

# The Lodge on Seventh Rental Application and Agreement

Rentals Due Back Date

- It is our mission at *The Lodge on Seventh* to bring you a fun, laid back facility full of the amenities that you need and with the fun quirkiness of the mid-century era that the building was created in. You will have access to 150 folding chairs and 10, 72" round folding tables that seat ten people each and 6 rectangle 6' tables. Wireless internet service is provided at no additional cost.
- Users will be given their own specific code to gain entry at the alley door. Users are agreeing to use the bottom floor of the facility and will have access to the commercial kitchen and two restrooms. Users and their attendees may not access the retail space or upper floor. Cameras are in use in the upper floor.
- Users and their attendees are responsible for all clean up, including sweeping, mopping up spills and taking all garbage out to the dumpster. **NO garbage may be left on the ground.** A full list of cleaning duties is available on the wall of the kitchen. The facility should be returned to the exact state of how it was found, including tables and chairs. Max occupancy is 150. Guests should familiarize themselves and their attendees as to where emergency exits and fire extinguishers are located.
- No smoking is allowed in *The Lodge on Seventh*, per Washington State Law. Outdoor ashtray must be used. **Please, NO standing in front of the door to smoke, please use side of building.**
- All kitchen equipment, cookware, dishes and silverware must be clean and returned to the shelves and storage areas in which they were found after use. A full cleaning checklist is available in the kitchen.
- **NO decorations may be taped, stapled or tacked to the interior or exterior of the building. Décor may only be applied with removable 3M® Command products that leave NO marks or residue.**
- **NO GLITTER IS ALLOWED, INCLUDING GLITTER INSIDE BALLOONS**
- An alcohol permit is required to serve alcohol on the premises. A permit may be applied for through the Washington State Liquor Control Board on [www.lcb.wa.gov](http://www.lcb.wa.gov). All alcohol must be consumed inside the building. Open containers are not allowed outside of the building. Use of alcohol in *The Lodge on Seventh* must comply with state and local regulations. Serving alcohol to anyone under 21 is illegal and prohibited and failure to obey these laws may result in the forfeiture of your deposit.
- Event insurance is required for any overnight/weekend rentals OR events serving alcohol. Insurance may be purchased online or from your local insurance agent with a minimum coverage of \$1 million per occurrence and you must list *The Lodge on Seventh* as an additional insured. A copy of your policy is required to be submitted within required 30 days of your scheduled event.
- *The Lodge on Seventh* is located in a commercial/residential area. Quiet time of 10pm shall be maintained at which time all music must be turned down. Please respect our neighbors.
- The party signing this agreement assumes full responsibility for all damages that occur during their rental as a result of their usage of *The Lodge on Seventh*. The user understands that *The Lodge on Seventh*, it's owners, and/or it's employees, are not responsible for any accident, injury, or loss of personal property.
- Deposit payments must be made at the time of application. Payment must be made in full 30 days in advance. All cancellations must be made 30 days in advance to receive 100% refund. Cancellations made 2 weeks before the event only qualify for a 50% refund. Cancellations beyond the 14 day period forfeit any and all refunds. Damage deposits are required for all rentals and shall be returned via original payment form, approximately 10-14 days past event rental date. If the facility is not in pre-rental condition, a portion or all of the refund may be forfeited to cover additional cleaning and or repairs. Renter must be 21 or older and be present at all times during their scheduled event. ANY disorderly disturbance in the building, for which any Law Enforcement agency or Fire Department is summoned, may result in the forfeiture of the entire Deposit. *In case of any emergency, call 911.*
- Renter agrees to pay attorney fees, collection fees, court costs and any other expenses incurred in collecting any charges under this agreement, in retaking the rented item(s), or otherwise in enforcing the terms of this contract. Management reserves the right to be onsite during renters event.
- Linen/Table Rental - linens and chairs must be returned free of debris and without stains. Linen replacement cost is \$20 each. Valid credit card required as deposit table and chair rental.

## FFF SCHEDULE

Weekend Rental (Fri. 12noon–Sun. 1pm) <b>\$800/\$400 Dep</b> <b>\$1200 total</b>	Day Rental - weekday <b>\$300/\$200 Dep</b> <b>\$500 total</b>	Hourly Rental, 2 hour minimum <b>\$75/\$100 dep</b>
Day Rental - weekend <b>\$400/\$200 Dep</b> <b>\$600 total</b>	Extras: 10 Round/4 Rect. White Linen Rental (@Lodge) <b>\$75</b> Extras: White Linens per weekend (offsite) <b>\$8 ea @ _____</b>	Extras: White Plastic Chairs Rental per weekend <b>\$3 ea @ _____</b> Extras: White 6' rectangle banquet table Rental per wknd <b>\$8 ea @ _____</b> <b>Total _____</b>

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Additional Contact and Phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_ (only one event per contract is allowed) Time: \_\_\_\_\_ Purpose of Rental: \_\_\_\_\_

By signing this document, the undersigned accepts full responsibility and legal liability for the above mentioned event and agrees to abide by all rules and conditions stipulated upon acceptance of this agreement. Additionally, applicant agrees to indemnify, and hold harmless, *The Lodge on Seventh*, it's officers, employees and volunteers from any and all claims, injuries, damages, losses or suits including attorney's fees, arising out of or in connections with the performance of this agreement. Renters and their attendees will be responsible for any and all damage incurred during the use of this facility for their event and may be invoiced by *The Lodge on Seventh* for any and all damages beyond the provided damage deposit. Management may be on site during your event.

Signature: \_\_\_\_\_ (must match insurance policy) Date: \_\_\_\_\_

*The Lodge on Seventh* Authorized Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

**Initials are required for all agreement boxes above**

*The Lodge on Seventh* Use Only:

Deposit Received	Payment Received	Liquor License Received	Insurance Received
Cash      Check #	Cash      Check #		
Contract Received	Deposit Returned		

# -Cleaning Checklist -

Dust mop the floors

Mop any spills when they occur

Wash and put away any dishware you used

Wipe down counters

Assure faucets are off and not dripping

Dirty towels should be put in bottom basket

(top towels in basket are clean and ready for use)

Take out all garbage to dumpster

Return chairs and tables to original layout

Close ALL ramp doors

Assure bathroom and hall heaters are off

Turn off all lights

Assure all doors are locked

(Lock deadbolt on alley door NOT handle!)

If you rented linens, please remove any debris and place in provided linen bag and leave in kitchen

Lodge must be returned to clean, pre-rent condition to receive deposit back. For any emergent issues, please message our Facebook page.