



## KIRKLAND EAGLES HALL RENTAL CONTRACT

258 Central Way, Kirkland WA 98033  
Mailing address: PO Box 2395, Kirkland WA 98083  
425.822.2681

Current Eagle/Auxiliary Member: Y \_\_\_\_\_ N \_\_\_\_\_

(If not, a Member must sponsor event; If not a member and no member sponsor, then requires "Closed Curtain")

Applicant/Organization: \_\_\_\_\_

Street Address/City/State/Zip: \_\_\_\_\_

1<sup>ST</sup> Responsible Person: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Drivers License #: \_\_\_\_\_

2<sup>nd</sup> Responsible Person: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Drivers License #: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Day of Week: \_\_\_\_\_

Time Requested From: \_\_\_\_\_ To: \_\_\_\_\_

Event Type: \_\_\_\_\_ Music: Y \_\_\_ N \_\_\_ Type: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Event Manager: \_\_\_\_\_

Notes:

Approved By Kirkland  
Eagles Aerie #2681 BOT

**RATES**

Effective 2.15.2024

<b>Description:</b>	<b>Rates:</b>	<b>Total:</b>
Monday - Wednesday Must be cleaned/vacated within No Minimum Between Noon and 5PM 60 minutes after Event Close.	(a) Non-Member \$100/hr., closed curtain required (b) Member \$50/hr., open or closed (a), or (b), _____ Hrs	
Thursday – Sunday & Holidays No Minimum Between Noon and 5PM 4 Hour Minimum Must be cleaned/vacated within 2 hours after Event Close. Exceptions may be made per Kirkland Eagles Event Manager	(a) Non-Member \$150/hr., closed curtain required (b) Member \$75/hr open noon-5 PM \$50/hr (c) Member \$100/hr closed	
A/V Equipment Rental – Must have qualified person to set up/operate in house system ***	Non-Member \$300 per Event Member \$150 per Event Qualified Personnel, TBD dependent on requirements	
Decoration Removal	\$100.00	
Extra Staff Coactail Waitress (Non Refundable)	\$125.00	
Extra Staff/Expense Fee Required for 60+ Guests (Non Refundable) *	\$125.00	
<b>Total:</b>		
Deposit \$250.00 (Refundable, see Below) ** Reservation/Damage/Cleaning **	\$250.00	\$250.00

**Checks to be made payable to Kirkland Eagles #2681.** Return Deposit check to Applicant or Shred: \_\_\_\_\_

- \*\* A separate deposit, in the form of a check for \$250.00, is required for a reservation/damage/cleaning before any application is considered. This check is held until after the event. Any additional expense incurred by this establishment will be billed to the applicant or deducted from the deposit check.
- If using a Credit Card for Deposit the \$250.00 will be applied to your total due on the night of your event.
- For any event you are responsible for providing your own tablecloths, napkins, and utensils. If your event is a closed curtain event you will need to provide plastic cups no glass allowed.
- If your event is a "closed curtain event" you will need to acquire a banquet license, supply your own alcoholic beverages, and a bartender. You or your guest will not be allowed to order from the Eagles bar. You are responsible for signing in your guests and making sure they are respectful of the club. This rule applies to both members and non members.
- If your event is during the holiday season when the hall is already decorated; and your request the decorations be removed for your event, an additional fee of \$100 will be collected.

- \* If you book your event for less than 60 guests and exceed 60 **during** your event, an extra bartender will be called in at a rate of \$125.00. This rate will be deducted from the \$250.00 Deposit/Damage check.
- \*\*\* The In House sound system is only to be adjusted or worked with by an Aerie approved technician or member that has been trained on its use. Any repair/replacement needed resulting from damage incurred to this system resulting from unauthorized access by the event attendees will be the financial responsibility of the Event Holder.

The undersigned hereby makes application to the Kirkland Eagles Aerie # 2681 and certifies that the information given in this application is correct and true. The undersigned further states that he/she has the authority to make this contract for the Applicant or Organization and agrees that the applicant has received, understands, and will observe the Facility Rental Rules and Regulations, as well as the House Rules of the Aerie Home. The applicants agree to exercise the utmost care in the use of this facility and to waive, absolve, indemnify, defend and hold harmless the Kirkland Eagles Aerie #2681, its employees and all club representatives from all liability from the use of said facility. The applicant further agrees to reimburse the Kirkland Eagles for any damage arising from the use of the facility.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Kirkland Eagles Trustee (Printed) Name: \_\_\_\_\_

Kirkland Eagles Trustee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CONDITION OF USE

• Booking; Failure to comply with any of the facility rules will result in forfeiture of the \$250 deposit.

1. A complete rental application and \$250 deposit are required before the facility may be booked. Phone Reservation are not accepted.
2. All contract signers shall be 21 years of age or older and must provide current State or Federal ID. We will need a copy of your ID
3. Rental fee is due prior to the rental date. However, If less than 2 weeks prior to the rental date, fees must be paid with check or credit card.
4. Deposit checks are held and cashed only if damage and or cleaning costs are deducted or, if less than 60 guests attend the event causing extra staff expenses to be called in, in which case the cost of extra staff/ expenses (\$125) will be deducted. Note: Event rentals exceeding 60 will automatically be charged \$125.00 for extra staff/ expenses If not previously included in the event rental application.
5. The deposit will be returned within 2 weeks, in the form of original check (under the circumstance of no additional fees Incurred due to extra staff/expenses/cleaning damage required), to the address listed on the application unless applicant request check to be shredded. Any monies incurred due to extra staff/expenses/cleaning/damage will be explained in writing and will be subtracted from the original deposit.
6. Kirkland Eagles may, under certain circumstances, as outlined by our insurance carrier, require the Event Host/applicant to provide a Certificate of Insurance.
7. The undersigned is responsible for the conduct of their Invited guest.

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### Licenses and Permits

1. There are *many* events and functions that require special licenses or permits and In some cases the application lead time is up to 30 days. Kirkland Eagles will not validate your use of the building or facilities unless you have the required licenses and / or permits. All required licenses or permits shall be posted at the time of the event
2. On occasion the Fire Department and or WSLCB Inspector may make a random inspection.

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### Prohibition

1. Do not use dance wax on the wood floor.
2. No illegal substances will be used or be in possession of any person on the Kirkland Eagles property.
3. No loud noise or music. Failure to lower volume to the requested level will result in forfeiture of the \$250 deposit.
4. Smoking is permitted outside of the building only.
5. The piano shall not be used to hold food or beverages. It will not be used/played unless prior authorization is requested and granted.
6. Children shall not be allowed to run or play on the stage.
7. All debris and trash generated by your event shall be removed at the end of your function and may be placed In the provided trash container.
8. The Main Hall floor shall be dust mopped and carpet vacuumed (stage and Brown room).
9. All tables and chairs must be wiped clean. The remainder of tables/chairs shall be placed in storage room next to the stage
10. Restrooms will be cleaned by the Kirkland Eagles, unless extremely dirty, then the Renter will clean.
11. Uniform Fire Code Occupant Load as posted shall not be exceeded.
12. All exits shall remain unlocked and not blocked during use of the building.
13. Renter agrees to comply will all applicable Washington State and Federal Laws.
14. Renters agree to comply will all the Lirkland Aerie #2681 House Rules. (Attached)

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## Decoration Guidelines

1. Do not throw rice, birdseed, confetti, or sparklers inside or outside of the building.
2. NO OPEN FLAMES of any type are permitted i.e. candles, etc.
3. NO STAPLES, NAILS or PINS shall be used on the painted walls or woodwork. Tape may be used on the tables but must be removed at the end of your event.
4. Do not use tables or chairs to stand on when decorating. Badly damaged or broken tables, chairs and other furnishings will be deducted from the renter's deposit.

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## Cancellation of Reservation

1. If your reservation is cancelled any time prior to 30 days before your event date, you will forfeit 25% of your deposit.
2. If your reservation is cancelled less than 30 days, but more than 15 days before your event date, you will forfeit 50% of your deposit.
3. If your reservation is cancelled less than 15 days before your event date, you will forfeit your deposit.
4. Should an emergency occur, an exception to the forfeiture would be considered upon request to the Kirkland Eagles Event Manager and subsequent approval by the Board of Trustees.

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## Hold Harmless Agreement

1. The person, group or organization using the Kirkland Eagles Hall agrees to hold Kirkland Eagles, it's agents, employees and officials, while acting within the scope of their duties, harmless from all causes of action, demands, and claims, including the cost of their defense, arising in favor of the organization, the organization's employees, or third parties on account of personal injuries, death, or damage to the renter's property arising out of the premises or in any way residing from the willful or negligent acts or omissions of the organization, it's agents, employees or representatives.

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## Verbal Agreements

1. This contract shall stand as the agreement and no implied or verbal agreements will be valid. **Initial**  
**It is the understanding that all guest who are Non-members MUST BE SIGNED IN BY THE**  
**MEMBER SPONSOR.**

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**GUEST NOT SIGNED IN WILL NOT BE SERVED. (By the order of Washington State  
Liquor Control Board).**

**All guest will be required to wear wrist bands identifying them. Wrist bands will be supplied by  
Kirkland Eagles Aerie # 2681.**

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\* DO NOT REMOVE \*  
FROM AERIE 2681  
FLOOR

RECEIVED

MAY 03 2022

## House Rules of Kirkland, WA Aerie #2681

### Fraternal Order of the Eagles

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1. The Board of Trustees (BOT) shall have control of the Aerie Home. The Bar Manager and on-duty Bartender shall have control of the bar.
2. In order to promote responsible sale and use of alcoholic beverages, it shall be the policy of the Kirkland Aerie #2681 that: No employee, member, or guest of the Aerie shall furnish, share, serve and/or otherwise supply liquor to any person who appears to be intoxicated. Individuals who have been cut off by the bar staff are to be considered intoxicated.

*Consequence of non-compliance: Written notice and possible suspension from social areas, not to exceed 90 days by the BOT.*

3. Members should always carry their membership cards while on Kirkland Aerie property and all membership cards and paid membership receipts must be checked before service. Any member whose membership card is delinquent shall be permitted to enter upon payment of current dues owed. If a member misplaces or forgets to bring their membership card or paid receipt may enter and be served upon purchase of a replacement receipt of \$5.00.
4. All Guests must be registered by a member who will accompany them in the Aerie Home until the guest leaves the premises. Guests cannot be signed in more than three times in any one year as per our Constitution.

Non-members who frequent the Aerie socially will be verbally notified of the "three visits" constitutional policy by the Aerie Worthy President, appropriate officer, or on-duty bar tender and strongly encouraged to join the Aerie as members.

5. Solicitation by non-members is strictly prohibited on the Aerie property unless specific permission is granted by the BOT. Solicitation by Aerie's brothers is welcome, as we support one another in business. Non-members engaging in business solicitation will be asked to leave the premises.
6. Members and guests are prohibited from bringing alcoholic beverages into the Aerie home at any time. However, an exception is made for non-stocked, unfortified wines that shall incur a corking fee per bottle. OKC  
HLS



7. The on-duty Bartender has the right to refuse service at any time, to anyone.

8. No profanity or foul language will be allowed in the Aerie before during or after meetings and more specifically in the Aerie meeting room. This rule shall also apply to the Aerie club in general.

*Consequence of non-compliance - Verbal request to respect the rule by the on-duty Bartender or Officer. Subsequent infractions may result in written notice and suspension from social areas not to exceed 90 days by the BOT.*


9. Excessively loud noise or music is prohibited in the parking lot unless approved for an event. We have neighbors and want to respect our home and neighborhood. This also applies to the back deck.

*Consequence of non-compliance - Verbal request to respect the rule by the on-duty Bartender or Officer. Subsequent infractions may result in written notice and suspension from social areas not to exceed 90 days by the BOT.*

10. Any member who engages in physical touching, grabbing, or unsolicited physical interaction with any member or employee will be cited. This includes fighting, pushing, shoving or any aggressive physical action or interaction. Only first-person accounts of this type of interaction will be considered valid. Non-first-person accounts will be considered hearsay and strongly discouraged.

*Consequence of non-compliance- Review for suspension of membership by BOT or permanent removal via trial committee.*

11. Any member or employee involved in unsolicited advances toward a bar employee or member will be cited. This will be enforced if any complaint is made. This includes complaints about text bombing, excessive phone calls, inappropriate advances or language towards an employee or member. As well as mean or aggressive behavior directed at the person both directly and or indirectly. Any malicious action or verbal-statements of such will be taken very seriously. Only first-person accounts of this type of interaction will be considered valid. Non-first-person accounts will be considered hearsay and strongly discouraged.

*Consequence of non-compliance- Review for suspension of membership by BOT or permanent removal via trial committee.* 

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12. Any member who threatens to participate in any legal action against the Aerie without reasons backed up by factual evidence will be evaluated for termination. legal issues should be brought to the board and discussed and evaluated in house. Unfounded litigious action will be considered a voluntary withdrawal of Aerie 2681 membership. Members should always look to the BOT and the President or Officers to discuss such matters before considering any type of legal action against the Aerie. Any complaints about someone doing this will be taken seriously.

*Consequence of non-compliance- Review for suspension of membership by BOT or permanent removal via trial committee.*

13. Any discussion regarding Aerie business or pending or ongoing matters shall remain on the Aerie floor. Members can discuss, in general terms, things that are going on however to discuss actual meeting notes or disseminate information that is of financial/business matters shall remain within the walls of the Aerie.

*Consequence of non-compliance - First offence will result in written notice and request to keep Aerie business on the Aerie floor. Subsequent infractions may result in written notice and possible suspension from social areas not to exceed 90 days by the BOT.*

14. No animals shall be allowed in the building, except for people with a documented service animal defined by Washington State Human Rights Commission WAC rules (WAC 162-26-130).

15. Any person or member wanting to cook or prepare food must be authorized by the Board of Trustees. Anyone cooking for the public or for the members, must have a food handler license per WA State.

16. Children visiting the Aerie home must always be supervised by a responsible adult. The parent or guardian may assign a guardian if they are temporarily indisposed, e.g., restroom or smoking. Children are allowed on the back deck if accompanied by their guardian. Children are not allowed in the bar areas defined by the carpeted area around the bar unless they are simply moving into other areas of the Aerie where children are allowed. Running and rough play are not to be tolerated.

*Consequence of non-compliance - Parent or Guardian will be verbally requested to respect the rule by the on-duty Bartender or Officer on first warning, then asked to leave if problems persist.*

17. Credit or debit cards may be used to run a bar tab. We may ask to hold a credit or debit card at the bar while the tab is open. Bar tabs not settled by the end of business will have a 20% gratuity added. There will be no cash advances or pull-tab purchases on a credit or debit card.

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18. Personal checks are accepted ONLY from Aerie 2681 members, with no cash back. Any returned checks not made good within 10 days will result in the loss of check cashing privileges. A charge of \$45.00 will be levied for all returned checks.

*Consequence of returned checks not made good within 20 days may result in suspension from social areas not to exceed 90 days by the BOT.*

19. The Aerie home hours of business shall be under the control of the Board of Trustees and shall be opened and closed at such hours as are in conformity with existing state and municipal laws and the rules and regulations of the Washington State Liquor Control Board for normal operations. The club can be closed for special occasions. The on-duty bartender may, at their own discretion, extend the closing time to the Washington State legal limit.

20. No firearms concealed or unconcealed weapons of any kind are allowed on Aerie property.

21. During designated special events, such as bingo or sports events, the on-duty bartender shall be responsible for regulating interfering noise volumes and player exuberance with all games.

*Consequence of non-compliance - Members or guests not allowing the bar staff to regulate the exuberance or volume will be denied further service and asked to leave the Aerie for the duration of the designated special event.*

22. Music and television audio in the social areas shall be set to a respectable level during Aerie meetings and turned off or muted in the Aerie room.

23. Only authorized personnel shall turn on adjust or turn off equipment belonging to the Aerie, such as heating & air conditioning, TV, jukebox, and sound system etc. Anyone unauthorized operating such items will be responsible for any damages incurred.

24. There shall be no reprimanding of any club employee or volunteer by club members. Any inattention to duty or lack of courtesy on the part of a club employee/volunteer should be directed in writing to the Board of Trustees.

25. Grievances shall be dealt with in house. First and foremost, speak directly to your fellow member!! If the issues are not resolved, bring the issue to the attention of the Board of Trustees, and if necessary write a formal, first-person account letter outlining the issue. Sign, date, include GAID member #, and place in the suggestion box or email to: FOE2681bot@gmail.com. Hearsay or third person accounts will not be considered. *OK*

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As a reminder of the oath taken when becoming a member, do not speak ill of other Eagle members, if you have nothing good to say then say nothing.

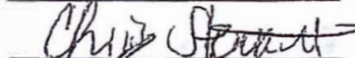
As always, intoxication, indulgence in profane, vile or boisterous language, or improper conduct by members or guests within the Aerie Home is prohibited. Any violation of the above may result in suspension (not to exceed 90 days), by the Board of Trustees, pursuant to Sec. 89.3 Statutes FOE CKC/ta

The house rules committee consists of the following members for May 2021 – May 2022:

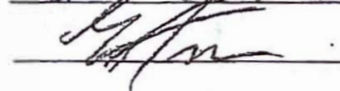
Chad Lundeen



Chris Stewart



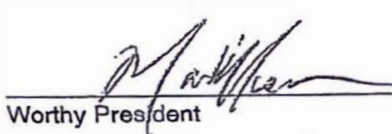
Eric Foss



Proposed at the Aerie meeting held on: February 3, 2022

Second reading at the Aerie meeting held on: February 17, 2022

Adopted at the Aerie meeting held on: March 3, 2022



Worthy President



Aerie Secretary

Approved May 12, 2022  
Charles K. Cunningham  
Grand Secretary, F.O.E. ta

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