

# BLAKELY HALL

## RENTAL AGREEMENT

**SECTION A**  
Renter Information

Name(s): \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_  
 Address/City/State/Zip: \_\_\_\_\_  
 Purpose: \_\_\_\_\_ Guest Count: \_\_\_\_\_  
 Have you purchased rental insurance? Yes  No  Insurance Provider: \_\_\_\_\_

**SECTION B**  
Rental Details

**Rental Dates**

- One-Time Use  
 Weekly  
 Monthly

M T W Th F Sa Su

Date(s): \_\_\_\_\_

Hours: \_\_\_\_\_  
 until \_\_\_\_\_

**Room Available**

**Monday - Thursday & Friday until 5pm**

**Friday after 5pm Saturday & Sunday & Holidays**

Blakely Hall  
*Full Facility*

\$100 / hr

\$125 / hr

Great Room &  
 Kitchen/Dining

\$75 / hr

Conference Room

\$50 / hr

Village Green  
*Blakely Hall Rental  
 Required to rent park*

\$150 for 3 hours

\$150 for 3 hours

Extras:

BBQ Grill (\$50)

Audio/Visual (\$75)

*Tables, chairs and janitor service is included with all rentals. Set up is not included.*

**SECTION C**  
Terms & Conditions

**Making a Reservation:**

1. A \$500 security/("deposit") is required at the time the reservation is made. The deposit will be returned within 30 days following your event, on the condition that all provisions of this Rental Agreement are complied with and the facilities were left in satisfactory condition. Any damages or costs in excess of the deposit, as determined by Highlands Council, must be paid no later than 30 days after the rental date.
2. Full payment of the rental fee is due no later than 30 days before the rental date.
3. Renters must be at least 18 years of age. Proper identification and proof of age will be required.
4. Highlands Council will accept credit card or check/money order payable to Highlands Council. If any form of payment is dishonored or unfulfilled for any reason, you will be assessed a processing fee of \$40.00 per dishonored or unfulfilled payment, which may be deducted from your deposit or other payment without notice.

**Cancellation Policy:**

1. All cancellations must be made in writing (phone cancellations will not be accepted).
  - Reservations canceled outside 90 days of the contract date will result in the loss of the deposit or 50% of the contract fee, whichever is less.
  - Reservations canceled inside 90 days of the contract date will result in the loss of the deposit or 50% of the contract fee, whichever is greater.
2. Security deposits are fully refundable.

**Damage to Premises:** You are responsible for cleaning and leaving the rented premises in the same condition as when you found it. You will be responsible for all damage to the rented premises and the property contained therein, including amounts in excess of the damage deposit.

**Alcohol Policy:** Alcoholic beverages are permitted with a Special Occasion Liquor License or Banquet Permit, or if you will use a caterer that already has a Class I License. If you do not use a permitted caterer, you must coordinate with Highlands Council prior to securing the license and are solely responsible for securing a license from the Washington State Liquor Control Board prior to the event. The permit and person(s) who sign the permit must be present throughout the entire event. A copy of the permit must be provided to Highlands Council at least two weeks prior to use. Permit must be posted in a designated location in the facility during the event. In no event will alcoholic beverages be allowed without the applicable license(s). **If you serve alcohol, you agree to do so only in accordance with state and federal law and agree to indemnify and hold harmless Highlands Council from any liability related in any way to the service of alcohol.**

**Termination of Event:** Highlands Council reserves the right to cancel this Rental Agreement for non-payment, or for non-compliance with any of the rules, terms, and conditions set forth in this Rental Agreement, including the right to terminate use of the facilities during the event. If the police are called to respond to the event, the entire security deposit is deemed forfeited. Highlands Council reserves the right to require you to obtain and provide proof of insurance at least 30 days prior to event as condition to use of the facilities.

**Jurisdiction and Venue:** This Rental Agreement is governed by the laws of the State of Washington that apply to contracts executed and performed entirely within the State of Washington. The parties agree that venue is proper in the state and federal courts of King County, Washington and consent to the jurisdiction of these courts.

**Attorney Costs and Fees:** In any dispute arising out of or in connection with this Rental Agreement, including but not limited to your use of the facilities for the purposes contained herein, the prevailing party shall be entitled to its reasonable costs and attorney fees.

Room Rate _____	X	Total Hours Rented _____	+	Subtotal _____	Deposit Amount: _____  Credit: <input type="checkbox"/> Check: <input type="checkbox"/>  Check number: _____  Deposit Returned _____
			+	Subtotal _____	
		Additional Item(s) Rented _____	+	Subtotal _____	
		Additional Item(s) Rented _____	+	Subtotal _____	
			-	Subtotal _____	
		<b>Total Rental Fee</b>	=	<b>TOTAL</b> _____	

**Payment Information**

Credit Card Number (Total Rental Fee will be charged 30 days before event) _____	Check Number _____	Payment Received _____	Initials _____
Expiration Date _____	Security Code (CVV) / Billing Zip _____	Walk through scheduled _____	Walk through completed _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Notes			

**Release of Liability:** In consideration for Highland Council's permission to use Blakely Hall and Village Green, if applicable, for the purposes described above, you agree to hereby RELEASE HIGHLANDS COUNCIL AND ITS RELATED AND AFFILIATED ENTITIES, AS WELL AS THEIR RESPECTIVE OFFICERS, DIRECTORS, AGENTS, AND EMPLOYEES FROM ANY AND ALL LIABILITY, CLAIMS, DEMANDS, ACTIONS AND CAUSES OF ACTION WHATSOEVER, INCLUDING ACTIONS BASED ON NEGLIGENT CONDUCT ARISING OUT OF OR RELATED TO ANY LOSS, DAMAGE OR INJURY, INCLUDING DEATH, THAT MAY BE SUSTAINED BY YOU, YOUR EMPLOYEES AND AGENTS, OR YOUR GUESTS RELATED IN ANY WAY TO THE USE OF BLAKELY HALL AND VILLAGE GREEN.

I have received and understand the Rental Policy included in the rental packet.

Renter Signature:                     *This is an unofficial contract for your review purposes only*                     Date: \_\_\_\_\_

Highlands Council Rep:                     *Call 425-507-1107 for availability information*                     Date: \_\_\_\_\_

# BLAKELY HALL

## RENTAL POLICY

### General Information

1. The rental period must run continuously (for example, the rental period cannot be Saturday morning and Sunday morning). Set-up and tear-down shall be done during the rental period. No early admittance or next day tear-down will be allowed. Refunds will not be given for hours paid for but not used. You will be charged or be subject to a refund reduction if you access the facility early or remain later than the time requested.
2. You are responsible for your own set-up. Janitorial service after your event is included in the rental fee.
3. Use and access to the office and upstairs areas is not included and is strictly prohibited.
4. The following is strictly prohibited:
  - Use of illegal drugs or controlled substances.
  - Lewd or immoral conduct.
  - Rowdiness, brawling or fighting.
  - Consumption of liquor by minors.
  - Excessively loud noise or music.
  - Smoking in the facility and patio areas.
5. Per the fire code, the number of guests is limited to 221 for the entire facility.
6. Street parking is available around Blakely Hall, Village Green, and NE Park Drive for your guests. Your guests may not park in the alleys, block a residential or business driveway.
7. **Blakely Hall is not equipped with an air conditioner.** The heat controls are set at 70 degrees. Please refer to your Highlands Council Representative with any questions.
8. The facility does NOT supply any of the following items: beverages, food, condiments or table linens.
9. At least one person who has signed the Rental Agreement must be present during the entire time of the rental.
10. Highlands Council and its staff assumes no responsibility for you, your employees' and agents', or your guests' property prior to, during, or following any function or event.
11. You, your employees and agents, and your guests must abide by all property policies, local ordinances, county, state, and federal laws.
12. All functions will be limited to Blakely Hall only or, if stated in this Rental Agreement, to Blakely Hall and Village Green.
13. You shall be responsible for informing your employees and agents, and your guests of all the policies and rules.

### Set-up and Tear-down

1. "Set-up" and "tear-down" shall include the use of the facilities for moving in and out equipment, and preparation and clean-up of the facilities for the event. Time required for set-up and tear-down must be included in the rental period; facilities will not be available prior to the start time or after the end time.
2. All third-party rental items must be delivered during rented hours and removed from the facility immediately following the event unless alternative arrangements are made.
3. Vehicles involved with the set-up and tear-down cannot block traffic and cannot park in front of Blakely Hall during the event. Service and event vehicles need to park in the rear of the building or further down NE Park Drive once they have unloaded. A Highlands Council Representative will show you where these vehicles are permitted to park.
4. You may not remove items from the building that belong to Blakely Hall, including but not limited to electronic equipment, kitchen or food/beverage items, furniture, linens, and any décor that belongs to the building or its staff.
5. **NO HELIUM FILLED BALLOONS**, nails, tacks, staples, adhesive tape, duct tape, glue, or anything that penetrates the walls or floors shall not be used in the facility. Reusable putty or museum putty can be used for decorating purposes and must be removed from the surface at the end of the event.
6. Throwing rice, birdseed, or confetti inside or outside the facility is NOT permitted.
7. Candles are permitted only in fire-safe votive or enclosed containers. Please use caution when placing candles on and around buffet tables.
8. **No decorations of any kind should be hung from the rafters. Lighting fixtures including gallery lighting & Art Work.**