

Rental Agreement

Between the

Ballard Odd Fellows Lodge
Ballard-Alki Lodge #170
1706 NW Market Street
Seattle, WA 98107

And

Name: _____ Organization: _____
Phone: _____ Address: _____
Email: _____

This is an agreement between the Ballard Odd Fellows Lodge, Ballard-Alki Lodge #170, hereafter referred to as the "lodge" and the individual or group listed above, hereafter referred to as the "renter,"

Facilities

Please view the hall before your event to determine what materials you may need to bring. In general, the lodge will provide chairs, tables, coffee makers, silverware, coffee cups and plates, toilet paper, paper towels and soap. The lodge does not provide catering, extension cords, dishwasher, air conditioning, cooking pots, pens, tape or on-site assistance.

The building will be unlocked fifteen minutes before your event is scheduled to begin. Renters that remain on the premises after their scheduled event has expired will be charged double the appropriate hourly rates in half hour increments. Because we have other groups using the hall, please ensure that you have scheduled adequate time for your activities and clean up. Renters will be charged for the entire time they are scheduled to use the hall,

There is **no smoking** in the hall under any circumstances whatsoever. Please do not make excessive noise. Amplified or live music is permitted only by special arrangement. **Should your event include serving any alcoholic beverages, including beer or wine, you must obtain an alcohol permit from the Washington State Liquor Board and provide a copy of the permit to the caretaker at least three days prior your event. Failure to do so may result in cancellation of your event.**

The caretaker will not necessarily be available while your group is meeting. Should any emergencies occur, please call **782-9646**.

Parking

Parking is provided in the paved lot behind Ballard Realty only on evenings past 6:00pm, Saturdays past 1:00pm and Sundays all day. **Parking in the Ballard Realty lot at times other than listed above will result in vehicles being towed at the owners expense.** Do not park in the gravel/grass directly behind the hall for any reason. There is ample street parking available nearby, please be aware of parking restrictions.

Fees

The hall is rented according to the following schedule:

Upper Hall: \$30 per hour weekday, \$40 per hour weekends and holidays

Lower Hall: \$20 per hour weekday, \$30 per hour weekends and holidays

Recognized lodge organizations with an IRS Tax status of 501(c)8 or 501(c)10 may rent the hall at the following rates:

Upper Hall: \$50 per 4 hours

Lower Hall: \$24 per 4 hours

We do not have full day rates or full weekend rates. Weekends are Friday through Sunday. Holidays include national and bank holidays.

Trash and Recycling

The lodge recycles cans, bottles, clean cardboard and paper. There are green containers provided for this under the kitchen sinks. Please empty and rinse all containers before placing them in recycling bins. The lodge permits one extra bag of garbage beyond what fits in the trash can located in each kitchen. **The renter is responsible for removing all trash from the site beyond this limit.** We have very limited trash facilities and extra garbage will be removed at the rate of \$30 per bag.

Cleaning and Security Deposit

All first time renters must pay a \$300 cleaning and security deposit. The deposit is fully refundable within 30 days following the event **if the following conditions are met**:

- All furniture used by the renter is returned to its original location and configuration. This includes putting away and stacking chairs and tables as appropriate.
- All floors used by the renter are left in clean condition. If spills or excessive dirt or dust occur, the renter will sweep and mop the floor as appropriate.
- All dishes used by the renter are washed and placed in drainers.
- All belongings and food are removed.
- All excess trash beyond the limits described above is removed from the hall.
- All windows are closed and secured.
- All exterior doors are locked, appliances and lights turned off.

Should the conditions above not be met, any cleanup will be deducted from your deposit at a rate of \$20 per hour, one hour minimum. **Renters are responsible for all damage that occurs to the interior of the hall, including floors, fixtures and furniture, from the time their event is scheduled to begin through the time that the hall is secured by the caretaker.** The lodge is not responsible for any items left behind after your event. Renters who do not pay the deposit are still responsible for all fees outlined in this agreement.

Payment

All rent and deposits for your event must be paid in full when you reserve the space. We will hold reservations for one week. If full payment is not received within one week, your reservation will be canceled and other groups may be scheduled to use the Hall. If you pay by check and your check is returned for any reason, we will charge a \$38 returned check fee. If any fees or charges are still due us 30 days after your event, we reserve the right to make use of a collection agency, and any collection fees will also be billed to you.

Cancellations & Schedule Changes

All schedule changes must be made no less than 24 hours in advance and are subject to availability. All cancellations must be made no less than 10 days. **Failure to provide adequate notice will result in forfeiture of all deposits and rent.** The lodge reserves the right to cancel your event with or without good cause. In the event of the lodge canceling an event, the lodge will refund any rent or deposits. The renter agrees to waive all claims for damages, arising from or caused by lodge's cancellation, its employees, officers, committee members and volunteers.

Security

It is the responsibility of the renters to ensure that the Hall is properly locked and secured while the hall is unoccupied and/or after their event is concluded. Although the caretaker will arrange for the Hall to be checked following your event, for events extending beyond 11:00pm on weeknights or midnight on weekends, the hall will be checked the following morning. Windows and exterior doors found to be unlocked will result in a fee of \$50. Renters are responsible for all damage that occurs to the interior of the hall, including floors, fixtures and furniture, from the time their event is scheduled to begin through the time that the hall is checked by the caretaker. **It is imperative that those who will be closing up the Hall know how to lock all exterior doors.** You may ask to check out a key for the main door if you anticipate you will need to leave the hall unoccupied at some point during your event.

Compliance with Laws

The renter agrees to comply with all laws, statutes, ordinances, rules, or regulations of the United States, State of Washington, County of King, and City of Seattle.

Liability/Hold Harmless

The renter agrees to indemnify and hold the lodge, its employees, officers, committee members and volunteers harmless from all claims, damages, attorney fees, costs and expenses arising from any injury to the renter, renters employees, guests, and patrons arising from the renter's use of the Hall.

Signature

I have read the front and back sides of this agreement. I understand that upon acceptance by the lodge, I agree to be bound by the terms of this agreement. Where the renter is an organization or corporation, the person signing the agreement warrants that he or she has the full authority of that organization or corporation to sign the agreement and obligate the organization or corporation. In the event that any of the payments detailed above become in default, or if the renter fails to perform any other provision of this agreement, the renter agrees that the lodge may file legal proceedings in any Superior or State Court, located in King County, Washington, and in the event that the lodge is the prevailing party in such action, the renter agrees to pay all court costs, including attorney's fees required to file any legal action to enforce any provision of this agreement.

Printed Name

Authorized Signature

Date