

**Methow Valley Community Center
Gymnasium Rental Agreement**
201 Methow Valley Hwy S, Twisp, WA 98856

Walkthrough date

Reservation Information

On the date(s) of: _____ From the hour(s) of: _____ TO _____

Rental PAID: \$ _____ (Cash) or (Check) Damage Deposit PAID: \$ _____ (Cash) or (Check)

SPECIAL NOTE: "Set up" time and "Clean up" time(s) MUST be included in the Date and Time of Reservation. RENTER AGREES that "Clean up" will be completed by the time and date specified. RENTER AGREES and ACKNOWLEDGES that the Gymnasium is a multi-use facility and that clean up times are mandatory. RENTER also AGREES that any changes of time must be agreed upon in advance and may be made only with the written permission of the MVCC Manager.

Name of Group(s) renting: _____

Description of Event: _____ Estimated Attendance: _____

Contact Person(s): _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ E-Mail Address: _____

Gymnasium _____ **Kitchen** _____ **Stage/Greenroom** _____ **Skate Rental** _____

NOTE: Only those portions of the facility and equipment reserved and approved by the Building Manager will be available for use.

EQUIPMENT NEEDED			
Number & size of Tables		Number of Chairs	
Projector		Sound Equipment (Describe)	
Projection Screen			

Please answer the following:

Will the event be open to the public? _____ Will admission or vendor fees be charged? _____

Will alcoholic beverages be sold to the public? _____

If yes, RENTER must display on the bulletin board located next to the main entrance, a WA State Special Occasion Liquor License. If no and you are serving alcohol, RENTER must purchase a temporary permit from the WA State Liquor Store and display it during the event.

Will the event be catered? _____

Name and phone number of caterer: _____

Persons responsible for :

Set-up: _____ Phone: _____

Clean up: _____ Phone: _____

RENTAL AGREEMENT

Carefully read, complete, sign, and return Rental Agreement, with Reservation Deposit, within **seven (7) days** following the agreed upon date of booking. The signee, hereafter, shall be referred to as RENTER. An authorized signature is verification that RENTER has read and accepted responsibility for all conditions set forth in this Agreement.

The agreed upon Rental amount is due, in full, and payable **14 days** prior to date(s) reserved.

A Damage Deposit in an amount equal to the Reservation Deposit will be due and payable prior to occupancy. The Damage Deposit will be fully refunded following the scheduled event if, upon inspection by the MVCC Manager, there are no signs of damage, either to the Gymnasium itself, or its contents and/or equipment. In the event damages are over and above the amount submitted, RENTER will be billed accordingly. Should RENTER fail to submit the specified Damage Deposit, this Agreement will be voided and all deposits will be forfeited.

CONDITIONS

RENTER agrees:

- Pay all agreed upon Rental, and Damage Deposit fees.
- Accept fiscal responsibility for actions of event participants who damage any portions of the MVCC Gymnasium or facility or that cause personal injury, death, or damage.
- Accept responsibility for damages, and/or cleanup costs, in excess of required deposits. This includes reimbursement for items taken from the Gymnasium without permission of the Building Manager. Costs over and above Damage Deposit will be billed accordingly.
- Provide licenses and/or proof of liability insurance appropriate to the event as required by the MVCC and/or the State of Washington. Public liability insurance includes, for example, banquet users and/or alcoholic vendors.
- Provide a copy of the Rental Agreement and Gym use Guidelines to the person(s) sharing responsibility for the event.
- Enter premises no earlier than the hours specified in this Agreement. If RENTER needs the day prior to this event for setting up, decorating, etc., additional fees will be charged per Rental Rates Schedule.
- Obtain permission from the Building Manager to use decorations, posters, or similar items.
- Follow instructions posted inside Kitchen for the use of Kitchen and its equipment (if rented).
- Ensure that EXIT lights are visible at all times during the event.
- Accept responsibility for occupancy control, which is not to exceed the capacity listed in this Agreement.
- Provide proper supervision of young children.
- Promptly report, to the Building Manager, any personal injury or physical damage to the Gymnasium or its contents.
- Return to the original location, and in good condition, all tables, chairs, and kitchen equipment following the event.

- Clean up all areas used by the time specified. This remains the RENTERS responsibility even if the event is catered. Failure to accomplish clean up by the time specified could result in additional hours of maintenance charges.
- Remove from premises all food, equipment, decorations, etc., NOT belonging to the Gymnasium. (The Gymnasium will not be responsible for any items left in or near the building, and a disposal charge will be billed to the RENTER.)
- Close and lock all EXTERIOR DOORS when vacating premises. Failure to do so could result in the forfeiture of Damage Deposit.
- The City of Twisp Fire Department requires that the FIRE LANES exterior to the building be kept clear at all times and RENTER agrees to monitor outside access.
- RENTER agrees that the upper balcony is a closed area and that the area shall be closed to event participants and available only to not more than five (5) people for the purpose of lighting, staging, audio-visual staffing or similar purposes.
- RENTER agrees to provide all equipment and materials for decoration, and assumes all liability for damages caused by property or equipment owned by the MVCC.
- RENTER agrees that any and all public activities may be videotaped or photographed for security or promotional purposes and placed into the public domain.
- RENTER must pick up appropriate keys prior to the event and be held responsible for said keys. A \$20.00 deposit is required and refunded when the keys are returned.

Please complete the following:

I, (Print name) _____, have read the Rental Agreement and its Conditions, and, by signing, hereby accept the responsibilities as stated. I acknowledge, by so doing, I am solely responsible for carrying out the provisions contained herein. Delegation of any or all of these responsibilities to other parties does not relieve me of any liability incurred herein. I agree to reimburse the MVCC Gymnasium for any and all damages arising from applicants' use.

Authorized Signature(s) of Renter(s): _____

Date _____

CANCELLATION POLICY:

Cancellation of Rental Agreement must be submitted in writing to the Building Manager at least 20 days prior to date(s) reserved for a full refund of any and all monies paid. Cancellations made less than 20 days are subject to forfeiture of Reservation Deposit. Refunds for bookings made within a shorter time frame are subject to the Gymnasium Manager's discretion at time of cancellation.

Date Deposit Received: _____

Amount Received: \$ _____

Check Number: _____

MVCC Building Manager Approval

Building Manager's Signature: _____ Date _____