

City of Everett Parks and Recreation
Van Valey House Rental Agreement

Name _____ Organization _____

Complete Address _____

Home phone _____ Work phone _____ How did you hear about us? _____

Rental date _____ Rental time _____ Type of event _____ # of guests _____

To make a reservation: Go to the Everett Parks and Recreation Office, 802 E. Mukilteo Blvd. or call 425-247-8300 ext 2.

Payment options: 1) Deliver Rental Agreement and payment to the Recreation Office, 802 E. Mukilteo Blvd., Everett, WA 98203
 2) Fax Rental Agreement to 425-257-8325 and phone in credit card number to 425-257-8300 ext 2.

| | | | |
|-------------------|----------|---|-----------------------|
| Deposit | \$ _____ | \$300 with alcohol | \$150 without alcohol |
| Total hours x fee | \$ _____ | Fri, Sat, Sun | \$95/hr |
| | | Monday-Thursday | \$65/hr |
| Linen fee | \$ 33.00 | Mandatory fee includes linens and use of all other amenities listed on web. | |
| Total due | \$ _____ | | |

Event Coordination: Prior to your event, please call Susan DiPietro at 425-257-6306 to confirm layout and final details.

Conditions of Use – Please read carefully.

- 1) **Rental hours:** Hours must run consecutively and include time needed for delivery of supplies and cleanup. Early arrivals will not be permitted without prior approval. Extra fees will be charged for use beyond scheduled hours. Refunds will not be given for hours not used. Minimum time usage is two hours.
- 2) **Setup and cleanup:** Users are responsible for their own setup and cleanup during their rental time and are required to leave the facility as it was found. Next day cleanup is not allowed. All food, decorations, flowers, etc. must be removed. A cleanup checklist and cleaning supplies will be provided. Failure to clean facility may result in a loss of all or part of the deposit.
- 3) **Alcohol:** Alcohol is permitted with a Banquet Permit available at Washington State Liquor Stores. Everett Parks and Recreation must receive the permit number two weeks prior to the event. The permit must be posted in the facility. Caterers may post their Class I license in lieu of a Banquet Permit. No alcohol permitted beyond premises.
- 4) **Not allowed:** Smoking; keg beer; red or purple punch; rice, silly string, confetti, birdseed; bubbles inside the house; nails, tacks, staples, glue, tape or anything that penetrates the wood or walls. No lighted candles except unity candle during wedding ceremony.
- 5) **Conduct:** Renters are responsible for the conduct of their guests and any damages or loss caused by guests. Performer conduct and performance content, whether live or recorded, must be appropriate for general audiences. Profane, lewd, indecent or slanderous conduct or content is unacceptable.
- 6) **Staff:** Everett Parks and Recreation staff will be on site during the event. Lack of cooperation with staff in resolving problems or illegal activities will result in the event being stopped and the facility being secured.

Cancellation Policy

To receive a refund of fees and damage deposit, cancellation notice must be received at least two weeks prior to the rental date.

Agreement

I hereby approve the rental arrangements herein. I have read the Conditions of Use, understand the requirements, and agree to comply with all conditions. I state that I have the authority to enter into this Agreement for the applicant or organization, agree that the applicant or organization will observe all applicable conditions of use and will exercise the utmost care in the use of the facility and premises. Further, I hereby release, indemnify and promise to defend and hold harmless the City, its officers, employees and agents from and against any and all liability, loss, damage, expense, actions and claims, including costs and reasonable attorney's fees incurred by the City, its officers, employees and agents in defense thereof, asserting or arising directly or indirectly on account of or out of or incident to Lessee's use of the Van Valey House pursuant to this Agreement; provided, however, this paragraph does not purport to indemnify the City against liability for damages arising out of bodily injuries to persons or damages caused by or resulting from the sole negligence of the City, its officers, employees and agents.

 Date Signature of Lessee

Rent Received (date) _____ **Receipt #** _____ **Amount \$** _____ **Banquet Permit #** _____