**Ballard Odd Fellows Hall**

**1706 NW Market St.**

**Seattle, WA. 98107**

**206-782-9646**

**ballardioofhall@gmail.com**

**Rental Agreement**

Rental Group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

is scheduled for Date:\_\_\_\_\_\_\_\_start time: end time:

amount of rent $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ amount of deposit $

Contract Received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rent Received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***separate payment from the deposit payment***

Deposit Received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Returned\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Facilities***

Please view the hall before your event to determine what materials you may need to bring. In general, the hall will provide chairs, tables, coffee makers, silverware, coffee cups and plates, toilet paper, paper towels and soap. We do *not* provide extension cords, dishwasher, air conditioning, cooking pots, pens, tape or on-site help. You can expect the hall to be clean on arrival. Please notify the Rental Liaison if this is not the case.

You will be given access to the building at the time your event is scheduled to begin, unless arrangements have been made with the rental liaison to provide a key in the key box. Instructions for use of the key box will be provided when arrangements are made.

Your start time and end time include set up and clean up. Please be aware that there are other renters who may be scheduled after your event and take this into consideration when planning.

The Rental Liaison will not necessarily be available while your group is meeting. Changes in times must be discussed with the lodge representative at least 24 hours prior to the event and are dependent upon the schedule of the Hall. Cancellations within 72 hours will forfeit your rent paid.

Parking is available on the street with various time limits. Please read all signs and follow city regulations. You may park in the alley behind the building only long enough to load or unload as necessary. Please do not park in any spaces behind other businesses as they will tow your vehicle.

An ADA compliant chair lift to the upper hall is available with prior arrangement. The upper hall is generally not handicapped accessible. The lower hall is fully accessible, and has an accessible restroom.  **Pets are not allowed in the building.**

**Trained** Service Animal are allowed in the building as per RCW [**49.60.040**](https://app.leg.wa.gov/rcw/default.aspx?cite=49.60.040). **"Service animal" means any dog or miniature horse, as discussed in RCW** [**49.60.214**](http://app.leg.wa.gov/RCW/default.aspx?cite=49.60.214)**, that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by the service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks.**

As per Washington State law, this is a 100% non-smoking building. **Candles or incense** must have prior approval from the Rental Liaison and must adhere to Seattle Fire Code (2003 SFC 308.3.2). **If your event includes any ALCOHOLIC BEVERAGES, including beer and wine, you must obtain a Special Occasion License or Banquet Permit from the WSLCB website and post it appropriately. It is available here:**

[**https://lcb.wa.gov/licensing/special-licenses-and-permits**](https://lcb.wa.gov/licensing/special-licenses-and-permits)

[**https://lcb.wa.gov/licensing/online-banquet-permit**](https://lcb.wa.gov/licensing/online-banquet-permit)

[**https://lcb.wa.gov/licensing/special-occasion-licenses**](https://lcb.wa.gov/licensing/special-occasion-licenses)

Please do not make excessive noise. We often have rental groups in upper and lower halls at the same time, as well as guests in our apartment. Amplified music is permitted only by special arrangement.

***Trash and Recycling Specifics***

We **recycle** cans, bottles, clean cardboard and paper. There are plastic containers provided for this under the sinks. Please empty and rinse all containers before placing them in recycling bins.

If you are serving food as a feature of your event, please provide your guests with compostable plates and flatware. Please make arrangements with the Rental Liaison for access to compost receptacles.

**You are responsible for removing all trash and recycling from the site after your event.** $25 per bag will be deducted from your deposit for trash and recycling left after your event.

***Financial Arrangements***

***Deposits and rents can now be paid online with your credit or debit card. There is an additional non refundable fee added at the links listed below.* Please note that the rent and security deposit for your event must be provided when you reserve the space.** We cannot guarantee space availability until and unless we receive the full amount of rent plus security deposit. Rent and Security Deposit must be in the form of **separate** ***cashier’s checks*** made out to Ballard Alki IOOF #170, if not paid online.

Minimum rental is 4 hours.

Upper Hall: $60 per hour

Lower Hall: $50 per hour

This is the link to submit rent payment (with the additional fee included in the price of each item):

<https://squareup.com/store/ballard-lodge-number-170-ioof>

There is a $500 security and cleaning deposit for meetings, and a Wedding/Special Occasion deposit of $1000. The link for online payment (with additional Square fee that is ***not*** refunded) is:

<https://ballard-alki-lodge-rental-deposit.square.site/>

Money returned will be in the form of a check from Ballard Alki IOOF #170, mailed within two weeks of the event, made out to the signer of the contract unless otherwise noted in the contract.

The security deposit is refundable **assuming that the hall is left as you found it**. This includes:

**1 sweeping and mopping the hall, dining room and kitchen**

**2 washing all dishes**

**3 removing all personal property, food and decorations (including tape)**

**4 removing all trash, recycling, food waste from site**

**5 locking windows, front and back doors and turning off all stoves, water, lights, heat and fans**

**6 returning all furniture to its original location- Take photos before your event for reference**

Any additional cleanup that is required after your event will be deducted from your deposit at a rate of **the hourly rental**, one hour minimum, and rounded up to the next full hour. **You are fully responsible for any and all damage that occurs to the hall during your rental period, including damage to the fixtures, furnishings, chair lift, and floors**. The chair lift, specifically, has a weight restriction that must be observed and, if used, the renters must ask the Rental Liaison for direction concerning the operation of the lift. The Hall is not responsible for any items left behind after your event. Please make note of the food waste requirement noted above.

**We are strictly a GLITTER FREE building. Evidence of glitter will forfeit your entire deposit.**

***Security Issues***

Exterior doors must be secured at all times. If it is necessary to prop the door open, a person must be in attendance at the door. Do not leave the door unlocked or propped open during your event. It is the responsibility of the renters to ensure that the Hall is properly locked during and after their event. The Rental Liaison will arrange for the Hall to be double checked for security after the event. Renters are **financially responsible** for any damage done to the building or any theft of Hall property due to negligence on the part of the renters toward security of the building. The time of renter responsibility includes the duration of the event up until the time a lodge representative is able to check the Hall after the renter’s event has concluded. Therefore it is imperative that those who will be leaving the Hall last know how to lock any and all outside doors and windows.

***Signature***

I have read this agreement and, by my signature, agree that I and/or the group I represent shall abide by all conditions above. I also agree to pay all costs, including collection fees, which may accrue to the Ballard IOOF Hall as a result of my violation of any of the terms given above.

Signature Date

Print your name clearly Title (if applicable)

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Return Address Phone Number

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E Mail Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Address for deposit return