for carrying out the provisions contained herein. Delegation of any or all of these responsibilities to other parties does not relieve me of any liability incurred herein. I agree to reimburse the Winthrop Auditorium for any and all damages arising from applicants' use.

Authorized signature: _____

Date: _____

CANCELLATION POLICY:

Cancellation of Rental Agreement must be submitted in writing to the Winthrop Auditorium Manager at least 45 days prior to date(s) reserved for a full refund of any and all monies paid. Cancellations made less than 45 days are subject to forfeiture of Reservation/ Cleaning Deposit. Refunds for bookings mad within a shorter time frame are subject to the Manager's discretion at the time of cancellation.

Date Deposit Received: _____

Amount Received: \$ _____

This Document Revised : February 2014