

**SHORELINE-LAKE FOREST PARK SENIOR CENTER**

- 18560 1<sup>st</sup> Ave NE Shoreline, WA 98155 ● (206) 365-1536 ● Fax: (206) 364-8930

**EVENT AGREEMENT**

Date/Time of Event(s): \_\_\_\_\_ Start Time (includes set-up) \_\_\_\_\_  
 End Time \_\_\_\_\_ (includes clean-up) \_\_\_\_\_ \*Set-up time is charged  
 If first day is not available, please list other possible dates: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Private, invitation only event. Y N Non-Profit organization event. Y N

Ongoing Rental: Y N No of participants? \_\_\_\_\_

Beer and/or wine served: Y N Member? Y N

Person Responsible: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Credit Card Info: (Damages to facility will be charged to card on file)

Name: \_\_\_\_\_ Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVC \_\_\_\_\_ Zip \_\_\_\_\_

Deposit returned to (if different from the applicant): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Room and Rates	Rent and Damage/Cleaning Deposit																																																									
<table border="1"> <thead> <tr> <th></th> <th><u>Weekdays</u></th> <th><u>Weekend</u></th> </tr> </thead> <tbody> <tr> <td>Conference Rm</td> <td>\$30/hour</td> <td>\$30/hour</td> </tr> <tr> <td>Exercise Rm</td> <td>\$30/hour</td> <td>\$30/hour</td> </tr> <tr> <td>Craft Rm</td> <td>\$30/hour</td> <td>\$30/hour</td> </tr> <tr> <td>Game Rm</td> <td>\$30/hour</td> <td>\$30/hour</td> </tr> <tr> <td>Multi Purpose Rm</td> <td>\$80/Hr Sunday</td> <td>\$100/hr F &amp; Sat</td> </tr> <tr> <td colspan="3">Maximum 160 guests (Multi-Purpose Rm &amp; Bridge Rm)</td> </tr> <tr> <td colspan="3"><u>Craft Room/Exercise Room Capacities:</u></td> </tr> <tr> <td colspan="3">30 guests' classroom style</td> </tr> <tr> <td colspan="3">40 guests' theater style</td> </tr> <tr> <td colspan="3"><u>Conference Room</u></td> </tr> <tr> <td colspan="3">Maximum 16 classroom style</td> </tr> <tr> <td colspan="3"><u>Game Room</u></td> </tr> <tr> <td colspan="3">Maximum 16 conference style</td> </tr> <tr> <td colspan="3">Maximum 30 theater style</td> </tr> <tr> <td colspan="3"><b>Room Amenities Include</b></td> </tr> <tr> <td>Tables and chairs</td> <td>Free WiFi</td> <td></td> </tr> <tr> <td>White board or blackboard</td> <td>Free Parking</td> <td></td> </tr> <tr> <td>Metro Bus stop</td> <td></td> <td></td> </tr> </tbody> </table>		<u>Weekdays</u>	<u>Weekend</u>	Conference Rm	\$30/hour	\$30/hour	Exercise Rm	\$30/hour	\$30/hour	Craft Rm	\$30/hour	\$30/hour	Game Rm	\$30/hour	\$30/hour	Multi Purpose Rm	\$80/Hr Sunday	\$100/hr F & Sat	Maximum 160 guests (Multi-Purpose Rm & Bridge Rm)			<u>Craft Room/Exercise Room Capacities:</u>			30 guests' classroom style			40 guests' theater style			<u>Conference Room</u>			Maximum 16 classroom style			<u>Game Room</u>			Maximum 16 conference style			Maximum 30 theater style			<b>Room Amenities Include</b>			Tables and chairs	Free WiFi		White board or blackboard	Free Parking		Metro Bus stop			<p>Damage Deposit _____ Pd _____</p> <p>Initial _____ Date _____</p> <p>CC _____ Ch _____ Cash _____</p> <p>Rent _____ Pd _____</p> <p>Initial _____ Date _____</p> <p>CC _____ Ch _____ Cash _____</p> <p><b>Special Conditions:</b></p>
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1 Facilities Monitor on weekends ONLY!	
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**Rules of use:**

- 1) An alcohol (beer and wine) Banquet License must be obtained and provided to the center for rentals in the Multi-Purpose Room, if you plan on serving wine. You may NOT charge for any alcohol served.
- 2) Full payment must be received **30 days prior** to your event.
- 3) You may not have access to the building prior to the start of your rental time and you must vacate the building at the time on your rental agreement.
- 4) Your guests must not become unruly or damage the building. Damages will be billed to your credit card.
- 5) You may only use the rooms in the building that are in your agreement.
- 6) Any children must be supervised and stay in the areas of the building allowed by your agreement. They should not be outside during your rental.
- 7) Animals are not allowed in the building.
- 8) Smoking is not allowed in building or outside the building because this is school district property. You may smoke in your car or on the sidewalk beyond the parking lot.
- 9) Items hung on walls must be hung using blue painter's tape ONLY and must be removed at the end of your event.
- 10) You are responsible for your own room set-up and clean-up. These times are charged as room rental times. NO EXCEPTIONS! If the center incurs cleaning fees for your rental, you will be charged hourly for the duration of the clean-up.
- 11) No cooking devices allowed in the kitchen or outdoors; eg. Bar-b-ques, etc. No burning of incense; no candles allowed except battery operated.

**RETURN OF DAMAGE DEPOSIT:** To receive full refund of damage deposit, you must meet the requirements as specified in the agreement. The Facility Monitor at your event cannot guarantee the return of your security deposit. The Manager reserves the right to notify you later of breaches of your agreement that result in additional charges or the loss of your security deposit. Any remaining amount will be returned to you after subtractions for additional cleaning, damages, or breaches of your agreement.

The undersigned hereby makes application to SHORELINE-LAKE FOREST PARK SENIOR CENTER for use of the facilities described above. The undersigned states that he/she has the authority to make this application. The applicant agrees to exercise the utmost care of the center premises and property and to hold the SHORELINE-LAKE FOREST PARK SENIOR CENTER and Sound Generations harmless from all liability, claim and/or judgment for any injury or damage to persons or their property resulting from the use of said facilities or while on the premises. Applicant agrees to observe and abide by the rules and regulations described herein and all applicable city, county, state, and federal laws. Applicant further agrees to reimburse the SHORELINE-LAKE FOREST PARK SENIOR CENTER for damages/losses and/or claims arising from the applicant's use of said facilities.

**Applicant Signature:**



## Frequently Asked Questions

### Q. Where do I check in when I arrive at the center?

A. Please check in at the front counter upon arrival. Our facilities monitor will be there to greet you and make sure you have everything you need.

### Q. Can you just pencil me in to hold the date until I decide?

A. No, full payment is required (for meeting rooms) or a deposit of \$250 for the Multi-Purpose Room plus a signed contract to ensure the reservation. Dining Room reservations must be paid in full 30 days prior to the event.

### Q. How far in advance can I book the facility?

A. Reservations may be made a maximum of twelve (12) months prior to the desired date.

### Q. Can you hold our deposit and/or full payment for a few days before cashing?

A. All monies are deposited immediately and will be returned within 4 weeks of your event (assuming there are no issues) in the form of a check written to the contact information on the contract.

### Q. What does the Facility Fee include?

A. The fee includes rental of the room(s) for the time period indicated on your Rental Agreement. On weekends or with any Dining room rental, a Facilities Monitor will be present throughout your event to assist you with any facility needs. The commercial kitchen is included in the rental of the Multi-Purpose Room. Additional services included in the rental fee:

Free Parking	Free WiFi	Floor cleaning products/equipment
Tables & chairs	Microphone system/microphone/stand in Multi-Purpose Room	
White board or chalk board in classrooms		Metro Bus Access

### See chart for individual room table and chair capacities

Multi-Purpose Room	24 – 72” Rounds (seat 8-10)	9 – 8’ Rectangular	300 Chairs
Bridge Room	6 - 8’ Rectangular	1 – 6’ Rectangular	60 Chairs
Exercise Room	4 - 8’ Rectangular		50 Chairs
Craft Room	4 - 8’ Rectangular		50 Chairs
Game Room	2 - 8’ Rectangular	1 – 6’ Rectangular	40 Chairs
Conference Room	4 - 8’ Rectangular	*Conference style ONLY	15 Chairs

### Commercial Kitchen (list of appliances that may be used with rental)

Convection ovens (for warming)	Portable coffee/hot water makers 2
Steam tables	Commercial sinks
Space allocated in walk-in refrigerator	Space allocated in white refrigerator for ice
Stove tops	Stainless steel counter tops

### Q. When is full payment required on a rental?

A. The Multi-Purpose Room must be paid in full at least 30 days prior to the event date. The deposit must be paid at time of signed contract submission.

The Meeting Rooms must be paid 30 days in advance of the event.

### Q. Do you provide linens, silverware, glassware, plates and coffee cups?

A. No. You will need to provide your own. Please do not under any circumstance use our kitchen supplies.

### Q. Do we pay for set-up and clean-up? Who sets up and cleans up the room?

**A.** The rental agreement is for the entire time you occupy the facility, so plan to include your own set-up time (including your caterers and other vendors) and clean-up time. Client is responsible for set-up and take-down of all tables and chairs as well as clean-up after the event.

**After event is done, please do the following before taking down tables/chairs:**

It is the renter's responsibility to wipe down all tables and chairs, clean any excess floor spill, sweep and mop the floor and remove all trash to outside dumpsters.

All surface areas in the kitchen must be wiped down, ovens wiped out and stove top cleaned of any spills. The kitchen floor is to be swept and mopped.

Garbage in the commercial kitchen and multi-purpose room must be collected and placed in dumpsters outside.

All furniture (in all rooms), must be returned to the original room.

All rooms must appear as they were found, all furniture in its original place.

**Q. Can we have alcohol at our event?.**

**A.** We do allow BEER, WINE and CHAMPAGNE ONLY as long as you have the proper permit. It is your responsibility to apply for the permit, a banquet license. You must attach a copy of the permit to your signed contract AND have the original permit on site during your event.

You may NOT sell any alcoholic beverages during your event. Those consuming must be 21 years of age.

**Q. Are we allowed to bring any cooking devices into the facility or on the grounds.**

**A.** NO. Bar-b-ques and all other forms of cooking devices is not allowed.

**Q. How late can our event go?**

**A.** All events end at 11:00 p.m. with clean-up time completed by 12:00 midnight. If your clean-up and take-down require more time, please coordinate your event to accommodate the times required.

**Q. Can we have things dropped off before the event, or leave a few things after the event?**

**A.** All rentals and deliveries should occur on your scheduled rental date. All items must be delivered and picked-up on the same day as the event so as to not interfere with other activities or events.

We do not have any capacity to store items between your scheduled events. No exceptions.

**Q. Can I come early/the night before to set-up?**

**A.** Set-up time must be a part of your contracted event time. If you wish to come in the night before, you are welcome to book the space, based on availability; however, your start time for the day of your event will be 8:00 a.m. as we cannot use or rent the room if it is set-up for your event. Arriving earlier than your contracted start time will incur additional charges.

**Q. Can we throw rice, birdseed, confetti, etc.?**

**As.** No. Rice, confetti, birdseed, **glitter** or any other article that creates debris is prohibited. Bubbles are permitted outside the building.

**Q. Is there a Sound system?**

**A.** There is sound system in the Multi-Purpose Room, with microphone and microphone stand. Guests typically use their iPhones for sound.

**Q. Are we allowed to have a DJ/band?**

**A.** You may contract a DJ or band to perform. Please be aware of the City of Shoreline's Noise Ordinances and times associated.

**Q. Can I use my own catering service?**

**A.** Yes, you may hire a caterer or bring your own food but caterers must abide by the same kitchen policies.

**\*NO FOOD ALLOWED IN THE CRAFT, EXERCISE, GAME AND CONFERENCE ROOMS!** If you ignore this policy, you will be charged for the carpet cleaning services.

**Q. When can I expect my deposit return?**

**A.** Once the event/rental is over and reviewed by management, you will receive your deposit via check, in the mail within 30 days.

**Q. Are there any extra charges not listed on the fee schedule?**

**A.** Your credit card will be charged to repair any damages, replace broken furnishing/appliances, to cover the cost of replacement (for e.g. microphones & stands or fire extinguishers being removed from the facility). We maintain an inventory list of our equipment and supplies.

**Q. How can we hang decorations?**

**A.** Nothing can be hung from the ceiling. **NO EXCEPTIONS.** Light weight items may be hung on the walls with use of PAINTER'S TAPE only. No other tape may be used to avoid damage to our walls. No tacks, screws, staples, nor paint-damaging tape may be used on walls or ceilings, nor any other modifications be made to the building, its **electrical system, WiFi**, carpeting, furnishings or surroundings.

**Q. Are we allowed to use other rooms when renting the Multi-Purpose Room?**

**A.** You may not use additional rooms but you may rent additional rooms.

**Q. Is there a piano available for use?**

**A.** We have a piano that is available for rent. Otherwise, the piano is not for use by renters. Please observe your children and inform them that it is not for their use. Tuning fees will be charged to those abusing this policy.

**Q. What happens if I have to cancel my event?**

**A.** Cancellations of the Multi-Purpose Room under 30 days will be charged 50% of the rental fee to their credit card. Over 30 days' advance notice, you will receive your full deposit and rental fee back.

Meeting rooms cancelled under 10 days will be charged 50% of the rental fee. Over 10 days will receive their full payment back.

**Q. Force Majeure**

In the event of an unexpected emergency or scheduling conflict that involves our regular day programming, and we are unable to make the rental space available to the Renter, as set forth in this agreement, the Renter shall have the option of choosing an alternate date to hold the Event based on availability (known as the "Alternate Event Date") at no extra charge to the Renter. The Alternate Event Date shall replace the original Event Date for the purposes of this Agreement, and all obligations, rights, duties, and privileges as set forth in this Agreement shall remain binding on the Parties. If the Parties cannot agree upon an Alternate Event Date, then Shoreline-Lake Forest Park Senior Center will refund to Renter the full amount of the Rental Fee and Deposit. In neither case shall Shoreline-Lake Forest Park Senior Center be liable for any additional costs or damages suffered by Renter (over and above the Rental Fee and Deposit) arising out of a rescheduling or cancellation of the Event pursuant to this sections.

**Q. How do I check out at the end of our event?**

**A.** The signee on the contract will notify the Facility Monitor that they are ready to check out. At that time, the Monitor will walk through the rented spaces and review that all cleaning has been completed and garbage removed (Multi-Purpose Room). A check-off list is turned in to the Center manager each week.