



PO Box 82 or 17010 S. Vaughn Rd. KPN • Vaughn, WA 98394
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AGREEMENT FOR SINGLE PARTY USE OF PREMISES

EVENT			
Purpose			
Day		Date	
Hours of use		Hours of event	

RESPONSIBLE PARTY						
Organization						
Contact						
Address						
City		State		Zip		
Phone		Cell				
Email					Add to e-news list?	

RENTAL FEES				
Room	Hour(s)	Rent	Deposit	Notes
Gymnasium				
Whitmore				
Kitchen				
Library				
VFW				
Combo				
Other				
Total				

PAYMENTS						
Fees	Amount	Payment	Receipt #	Date	Initials	Return
Room (reservation)						
Room (final)						
Deposit						

TERMS OF AGREEMENT

1. Renter hereby agrees to rent the portion(s) of the building noted above for the agreed total rental sum of \$XXX.X, 50% of which is due at the time of the reservation to secure the space (final 50% is due 15 days prior to the event). In addition to the rental sum, a refundable damage and cleaning deposit in the amount of \$XXX.XX is due 15 days prior to the event. The damage and cleaning deposit shall be retained by the Key Peninsula Civic Center (KPCC). (see #2)
Separate checks, please.
2. Renter agrees to remove garbage to appropriate dumpster immediately following the use, abiding by the cleaning responsibilities posted in each room. Should the renter fail to clean the premises in the manner set forth, the damage and cleaning deposit shall be considered forfeited and partially, or wholly, retained by the KPCC. If the KPCC is satisfied with the condition, the damage and cleaning deposit will be shredded or returned to the renter. Should an additional garbage pick-up be required following the event, a fee of \$40.00 will be deducted from the damage and cleaning deposit. *The management reserves the right to alter the deposit policy at its sole discretion depending on the type of event.*
3. Should the renter cancel the use of the facility **more than 15 days** prior to the scheduled event, all monies paid will be returned in full. If canceled **10-15 days** prior to the rental, **75% of the rental fee and any deposit** paid are refundable. If the event is cancelled **less than 10 days** prior to the event, **50% of the rental fee and any deposit** paid are refundable. *The management reserves the right to alter the cancellation policy at its sole discretion depending on the type of event.*
4. The Renter agrees that the event premises will be used solely for the purpose noted previously and will not allow the space to be used in violation of law, ordinance or governmental regulations, nor use any part of the premises for any purpose determined to be hazardous by the Civic Center's insurance carrier.
5. Renter shall be responsible for obtaining all permits and licenses, such as gambling, liquor, and health department permits, and providing copies of such to the Civic Center seven (7) days prior to the use of the premises. All licenses and permits are to be posted in plain view during the event.
6. Renter agrees to repair or replace (at renter's expense) all damage occurring to the premises, fixtures, or equipment during the time of the use and caused by anybody participating in the use agreed to by this agreement.
7. Renter shall meet with either the facility manager or the resident security person upon arrival and departure to discuss the condition of the premises subject to this agreement.
8. All personal property brought onto the premises shall be at the risk of the renter, or the owner of the personal property. The rental shall hold the Civic Center harmless from any claim for damage to said property.
9. Renter agrees to pay costs and reasonable legal fees in the event that there should be any default in any of the terms of this agreement, and a lawsuit is commenced.
10. No waiver of any covenant of this lease by the Civic Center shall be deemed to apply or constitute a continuing waiver by the Civic Center of any condition or covenant, or subsequent breach of condition or covenant of this lease.
11. The Renter agrees to Defend, Indemnify and Hold Harmless KPCCA and the KPCCA employees, officers and directors from any and all Bodily Injury or Property Damage claims occurring on, or in, the premises or facilities resulting from the use of premises or facilities by Tenant or Tenant's quests, employees, invitees, or visitors excepting for claims resulting from the Sole negligence of the Landlord.
12. Renter agrees to hold the Civic Center harmless for any actions and /or claims arising from any negligence resulting from the uses herein.
13. This constitutes the entire agreement between the parties and may be modified only by an agreement, in writing and signed by both the Renter and the representative of the Civic Center.

By signature, the renter and the Civic Center have executed this Agreement for Single Event Use of the premises on the day and year noted below.

SIGNATURES	Print Name	Signature	Date
Renter			
Civic Center	Patricia Ghiossi		