

**MAPLE HALL/MAPLE CENTER
RENTAL AGREEMENT**

Town of La Conner, PO Box 400, La Conner, WA 98257 (360) 466-3125

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

Organization: _____ # Attending: _____

Contact Person: _____ (W) _____ (H) _____

Mailing Address: _____

Type of Activity: _____

Event Coordinator: _____ Phone: _____

FACILITY:	MON-THURS:	FRI/SAT/SUN:	DAMAGE DEPOSIT:
AUDITORIUM	_____ \$625.00	_____ \$825.00	_____ \$300.00
<i>Includes the following: Kitchen, Fireside Room, Stage, Balcony</i>			
Alcohol and/or Dancing Fee			_____ \$300.00
Kitchen ONLY	_____ \$100.00	_____ \$100.00	_____ \$100.00
Fireside Room ONLY	_____ \$ 75.00	_____ \$100.00	_____ \$100.00
Lower Maple Center	_____ \$150.00	_____ \$175.00	_____ \$250.00
Upper Maple Center	_____ \$175.00	_____ \$200.00	_____ \$250.00
TOTAL RENTAL FEES DUE:	_____		TOTAL DEPOSIT DUE: _____
<i>*Cancellations within 60 days of the event will be charged \$100.00 for the Auditorium and \$50.00 for Maple Center</i>			

NOTE: Rental fees are quoted per each day. Twenty-five percent (25%) of the rental fees 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 damage 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. Uses other than those included in this agreement may result in forfeiture of the damage deposit.

AGREEMENT: The lessee shall indemnify 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: _____ **Date:** _____

MAPLE HALL/CENTER

108 Commercial, La Conner, WA 98257

(360) 466-3125

Maple Hall was completed in December 1997 and is financed by Hotel/Motel Taxes. The complex was built to serve the entire community, providing meeting space, visual art activities and now a venue for dances, weddings, music and theater. We are very proud to offer these modern, spacious facilities for special business gatherings, as well as provide a place that will enhance cultural opportunity.

The facility is divided into two sections. Maple Center is located on the west side of the building and boasts a view of the Swinomish Channel. Maple Hall is located on the east side of the building and is best suited for large events such as dances, weddings, etc.

Reservations:

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

Reservations will only be accepted up to one year prior to the requested date.

Rental Fees:

Twenty-five percent 25% of the rental fee must be paid at the time of application. 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 and listed on the current rental agreement.

The signatory of the rental agreement 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 renter 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 renter'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.

Cancellation Fee:

A penalty of \$100.00 for the Auditorium and \$50.00 for Maple Center will be deducted from the down payment if cancellation is made within sixty (60) days of the event.

Parking:

There is a public parking lot located two blocks east of Maple Hall/Maple Center. The fee for parking in that lot is \$3.00 per day, per vehicle 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. Property West of the facilities/adjacent to the Swinomish Channel is privately owned and not open for public parking. For additional information please contact Town Hall.

Keys:

It is the responsibility of the renter to pick up or make arrangements with our office 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 million combined single limit. Insurance will be required for any group that charges admission, serves alcohol, sells food or involves high-risk physical activities.

MAPLE HALL/CENTER
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 day's rent.

Only those rooms specified on the contract will be available to the rental group. You may not remove tables and chairs from the rooms that you have not rented without prior arrangements with Town Hall, or rental fees for those rooms will be taken from the deposit.

The facility will provide 200 chairs, 24-5 foot round tables and 10-6 foot rectangular tables 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 the WSLCB website and display it in the facility during the event.

Open flames are prohibited throughout the facility including the courtyard.

All minors on the premises must have adequate adult supervision. Children under the age of 12 are not to be left unattended in the balcony. The balcony is to be closed off to all functions other than those using the auditorium.

No food or drink is permitted in the balcony area.

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.

DO NOT move the piano. If you wish to bring a piano into the facility, please use a dolly when moving it around.

KITCHEN:

The commercial type kitchen can be used to prepare meals and is well equipped to handle catering requirements.

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 masking tape or other NON-marring materials. **DO NOT** use 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 rafters.

Rented tents covering the courtyard must be removed immediately following the event.

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; by the sinks of the upper center, lower center and the Fireside room; and on the stage by the entrance door. It is strongly advised that one designated person be in charge of calling for assistance to insure 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.

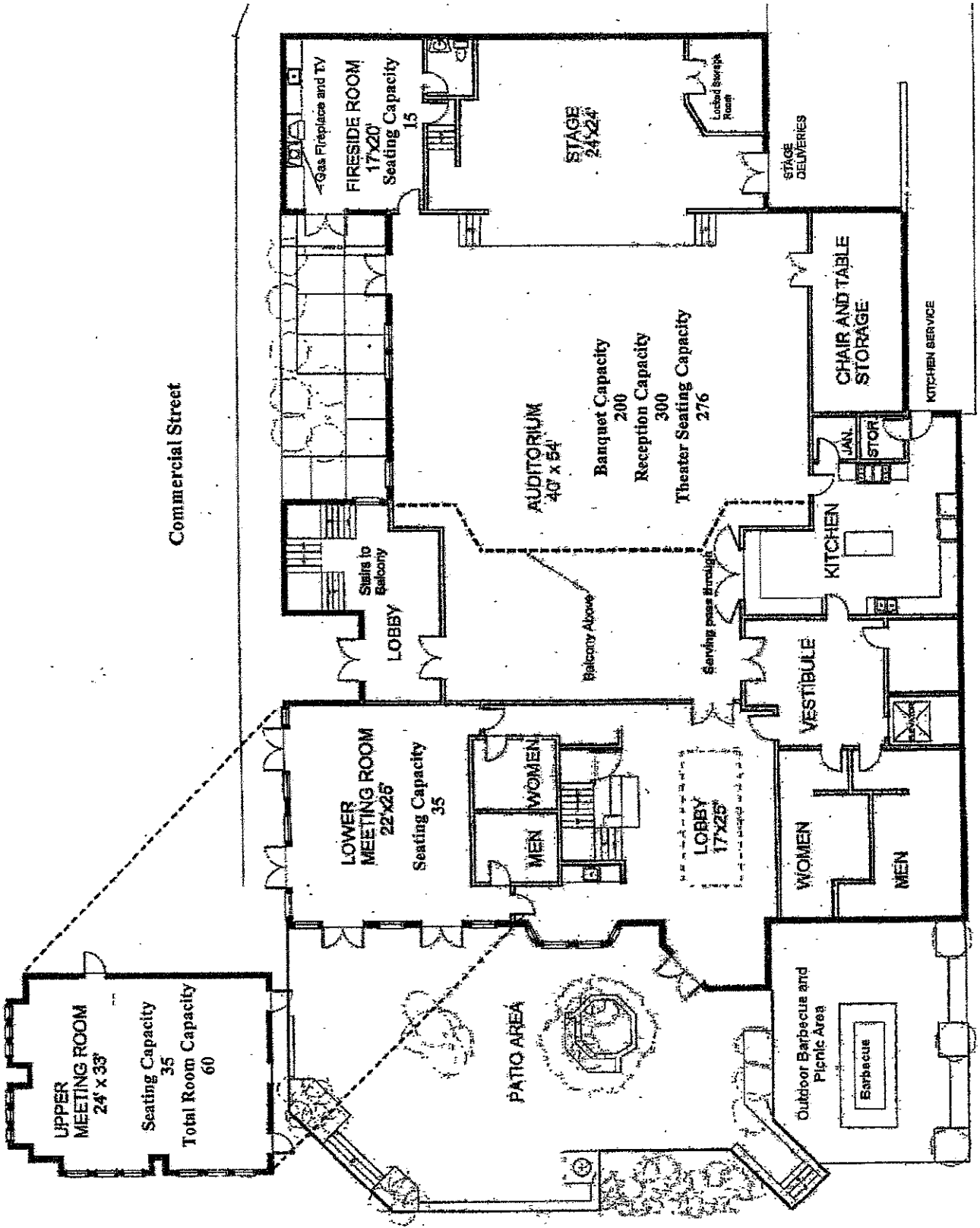
CLEANING: Immediately following the event, the facility shall be returned to its pre-rental condition.

- Cleaning supplies are in the two closets in the kitchen.
- Tables and chairs shall be put away.
- Floors shall be vacuumed and/or swept and mopped (***DO NOT MOP THE HARDWOOD FLOOR***).
- Bathrooms shall be cleaned and refuse emptied.
- The kitchen shall be left in its original condition. The stove must be cleaned, counters wiped, sinks cleaned, floor swept and mopped. Check that all food waste has been cleaned out of the dishwasher.
- Check balcony for refuse, vacuum.
- Check window sills for spillage, clean as required.
- Clean finger prints 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 AGREEMENT AND UNDERSTAND AND AGREE TO ALL OF ITS CONTENTS.

Signature of Applicant: _____ Date: _____



MAPLE HALL AND MAPLE CENTER

MAPLE HALL
AUDIO/VISUAL AGREEMENT

Applications must be turned in no later than 15 business days prior to the event for scheduling purposes.

Name: _____ Date: _____

Day of Event: _____

Name of Group or Function: _____

What time will the equipment need to be set up and ready? _____ AM/PM

How long will you need the equipment for? _____

The following technicians have been approved by the Town of La Conner for set-up of the Audio/Visual equipment for a contracted fee determined by the technician that *does not* include the following equipment rental charges. **All events are required to hire a technician, as no key will be checked out to anyone other than those named below:**

John King home: (360) 679-2843 work: (360) 734-5744 ext. 104
Steve Craig home: 293-8977 work: 416-6661
Please contact them directly for availability.

The following is a price list of the Audio/Video equipment available through the Town of La Conner. Please check the line item(s) you wish to utilize on the day of your event. Rental rates are quoted on a per day basis.

All equipment must stay within the facility.

<u>Description of Item</u>	<u>Cost</u>	<u>Qty</u>	<u>Days</u>
<input type="checkbox"/> Standing podium with microphone	\$35.00		x _____
<input type="checkbox"/> Microphones with table stands (6 available)	\$15.00 ea.	_____	x _____
<input type="checkbox"/> Audio-Mixer (6 available)	\$25.00	_____	x _____
<input type="checkbox"/> Portable P.A. system	\$35.00		x _____
<input type="checkbox"/> Portable screen (5' x 5')	\$10.00		x _____
<input type="checkbox"/> Stage screen (10' x 12')	\$25.00		x _____
<input type="checkbox"/> 35 mm slide projector	\$25.00		x _____
<input type="checkbox"/> Overhead projector	\$25.00		x _____
<input type="checkbox"/> VCR/DVD computer/TV projection equipment	\$200.00		x _____
<input type="checkbox"/> Lighting console (includes all stage lighting)	\$75.00		x _____
<input type="checkbox"/> Revolving mirror ball	\$25.00		x _____
<input type="checkbox"/> CD player (holds five CD's at a time)	\$20.00		x _____
Total rental fees due	\$ _____		

Signature of Applicant: _____ **Date:** _____