



Lake Ballinger Center- a community non-profit

23000 Lakeview Drive, Mountlake Terrace, WA 98043

rentals@ballingercenter.org (425) 672-2407

www.ballingercenter.org

Lake Ballinger Center Event Rental Agreement

TODAY'S DATE: _____

DATE OF EVENT: _____

CONTRACT HOLDER	BACK-UP or 2 nd CONTACT
Name:	Name:
Phone:	Phone:
Email:	Email:

CONTRACT HOLDER'S ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EXPECTED **ATTENDANCE** (# Including Children <18) _____

TYPE OF ACTIVITY/EVENT: _____

Names of person(s) being celebrated: _____

COMPANY NAME: _____ NON-PROFIT ID (EIN) #: _____ (please provide a copy of IRS Determination Letter)

ROOM(S) REQUESTED:

___ Lakeview ___ Creekside ___ Founders' ___ Café ___ Kitchen (with permission, see policies)

___ Patio/Deck ___ Lawn/Park (may require City of MLT Special Events Permit)

**Exclusive use of the facility only available when reserving all rental rooms. Please inquire when reserving.*

Rental Hours Must be Continuous

ENTRY TIME to begin set up	Time Event <i>STARTS</i>	Time Event <i>ENDS</i>	EXIT TIME after cleaning	Total Hours

TABLE AND CHAIR INVENTORY:

13 - 60" Round Tables (seat 8)	6- Bistro/Standing Height Tables
18- 6' x 30" Rectangular Tables (seat 6)	5- Card Tables (seat 4)
120 - Black Banquet Chairs	1- Podium

EVENT DETAILS/INSURANCE:

Is your event open to or advertised to the general public? Yes ___ No ___

Will you charge admission or sell items? Yes ___ No ___

If yes to any of the above, liability insurance is required. Refer to the Insurance Info Sheet for details.

Will you be serving beer, wine, spirits or other alcohol?..... Yes ___ No ___

State Banquet Permit and Insurance required, refer to Alcohol Info Sheet, BYOB without a permit is barred.

Will you be serving food? Yes ___ No ___ Is your food prepared offsite? Yes ___ No ___

Please refer to the Event Packet for permissions/restrictions related to kitchen use.

Will you be renting tables, chairs, tents, linens, china, glasses, etc? Yes ___ No ___

We can help arrange rentals, deliveries and pick-up with Cort Rentals, please ask.

SOUND SYSTEM:

Add our professional AV/Sound System to Lakeview Room for \$100: YES / NO (initial here)

The LVR has a professional sound system available to add: JBL Sound; Bluetooth or 3.5mm connection; wireless mics; stands. A large projection screen is in the room.. Additional items are available for a fee. BRING your own cables/adaptors for devices, we cannot guarantee compatibility with all systems. Staff can assist with set-up. Any 'Mic Drop', rough use, misuse or tampering forfeits deposit.

*Please **circle** items you wish to add. Additional costs, if any, are listed. Items subject to availability at time of rental:*

Lapel Microphone, <i>clip-on</i> (\$10)	Stand Mounted 4K TV with HDMI cable (\$15)	Epson HD Projector with 4K HDMI connector, \$50
Podium	Flip-chart Easels (\$5), <i>paper not included</i>	Commercial grade projector, <i>Outside vendor rental, extra-bright</i> (\$100)
1 Tabletop or 3 floor mic stands	Baby Grand Piano (<i>please ask</i>)	<i>Lavalier head-mount mic (\$75 fee, extra damage deposit required)</i>

Will you play music? Yes / No

****Reminder, volume must be lowered so not audible outside the building at 10PM**

Will you have a DJ or Band? Yes ___ No ___

****Your DJ/Band may do a pre-event sound check, by appointment only, based on availability.**

Please confirm you have reviewed ALL the following documents from your Event Packet:

- | | |
|--|---|
| <input type="checkbox"/> Policy Packet | <input type="checkbox"/> Insurance Information Requirements |
| <input type="checkbox"/> Date Change and Cancellation Policies | <input type="checkbox"/> Renter Cleaning & Responsibility Checklist |
| <input type="checkbox"/> Alcohol Information Requirements | |

PLEASE READ, UNDERSTAND AND INITIAL EACH ITEM:

I _____ acknowledge ...

_____ I have read LBC rental policies in my Event Packet listed above and agree to abide by all policies including the cancellation/date change/refund policy. ****All cancellations forfeit your Booking Fee.****

_____ Set-up and decorating may begin AT my reserved **Entry Time**, please no early arrivals. Refer to your Event Packet for more details. *Contact the office well in advance to adjust time, if needed, based on availability.*

_____ I will have cleaned and exited by my reserved **Exit Time** on my Agreement or overtime charges may apply. Overtime is billed in whole hour increments. Please refer to your Event Packet for policies and details.

_____ Room set-up is not included in my rental. I will set-up tables and chairs, and replace neatly and complete a Cleaning Checklist before your exit time. *Please reserve sufficient time or add time prior to the day of your rental.*

_____ Lake Ballinger Center is unable to provide storage or accept deliveries, other than during your rental window. *Special arrangements may be considered with advanced approval.*

_____ I am responsible for my all guests, including **attentively** supervising children <13. No children in the commercial kitchen. Renter is responsible for all damage caused by guests. Please also check restrooms.

_____ Guests must stay within reserved rental spaces. Additional rooms may not be used/occupied unless selected on your rental agreement. *To add a vacant room on the day, ask your Event Host to approve. Additional rent will apply.*

_____ I will submit all payments and documents **on or before** due dates or I risk losing rental space and fees paid.

_____ Alcohol service and music must end at least 1 hr prior to my exit time. Music that can be heard outside the building must end by 10PM in consideration of our neighbors. Outdoor spaces and activities must close or move indoors by 10PM.

_____ I will follow all rules regarding the serving of alcohol as set forth in the **Alcohol Info Sheet** including obtaining a permit from the State. Unauthorized, underage or illegal alcohol use is prohibited. Violations forfeit your deposit and staff may contact local authorities, if appropriate.

_____ I will provide LBC with a copy of my liability insurance >14 days before my event. Please refer to the **Insurance Info Sheet** in the packet. Liability insurance is **REQUIRED** to have alcohol on premises.

_____ I am responsible for my vendors and providers and will have informed them of LBC policies including decorating, kitchen use, catering and entry and exit times.

_____ LBC reserves the right to change the rules and regulations as stated herein without prior notice. Renter may schedule a 14-day check-in with staff to review policies or do a walk-through.

Indemnification/Hold Harmless: User shall defend, indemnify and hold harmless LBC and the City of Mountlake Terrace, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by the User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of LBC or the City of MLT.

- A non-refundable Booking Fee, the greater of \$250 or 25% of your rental fee, is due at time of booking. Your date is not reserved until Booking Fee and a signed Agreement are received.
- For applications submitted without the booking fee, your date is available to others until payment is received. We will try to hold dates for 48 hours but this is not guaranteed.
- Balance of Rental fee, additional equipment fees and \$500 Damage deposit are **due 60 days prior** to the event. If booking less than 60 days, full rental and deposits are due immediately.
- Please note: A 4% processing fee will be added to credit card transactions. A \$50 fee is assessed for returned checks.

You must be 21 years or older to submit an application.

User Acknowledgement/Agreement: I hereby assume full responsibility for the facility's use and agree to comply with all rules and regulations of Lake Ballinger Center and City of Mountlake Terrace. Information given in this application is said to be true under the penalty of perjury by the Laws of the State of Washington. I understand LBC reserves the right to deny use, change, or cancel any part of this Agreement and any related scheduled activities.

Signature of Renter _____ Date _____

Printed Name _____

Reviewed by LBC Staff _____ Date _____

____ PHOTO/VIDEO RELEASE (optional): May we photograph your event for the purpose of promoting our rental venue and activities here at LBC? Photos may be posted to our website and social media or printed in our newsletter.