



# WA LAND YACHT HARBOR

9101 Steilacoom Rd. SE, Olympia, WA 98513

## RENTAL AGREEMENT

This agreement made and entered into this date \_\_\_\_\_, by and between Washington Land Yacht Harbor, Inc. and \_\_\_\_\_, Renter.

Event contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Event: \_\_\_\_\_

FOR MUTUAL BENEFIT, both parties accept the following conditions as they relate to the specific rental or event indicated.

Date of Occupancy: \_\_\_\_\_ Time of Occupancy \_\_\_\_\_

Facility to be rented:	Term: Days/Hours:	Rental Fee:
Auditorium _____	_____	\$ _____
Kitchen _____	_____	\$ _____
Gatehouse _____	_____	\$ _____
	Sub total	\$ _____

RV Rental Rate \$ \_\_\_\_\_ per day

### Extra Services:

- 1. Janitorial (cleaning) \$ \_\_\_\_\_
- 2. Table & Chair repositioned \$ \_\_\_\_\_
- 3. Security (required when alcohol is served) \$ \_\_\_\_\_
- WA State Sales Tax \$ \_\_\_\_\_
- Total Rental Fee \$ \_\_\_\_\_

Common areas included in rental agreement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Full payment of Rental Fee must be received not less than 30 days prior to event. Renter's failure to notify the Rental Coordinator of event cancellation in writing after (30) thirty days prior to the event date will be cause to forfeit the required Cleaning/Damage deposit. Fees are determined by current Washington Land Yacht Harbor policy in effect at date of contract execution.

In addition to the above listed fees, a Cleaning/Damage Deposit of \$ \_\_\_\_\_ must be remitted on submission of signed contract to; Washington Land Yacht Harbor, Inc., c/o Harbor Rental Coordinator, 9101 Steilacoom Rd. SE, Olympia, WA 98513.

Upon receipt of the signed contract and deposit by the Washington Land Yacht Harbor Rental Coordinator, the event dates will be reserved, pending the availability of the facility on that date. Renters may have reasonable access to the facility in advance of the event upon request, but not exclusive use until scheduled rental event. Scheduled use of the facility by others is to be honored during this pre-rental period.

Cleaning/Damage deposit will be refunded within fourteen (14) days after event, less any expenses incurred by the Washington Land Yacht Harbor. Grounds and facilities must be left clean and free of litter and debris. Deposit, or portions thereof, shall be forfeited to the Washington Land Yacht Harbor, Inc. when used to cover costs to clean, remove litter and debris or repair damages.

Rice and confetti, including table glitter, shall not be used anywhere within the buildings or on the grounds. Any festive decorations shall be cleaned up at the conclusion of the event. Decorations may be attached to the walls of the hall by 3M Command Strips, blue painters tape or museum putty only. No staples or tacks may be used. No attachments shall be made to any doors.

No part of the premises is to be sublet by the Renter. No changes to any structure, utility or the grounds by the Renter shall be allowed.

Renter shall be responsible to comply with all state, local and federal laws. Banquet Permits and Security Services are required if alcoholic beverages are served.

SMOKING is not permitted in Harmony Hall, on the outside deck, or in the Gatehouse. NO FIREARMS OR PETS ALLOWED IN HARMONY HALL AND GATEHOUSE, except for approved events.

The gas grills in the kitchen will only be used by special arrangement with the Rental Coordinator.

Renter shall abide by all terms of the contract. Failure to do so constitutes a breach of contract and renders this agreement null and void. The Renter is solely responsible for complying with the conditions of the contract and is prohibited from delegating his/her responsibilities under this agreement.

INSURANCE: The Renter may be required to procure and maintain for the period rented, a Certificate of Liability and policy, upon request, naming the additional insured to the Washington Land Yacht Harbor, Inc., prior to occupancy for the above identified space. Failure to provide the certificate, if requested, shall render this agreement null and void and of no effect.

Insurance certificate, if requested, must be submitted with the payment of all rental fees 30 days prior to the event. Grounds, Harmony Hall and/or Gatehouse must be left in the same condition as found.

If Janitorial services are not included in the Rental Fees listed above, the Renter is responsible for cleaning the facilities at the conclusion of the event. Cleaning Harmony Hall includes, but is not limited to, all kitchen appliances, counters, sinks and grills, if used, sweeping of the hall, foyer and kitchen floors, wet mopping floors where necessary and vacuuming of small rugs in the hall. All tables and chairs must be returned to their original positions, including replacing chairs and/or tables removed from storage under the stage.

Cleaning the Gatehouse includes, but is not limited to, sweeping the floors and damp mopping, if dirty, cleaning appliances, sink and counters, cleaning door mats and returning tables and chairs to their original positions.

All litter and garbage shall be disposed of, after each event, in the dumpsters provided.

Renter's Name (Please Print) \_\_\_\_\_

Renter's Signature \_\_\_\_\_

Date \_\_\_\_\_

Washington Land Yacht Harbor Rental Coordinator Kim Freemire 360-459-0189 – [wlyhinc@comcast.net](mailto:wlyhinc@comcast.net)

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name and Address of person to receive deposit refund:

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Office use:**

Damage Deposit Received      \$ \_\_\_\_\_      Ck# \_\_\_\_\_      Date \_\_\_\_\_

Rental Fee Received            \$ \_\_\_\_\_      Ck# \_\_\_\_\_      Date \_\_\_\_\_

Damage Deposit Returned      \$ \_\_\_\_\_      Ck# \_\_\_\_\_      Date \_\_\_\_\_