



EVENT APPLICATION AND CONFERENCE ROOM RENTAL AGREEMENT

Building: Wards Cove Ketchikan Lofts
Rental Facility Name: Renown Conference Room
Address: 2821 Fairview Ave E / 88 E Hamlin / Seattle, WA

Type of Event:
Users Name: Date of Use:
Users Address: Rental Hours From: To: *Including set up
Total Rental Fee: \$ Reservation Deposit: \$
User Contact Phone: Reservation Deposit (includes cleaning and damage deposit) for Conference Room: \$200.00 Special Events: \$500.00

Rental Fee for Conference Room Only: \$200.00 per hour (2-hour minimum). The Fee is \$800 per day for up to 8 hours. Rental Fee for Conference Room and Deck Area(s): \$400.00 per hour (4-hour minimum). The Fee is reduced for all day rentals for up to 8 hours. Please contact us for Special Events rates.

[Rental fees are determined by areas and hours used. Please contact us for fee information for any areas not covered above.]

Please answer the following questions: Total Guests Attending:

Will alcohol be served or allowed outside? Yes No

Will you have entertainment outside (music, speakers, amplifier, etc.)? Yes No

If yes, please explain type:

Using the map below as reference, please check the location on the property where the event will be held. Please check all that apply:

Renown Room (Conference Room) Deck Area A Deck Area B

Please list any vendors that are scheduled for the event:

Vendor:
Vendor:
Vendor:
Vendor:

Please provide name, phone, and e-mail for the persons in charge of the event/room rental:

1) Name: Phone:
E-mail:
2) Name: Phone:
E-mail:

Stephen C. Grey & Associates, Managing Agent for and herein identified as ("Owner") agrees that the User identified above may use the areas noted in the application ("Rental Areas") in the Ketchikan Lofts

Building located at 2811 Fairview Avenue East, Seattle, WA (the "Building" or "Premises") on the Date of Use during the Rental Hours specified above. User shall have no right to use the Renown Room at any other time and will not be permitted access until the commencement of the Event Hours.

Reservation. The Reservation Deposit specified above reserves the conference room or areas checked off above for the Event Hours set out above. User must pay the full Rental fee at least thirty (30) days before the Date of Use. If payment in full is not received by such date, Owner may cancel this Agreement and retain the Reservation Deposit. User may cancel this Agreement at any time up to ninety (90) days before the Date of Use and Owner shall refund the Reservation Deposit held. If User cancels this Agreement less than ninety (90) days before the Date of Use, Owner shall retain the Reservation Deposit.

Cleaning. User must clean the Renown Room and leave it in the same condition in which it was found. The Cleaning and Damage Deposit will be refunded to User only after Owner has determined whether additional cleaning is needed and whether there is damage that must be repaired. The amount of the Cleaning and Damage Deposit does not limit User's liability for damage or cleaning. User shall reimburse Owner upon demand for all costs incurred by Owner in excess of the Cleaning and Damage Deposit.

Overtime. All deliveries, set up, take down and cleaning must occur during the Event Hours. If User does not vacate the Renown Room on time, User will be assessed an overtime charge of \$100 per hour for each partial hour.

Rules and Regulations. This Agreement is subject to Owner's Rules and Regulations as attached hereto, which are incorporated herein by reference.

Set up. The Renown Conference Room can accommodate up to 30 people. The Conference Room includes a conference table and chairs. The Renown Room is equipped with a conference telephone with speakerphone capability. User will need to supply all other furniture and equipment. Renown Room furniture is not permitted to be placed outside of the room.

Insurance. User must provide proof of insurance showing that User has a current liability policy with coverage of no less than \$1,000,000 per occurrence naming Owner as an additional insured. Owner may cancel this Agreement and retain the Reservation Deposit if proof of insurance is not received thirty (30) days before the Date of Use.

Catering and Alcohol. Catering is permitted only by prior arrangements. If alcohol is served, User is solely responsible for complying with all laws covering sales or service of alcohol. If alcohol is served, User is solely responsible for ensuring the safety of its guests and solely liable for any injury or damage to persons and property arising from alcohol use.

User's Responsibility. User is responsible for its guests and any third parties User hires to provide services. Owner reserves the right to cancel the event if User is disruptive. User shall indemnify, defend and hold Owner harmless from all losses, claims, liabilities, damages and expenses (including attorney's fees and costs) incurred by Owner arising out of or resulting from use of the Renown Room and the Building and associated grounds by User or its guests or invites or hired help, except that User shall not be responsible for Owner's gross negligence or willful misconduct. Owner is not responsible for loss or theft of personal property.

User/User's Representative

By: _____
Title: _____
Date: _____

Stephen C. Grey & Associates, L.L.C.

By: _____
Managing Agent for "Owner"
Date: _____

Map of Premises and Areas



Rental Agreement Rules and Regulations

1. Dock access to adjacent Wards Cove boat moorage is not allowed.
2. User must vacate the Rental Areas approved for use and remove all of its personal property during the Event Hours.
3. Owner is not providing parking as part of the reservation. All parking on the premises is reserved. However, Owner shall provide instructions to enable User reasonable access for loading and unloading purposes.
4. Noise must be contained within all Rental Areas and User may not disturb other occupants of the Building or the adjacent properties. Any outdoor music or amplified sounds must end no later than 10:00 PM and is subject to City ordinance.
5. Open flames (such as charcoal grills, Tiki torches, candles, etc.) are not permitted in or on the premises.
6. User is responsible for removing all garbage from all reserved and any reserved areas and disposing of it in designated containers during the Event Hours. If garbage does not fit into the designated containers. User must remove and dispose of such excess garbage off-site.
7. User must either provide professional cleaning during Event Hours. Owner may assess cleaning charges, as necessary to have the Renown Room properly cleaned following the event. Cleaning charges are \$55 per hour.
8. User is responsible for arranging for all deliveries. Owner will not accept or sign for deliveries. Rentals cannot be delivered prior to the Event Time. All rented furniture or equipment must be removed from the Renown Room during the Event Time.
9. Smoking is not allowed on any part of the property, including the decks.
10. Nothing is to be thrown off the deck into the water.
11. Animals are not permitted in the Building or in the Rental Areas, other than service animals as required by law.
12. User is responsible for the conduct of its guests. User shall supervise children carefully at all times.
13. Any and all problems encountered on the premises, including any damages shall be reported to Owner immediately.
14. Conference Table and Chairs are not permitted outside of the Renown Room.
15. User shall comply with all state and municipal laws and codes while on the premises.