

SECURITY FOR EVENT(S) \_\_\_\_\_

# SHORELINE-LAKE FOREST PARK SENIOR CENTER

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

**TERM OF CONTRACT:**

One time event:  Date(s)/Time(s) of vent(s) \_\_\_\_\_

Type of Event: \_\_\_\_\_  Private, invitation only event.  Non Profit organization event.

Long Term Contract:  Long Term Contract shall commence on \_\_\_\_\_ and terminate on \_\_\_\_\_ or when one or both parties requests termination in writing.

No of participants? \_\_\_\_\_ Beer and/or wine served: Yes \_\_\_\_\_ No \_\_\_\_\_ Member? Yes \_\_\_\_\_ No \_\_\_\_\_

Person Responsible During Rental and Cleanup: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Drivers License: \_\_\_\_\_

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

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Room and Rates	Rent and Security Deposit
Conference Room, Activity Room, Craft Room, Game Room (Circle the room) \$30/hr	Deposit _____ Pd <input type="checkbox"/> Initial _____ Date _____ CC _____ Ch _____ Cash _____ Rent _____ Pd <input type="checkbox"/> Initial _____ Date _____ CC _____ Ch _____ Cash _____
Dining/Multipurpose Room A. \$65 for any times except Saturday or Large Events C. Saturdays and Large Events <u>1. Without Alcohol, less than 150 people</u> \$600/10 hrs and \$250 security deposit <u>2. With Alcohol and up to 100 people or no alcohol and up to 150 people</u> \$700/10 hrs and \$300 security deposit <u>3. With Alcohol and between 100 and 150 people or no alcohol and over 150 people</u> \$800/10 Hours and \$300 security deposit <u>4. With Alcohol and over 150 people</u> \$900/10 hours and \$300 security deposit	Deposit _____ Pd <input type="checkbox"/> Initial _____ Date _____ CC _____ Ch _____ Cash _____  Rent _____ Pd <input type="checkbox"/> Initial _____ Date _____ CC _____ Ch _____ Cash _____

**DAMAGE DEPOSIT AND RENTAL PAYMENT:** A damage deposit of **\$250.00 or \$300.00 if liquor is served** is required for large events in the DINING/MULTIPURPOSE ROOMS and will reserve the Center for you. If you cancel 30 days or less before use, \$50 is **not** refundable. The total you owe **must be paid two weeks** before you use the Center (total amount plus deposit). Ongoing renters payments is due monthly.

**ARRIVAL TIME:** You may not enter the building before the hour stated on your contract.

**ALCOHOLIC BEVERAGES & BANQUET PERMITS:** If you are an organization sponsoring the event, and you're event will have beer or wine provided free of charge, you will need a banquet permit. Whether you are a private individual or an organization, you may NOT charge for beer or wine. Beer and wine must be provided free of charge, or brought by your guests. **Only wine, champagne and beer are allowed. No hard liquor.** Beer must be served in **bottles or cans** only. **Consumption of all achoholic beverages is not allowed in cars or in parking lot. No Beer Kegs allowed.** **No beverages purple or red. If hard liquor is found by the security guard you will be asked to remove it from the premises immediately and you will forfeit your security deposit. If you refuse to remove the liquor the facility will be closed.**

Initial that you've read and agree.

**CLOSURE TIME:** Closure Time is 12 midnight, without exception. Music must be off at 11:15 PM to begin clean up.

**CERTIFICATE OF INSURANCE:** If you are an organization we need a copy of your certificate of insurance with additional insured language naming Senior Services as an additional insured with regards to rental events held at the Shoreline-Lake Forest Park Senior Center.

**FAILURE TO VACATE AT AGREED TIME:** You are liable for a \$100.00 per hour surcharge if the event exceeds the agreed upon closure time. Leave enough time to clean.  Initial that you've read and agree.

**USE OF OTHER ROOMS:** The reception area, as well as other rooms in the senior center are off limits for use other than the restrooms. You are asked to use only the area that you rented.

**USE OF TELEPHONE:** You may use a phone in the reception area for local calls only. There is also a phone in the kitchen area.

**SUPERVISION OF CHILDREN:** All children must be supervised by a responsible adult and kept from playing outdoors, in the halls or in the office area. **If children are not under adult supervision at ALL times there will be a one hundred dollar (\$100.00) surcharge.** You are responsible for any damage caused by your guedren. **Initial that you've read and agree.**

**UNRULY BEHAVIOR:** At the discretion of the security person, the use of the building may be immediately terminated if (1) there is excessive or inappropriate use of alcohol (2) rowdy behavior by children or adults (3) use of unauthorized parts of the building (4) damage to the building or it's equipment.

Initial that you've read and agree.

**PROHIBITIONS:**

**No decorations on black curtain behind the stage.**

**No beverage purple or red.**

**No animals** are allowed in the building.

**No smoking** on school district property. Must be in your car or off the property.

**No beer kegs** allowed

**No consumption of alcoholic beverages in cars or the parking lot**

**No rice, birdseed, confetti, glitter dust, talcum powder or dance wax** allowed

**No use of other rooms than the one's that were in the rental agreement**

**Do not put anything on walls! ONLY push tacks on bulletin board**

**No food in carpeted room next to dining area**

**Food and drink are to be kept in dining room only**

**SMOKING:** There is a designated smoking area outside the back doors. Cigarette butts must be picked up.

**USE OF KITCHEN:** . The following equipment cannot be used – dishwasher, garbage disposal, commercial coffee pots, grill top of stove, cooking utensils, pots, pans, dishes, and silverware. Crab or similar items may not be placed in the refrigerator. You may use the microwave oven, warming (convection oven), stove ovens, serving warming unit, two free standing 55 cup coffee pots, refrigerator, as well as the freezer in the back room.

**CLEAN UP:** You are responsible for your own room set-up and clean-up. If it is not left cleaned to the specifications below you will be charged an additional cleaning fee.  Initial that you've read and agree.

1. All rooms you had available (including kitchen and bathrooms) and their furnishings and equipment must be left clean and furniture replaced as found .
2. You must remove all decorations without damage.
3. Outside grounds and parking lot must be cleared of cans or bottles and other debris from your event.
4. All tables and chairs must be wiped clean.
5. Dining room floor must be **swept AND wet mopped. You will need to wet mop the floors at least twice with fresh water to avoid leaving the floors sticky.**
6. Carpeting in **ALL** rooms used must be vacuumed including entrance hall and bridge room.
7. Bathrooms must be left clean and trash emptied.
8. Glass bottles and aluminum cans should be collected in plastic bags and put into garbage container outside the kitchen back door. **Do not put in dumpster.**
9. Garbage paper, plastic, and food garbage must be put in 3.1 mil garbage sacks and put into the dumpster.
10. Reline garbage containers with plastic bags for the next user.

Cleaning equipment is located in the custodian's closet. Ask Security for access.

**RETURN OF REFUND:** To receive full refund of damage deposit, you must clean up as specified above and meet all other requirements of the contract. The security guard will supply you with a copy of your contract so that you are aware of your cleaning responsibilities. The security staff cannot guarantee the return of your security deposit. The center director reserves the right to notify you later of breaches of your contract that result in additional charges or the loss of your security deposit. Any remaining amount will be returned to you after your check clears.

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 Senior Services 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:** 