

GARDEN CLUB
CONTRACT AGREEMENT

La Conner Civic Garden Club is located at 622 Second St. La Conner, WA 98257
(Maximum Capacity 100)

Day & Date of Event: _____ Time In: _____ Time Out: _____

Organization: _____ # Attending _____

Contact Person _____ Contact Phone # _____

Mailing
Address: _____

Type of
Activity: _____

Event Coordinator: _____ Phone # _____

_____ \$375.00 (Friday-Sunday)	Rental fee – Private Party
_____ \$187.50 (Monday-Thursday)	Rental fee – Private Party
_____ \$100.00	Damage Deposit
_____ \$100.00	Additional Deposit for Alcohol and/or Dancing Fee
_____ \$ 65.00	Community Group
_____ \$187.50	Non-Profit Group

TOTAL RENTAL FEES DUE: _____ **DEPOSIT DUE:** _____

NOTE: Rental fees are quoted per each day. Twenty-five percent (25%) of the rental fee must be paid at the time of application to guarantee the reservation date. The total rent and damage deposit must be paid within 60 days prior to the scheduled event. The deposit is conditionally refundable following the event and inspection of the premises for damages and any required cleaning. The lessee will agree by signing this agreement, to pay for any damage exceeding the original damage deposit paid at the time of application.

AGREEMENT: The lessee shall defend, save, keep, indemnify, and hold harmless the Town of La Conner, its employees, agents, elected officials, and insurers, from any and all damages costs or expenses, including attorney's fees, by any person or entity in law or equity that may at any time arise, be claimed, or be set up because of damages to property, bodily or personal injury caused in any manner by lessee's use of the premises in connection with this agreement, to the extent such damages, costs, or expenses are caused by any act or omission of the lessee, or its agents, servants, employees, or contractors. If lessee fails to pay any fees or monies due, then lessee agrees to pay all costs, fees & attorney fees associated with collections of those debts. The Town of La Conner is not responsible for lost or stolen property. All town ordinances apply to this application.

I agree that law enforcement may conduct inspections and reviews of the premises during the rental period.

I, _____ *understand and accept the above written agreement.*

Signature: _____ **Dated:** _____

LA CONNER
CIVIC GARDEN CLUB
622 S. Second, WA 98257
(360) 466-3125

The Civic Garden Club, built as a Grange Hall in 1875, housed the first federal court north of Seattle; Whatcom County's district court; and the first courthouse for Skagit County, as well as the first county seat. This historical building also served the community as a church and schoolhouse. It is currently listed on the National Historic Register. The building is now available to rent for meeting space, visual art activities dances, banquets and weddings. We are very proud to offer this historical and spacious facility for special business gatherings, as well as provide a place that will enhance cultural opportunity.

Reservations:

Reservations are made on a first come, first serve, written application basis only, and can be made through Town Hall. Reservations will be accepted up to one year prior to the requested date. For more information, Town Hall may be contacted at (360) 466-3125 Monday through Friday, 8:00 a.m. to 4:30 p.m.

Rental Fees:

25% of the rental fee is due at the time the rental agreement is submitted. This payment will bind and hold your contract date. The remaining balance of the rental fee is due 60 days prior to the event. No reservation will be accepted without the proper fee payment. Rental fees are calculated per LCMC 3.60.100 and listed on the current rental agreement.

The signatory of the rental application will be considered the responsible party in case of damage, theft or disturbances during the event. The town reserves the right to collect costs from the tenant for repairs and/or replacement, plus collection costs. Such charges will be deducted from the damage deposit. Damages exceeding the amount of the deposit are the applicant's responsibility.

Damage Deposits:

Damage deposits are due 60 days prior to the scheduled event. Any cleaning that is required after the event will be billed at the present hourly fee and deducted from the deposit.

Damage deposits will be returned following your event, subsequent to Town Council approval, and on the condition the rented facility and/or equipment was left in satisfactory condition and all keys have been returned. Violation of the Rules and Regulations set forth may result in the forfeiture of deposit.

Parking:

Parking is available in the Town parking lot located one block south of the Garden Club. The charge for parking is \$3.00 per vehicle, per day, until 6:00 p.m. (there is no charge for parking if vehicle enters the lot after 6:00 p.m.). There is no pro-ration of this fee.

Keys:

It is the responsibility of the renter to pick up the key during our office hours, Monday-Friday 8:00 a.m. to 4:30 p.m. There is no issuing of facility keys after hours or on weekends. No more than two keys will be signed out to any one group. Keys will be available for pick-up one day prior to the scheduled event. Keys must be returned at the end of your event. There is a mail slot located in the Town Hall door where the key can be deposited.

Insurance:

Whenever the Town determines that the proposed activity poses a significant liability exposure, the renter must furnish evidence that a liability policy is in full force naming the Town of La Conner as additional insured. The required policy is Commercial Liability with a \$1,000,000 combined single limit. Insurance will be required for any group that involves high-risk physical activities.

CIVIC GARDEN CLUB
Rules and Regulations

Reservation times must include time for delivery of supplies, set-up, take down and clean up.

All items brought into the facility by the rental groups are to be removed by the end of the rental time period. Otherwise, you may be charged for an additional days rent.

The facility will provide 70 chairs (combination of folding and straight back), and 10 tables (combination of six 10 ft rectangle, three 5 ft rectangle and one 5 ft round) for your convenience at no additional charge.

Your rental agreement allows the lessee to occupy the facility from **6:00 a.m. to 12:00 midnight**.

Consumption of alcoholic beverages will only be allowed if indicated on the reservation application and is subject to an additional deposit. It is the responsibility of the lessee to obtain a Special Occasion Liquor license or Banquet Permit from a State Liquor Store or WSLCB website and display it in the facility during the event.

Open flames are prohibited throughout the facility including the courtyard area.

All minors on the premises must have adequate adult supervision.

Smoking is **NOT** permitted inside the facility or the outside entrances. Cigarette waste is to be cleaned up from around the outside of the facility following the event.

All lights in the facility must be turned off upon leaving the facility.

All entrances will be secured and locked when leaving the building at the conclusion of the event.

KITCHEN:

The kitchen can be used to prepare meals and is equipped with a standard oven/stove and refrigerator.

The facility does not supply any of the following items: cooking utensils, dishes, silverware or table linens.

All garbage, food and beverages must be removed from the facility following the event.

DECORATIONS:

Decorations may be attached to the walls and windows with NON-marring materials. DO NOT use tape, nails, hooks, tacks, staples or glue.

The use of candles or any other open flames are NOT permitted anywhere inside or outside the facility.

Throwing rice, birdseed or confetti inside or outside the facility is NOT permitted.

All decorations must be removed from the facility at the end of the event.

No helium balloons are allowed in the facility.

No decorations of any kind should be hung from the light fixtures.

HEATING SYSTEM:

The heat controls are set at 68 degrees. If the temperature needs to be adjusted, please contact Town Hall for instructions or your electronic technician.

AFTER HOURS CALL ROSTER: There is an after hours calling roster posted on the kitchen wall. It is strongly advised that one designated person be in charge of calling for assistance to ensure that no unnecessary calls (i.e. operating appliances, lights and sound system) are made. Unnecessary calls may result in an hourly charge for wages that will be deducted from the deposit.

TELEPHONE: There is no phone service available

CLEANING: Immediately following the event, the facility shall be returned to its pre-rental condition.

- Cleaning supplies are in the closet off the kitchen.
- Tables and chairs shall be put away.
- Floors shall be swept and mopped (**DO NOT MOP THE HARDWOOD FLOOR**).
- Bathrooms shall be cleaned, refuse emptied.
- The kitchen shall be left in its original condition. The stove cleaned, counters wiped, sinks cleaned, floor swept and mopped. Check windowsills for spillage, clean as required.
- Clean fingerprints from windows.
- All refuse is to be removed from the premises.

THE TOWN OF LA CONNER WILL NOT BE HELD RESPONSIBLE FOR ANY LOST, STOLEN OR DAMAGED ITEMS LEFT IN THE FACILITY AFTER YOUR EVENT.

I HAVE READ THE ABOVE RULES AND REGULATIONS AND UNDERSTAND AND AGREE TO ALL OF ITS CONTENTS.

Signature of Applicant: _____ Date: _____

For Community Group information refer to the LCMC sections 3.60.050

Approved Denied

Mayor's signature: _____ Dated: _____