

MAPLE HALL/MAPLE CENTER RENTAL AGREEMENT

Town of La Conner
PO Box 400
La Conner, WA 98257
Phone: (360) 466-3125 Fax: (360) 466-3901

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

Organization: _____ # Attending: _____

Contact Person: _____

Contact Phone _____ Email _____

Mailing Address: _____

Residence Address: _____

Type of Activity: _____

Are you requesting parking passes for event attendees? (see provisions on page 2)

Yes (please indicate name of event or organization; i.e. Smith/Johnson wedding)

 No

FRIDAY/SATURDAY/SUNDAY:

Includes use of the entire facility, including Maple Hall, Lower Maple Center, Upper Maple Center, Kitchen, Fireside Room, Stage, Balcony

Daily Rate (for all users) _____ \$995

Cleaning/Damage Deposit _____ \$500

Alcohol and/or Dancing Deposit _____ \$500 (requires hiring security – see requirements on page 2)

MONDAY-THURSDAY ONLY:

Includes use of Maple Hall, Lower Maple Center, Kitchen, Fireside Room, Stage, Balcony (does not include Upper Maple Center, unless rented separately)

Resident/Government Rate _____ \$300 Non-Resident Rate _____ \$600

Cleaning/Damage Deposit _____ \$500

Alcohol and/or Dancing Deposit _____ \$500 (requires hiring security – see requirements on page 2)

Upper Maple Center Only _____ \$125

Upper Maple Center Cleaning/Damage Deposit _____ \$250

TOTAL RENTAL FEES DUE: _____

TOTAL DEPOSIT DUE: _____

Resident Rate:

To qualify for the resident rate the person signing the rental agreement must show proof of residency within the La Conner School District boundaries. Businesses or organizations applying for the resident rate must show proof that their business office is located within La Conner School District boundaries.

Reservations:

Reservations are made on a first come, first serve, written application basis only and can be made through Town Hall.

Rental Fees:

Rental fees are quoted per day. The rental application and proof of residency within La Conner School District boundaries (if applying for the resident rate) must be submitted, and 50% of the rental fee paid within 48 hours, to bind and hold the event date. The remaining balance of the rental fee is due 60 days prior to the event. Rental fees are calculated per LCMC 3.60 and listed on the current rental agreement.

The signatory of the rental agreement (lessee) 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 lessee for repairs and/or replacement or damages. Such charges will be deducted from the damage deposit. Damages exceeding the amount of the deposit are the lessee's responsibility.

Damage Deposits:

Damage deposits are due 60 days prior to the scheduled event. Damage deposits will be returned within 30 days 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.

Any cleaning that is required after the event will be billed at the present hourly fee and deducted from the deposit.

Cancellation Fee:

Cancellations within 60 days of the event will result in forfeiture of 50% of the rental fee. Cancellations within 30 days of the event will result in forfeiture of the full rental fee.

Parking:

Parking will be available at no charge for Maple Hall/Center event attendees, in the town-owned parking lot on S. Third Street, providing a parking permit issued by the town is clearly displayed. At the lessee's request the Town will forward a parking pass, via electronic mail, and it will be the responsibility of the lessee to print, copy and distribute the pass to each of their guests, and to notify them that if the parking pass is not clearly displayed on the dashboard they will be subject to a fine.

Security Requirements:

Any event with alcohol and/or dancing will be required to hire a security company. A copy of the signed contract and receipt of payment must be provided to the Town six weeks prior to the event. The town reserves the right to contact the security company prior to the event to ensure the contract is in full force and effect, and to deny issuance of facility keys if the contract is cancelled.

MAPLE HALL/MAPLE CENTER RULES & REGULATIONS

Facility users must comply with all town ordinances (*including Noise Ordinance LCMC 7.05 which requires that music and other sounds be kept at a level low enough so as not to create a public disturbance*), and rules and regulations set forth and approved by the Town Council. Any violation may result in the forfeiture of deposit.

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

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

It is the responsibility of the renter to pick up the key during office hours, Monday-Friday 8:00 a.m. to 4:30 p.m., except holidays, unless advance arrangements are made. 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.

Maple Hall will provide 200 chairs, 24-5 foot round tables and 10-6 foot rectangular tables at no additional charge.

Consumption of alcoholic beverages will only be allowed if indicated on the reservation application, and is subject to an additional deposit and security requirements. 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.

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.

No food or drink is permitted in the balcony area.

Smoking is not permitted inside the facility or the outside entrances.

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

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

Additional liability insurance may be required.

If you wish to bring a piano into the facility please use a dolly when moving it around.

The commercial type kitchen can be used to prepare meals and is well equipped to handle catering requirements. The facility does not supply cooking, kitchen or service items.

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

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 is **strictly prohibited** anywhere inside or outside the facility.

Throwing rice, birdseed, rose petals, confetti, etc. inside or outside the facility is not permitted.

No helium balloons are allowed in the facility.

No decorations of any kind may be hung from the rafters.

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

The Town of La Conner will not be held responsible for any lost, stolen, damaged, or items left in the facility after the event.

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

AFTER HOURS CALL ROSTER:

There is an after hours call roster posted on the kitchen wall; by the sinks of Upper Maple Center, Lower Maple Center, 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 ensure no unnecessary calls (i.e. operating appliances, lights, etc.) 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. The key labeled Maple Hall opens the closets.
- Tables and chairs shall be put away according to the instructions on the wall.
- 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, refrigerator and freezer.
- Check balcony for refuse, vacuum.
- Check window sills for spillage and clean as required.
- Clean finger prints from windows.
- All refuse is to be removed from the premises.
- All items brought into the facility are to be removed by the end of the rental time period.

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.

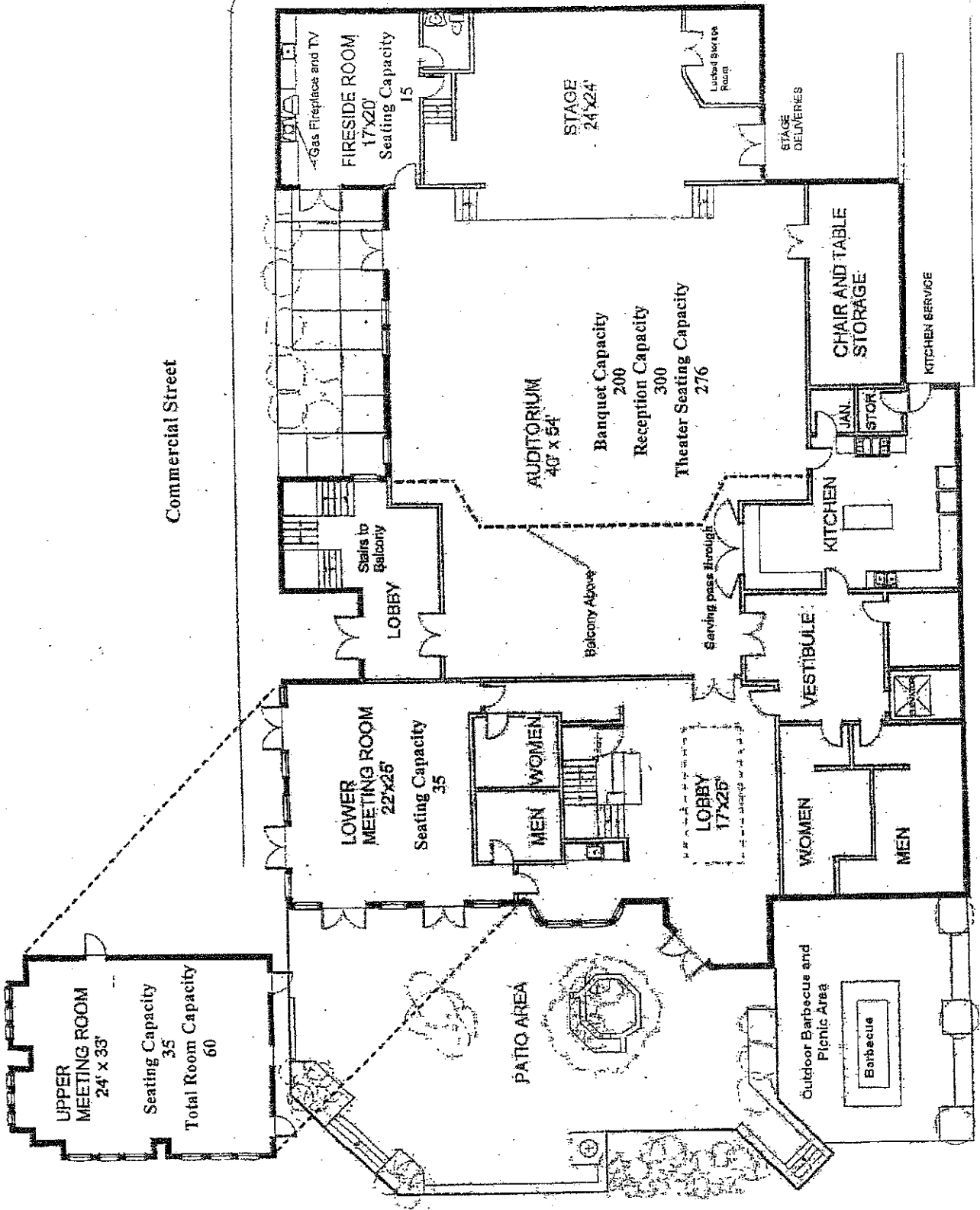
I agree that law enforcement may conduct inspections and reviews of the premises during the rental period.

I, _____ *certify under penalty of perjury that*
(print name)
my correct residence address is given on the Rental Agreement and that I reside

inside *outside*

the La Conner School District boundaries.

I HAVE READ THE ABOVE AGREEMENT IN ITS ENTIRETY AND BY SIGNING BELOW CONFIRM MY UNDERSTANDING OF THE POLICIES, PROCEDURES, AND RULES AND REGULATIONS REQUIRED FOR FACILITY RENTAL.	
LESSEE SIGNATURE _____	DATE _____



Commercial Street

South First Street and Swinomish Channel

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: _____