



Winthrop Auditorium Association
(Winthrop Barn)
P O Box 241 – Winthrop WA 98862

RENTAL AGREEMENT

Carefully read, complete, sign, and return Rental Agreement, with Reservation Deposit, within **seven (7) days** following the 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 Reservation Deposit is required in order to reserve and ensure availability of the Winthrop Barn for intended use -- see Rates Schedule. The Reservation Deposit will be applied toward the full scheduled Rental amount when submitted.

The agreed upon Rental amount is due, in full, and payable **30 days** prior to date(s) reserved.

A Damage Deposit in an amount equal to the Reservation Deposit will be due and payable prior to occupancy. The Damage Deposit will be fully refunded following the scheduled event if, upon inspection by the Barn Manager, there are no signs of damage, either to the Barn itself, or its contents and/or equipment. In the event damages are over and above the amount submitted, RENTER will be billed accordingly. Should RENTER fail to submit the specified Damage Deposit, this Agreement will be voided and all deposits will be forfeited.

In the event of a challenge to Manager's assessment of the deposit, this document will attest to the fact that the decision was not one of caprice.

Reservation Information

Date(s) Reserved: _____

Name of Group(s) participating: _____

Description of Event: _____

Estimated Attendance: _____

Contact Person(s): _____

Mailing Address: _____

City/State/Zip: _____

Home Phone: _____ Work Phone: _____

E-Mail Address: _____

Website Address: _____

CHECK ROOMS REQUESTED	ROOM	MAXIMUM OCCUPANCY W/ A FEW TABLES	MAXIMUM OCCUPANCY W/ ALL TABLES
	Main Hall	568	262
	Balcony	84	39
	Upstairs Meeting Room	125	58
	"Hen House" downstairs	78	34
	Kitchen	N/A	N/A

NOTE: Only those portions of the facility and equipment reserved and approved by the Barn Manager will be available for use.

EQUIPMENT NEEDED	
Number of Tables	
Number of Chairs	
Number of Round Tables	
Stage Sound Equipment (Describe)	
Projection Screen	Yes / no

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

Estimated # of people to attend: _____

Please answer the following:

Will event be open to the public? _____

Will admission or vendor fees be charged? _____

Will alcoholic beverages be sold to the public? _____

If yes, RENTER must display on bulletin board located next to main entrance, a WA State Special Occasion Liquor License.

If no, RENTER must purchase a temporary permit from WA State Liquor Store and display it during event.

Will event be catered? _____

Name of caterer: _____

Caterer's Phone Number: _____

Set-up/ Clean-Up

Name & Number of person(s) in charge of:

Set-up : _____

Clean-Up: _____

Name of person(s) in charge of decorations: _____

Decorator's Phone Number: _____

CONDITIONS

RENTER agrees to -

1. Pay all agreed upon Reservation, Rental, and Damage Deposit fees.
2. Accept fiscal responsibility for actions of persons or guests who exhibit behaviors that damage, destroy, defile, and/or deface any portions of the Winthrop Barn or its contents.
3. Accept responsibility for damages, and/or clean up costs, in excess of required deposits. This includes reimbursement for items taken from the Barn without permission of Barn Manager. Costs over and above Damage Deposit will be billed accordingly.
4. Provide licenses and/or proof of liability insurance appropriate to event as required by the Winthrop Auditorium Association and/or the State of Washington. Public liability insurance includes, for example, banquet users and/or alcoholic vendors.
5. Provide a copy of the Rental Agreement and Clean Up Checklist to person(s) sharing responsibility for event.
6. Enter premises no earlier than 7:00 a.m., on the date of event. If RENTER needs the day prior to this event for setting up, decorating, etc., additional fees will be charged per Rental Rates Schedule.
7. Obtain permission from the Barn Manager to use decorations, posters, or similar items.
8. Follow instructions posted inside Kitchen for the use of Kitchen and its equipment.
9. Ensure that EXIT lights are visible at all times during event.
10. Accept responsibility for occupancy control, which is not to exceed the capacity listed in this Agreement.
11. Provide proper supervision of young children. Barrier gates on the stairways leading to the balcony are in place for their safety. (Note: Children are not allowed on the balcony when "spotlights" mounted on the balcony are in use.)
12. Promptly report, to the Barn Manager, any personal injury or physical damage to the Barn or its contents.

13. Return to original location, and in good condition, all tables, chairs, and kitchen equipment following event.
14. Clean up all areas used by 12:00 noon on the day following the event. This remains the RENTERS responsibility even if the event is catered. Failure to accomplish clean up by noon, could result in additional hours of maintenance charges.
15. Remove from premises all food, equipment, decorations, etc., NOT belonging to the Barn. (The Barn will not be responsible for any items left in or near the building, and a disposal charge will be billed to the RENTER.)
16. Close and lock all EXTERIOR DOORS when vacating premises. Failure to do so could result in the forfeiture of Damage Deposit.

NOTE: The City of Winthrop Fire Department requires that the FIRE LANES exterior to the building be kept clear at all times.

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 Barn 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 Barn Manager at least 45 days prior to date(s) reserved for a full refund of any and all monies paid. Cancellations made less than 30 days are subject to forfeiture of Reservation Deposit. Refunds for bookings made within a shorter time frame are subject to the Barn Manager's discretion at time of cancellation.

Date Deposit Received: _____

Amount Received: \$_____

Check Number: _____

Barn Manager's Signature: _____