



### 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 \_\_\_\_\_

Home Aerie \_\_\_\_\_ GAID # \_\_\_\_\_

(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 9.15.2026

| Description                                                                            | Member                                                                | Non-Member                                     | Total     |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------|-----------|
| <b>Main Buffet Hall</b>                                                                | <b>Rates</b>                                                          | <b>Rates</b>                                   |           |
| <b>Monday – Wednesday,</b><br>no minimum 12-5pm                                        | \$50/hr open/closed curtain x ____ hrs                                | \$100/hr closed curtain<br>required x ____ hrs |           |
| <b>Thursday-Sunday &amp; Holidays</b><br>no minimum 12-5pm                             | \$50/hr open curtain x ____ hrs<br>\$100 closed curtain x ____ hrs    | \$150/hr closed curtain<br>required x ____ hrs |           |
| <b>5pm – close:</b> (4hr minimum)                                                      | \$75/hr open curtain x ____ hrs<br>\$100/hr closed curtain x ____ hrs | \$150/hr closed curtain<br>required x ____ hrs |           |
| <b>Brown Room</b><br>(max 25 ppl -strictly<br>enforced!)                               |                                                                       |                                                |           |
| <b>Monday – Sunday &amp; Holidays</b><br>no minimum 12-5pm<br>4hr minimum after 5pm    | \$50/hr x ____ hrs<br>\$50/hr x ____ hrs                              | N/A                                            |           |
| <b>Staffing:</b>                                                                       |                                                                       |                                                |           |
| Extra bartender required for<br>50+ guests                                             | \$150/event (non-refundable)                                          | N/A                                            |           |
| Dedicated server                                                                       | \$150/event (non-refundable)                                          |                                                |           |
| <b>AV Equipment Rental</b>                                                             |                                                                       |                                                |           |
| Use of AV equipment must<br>have qualified person to set<br>up/operate in house system | \$250/event                                                           | \$300/event                                    |           |
| <b>Corkage Fee</b>                                                                     |                                                                       |                                                |           |
| Per event                                                                              | \$15/bottle                                                           | N/A                                            |           |
| <b>Decorations</b>                                                                     |                                                                       |                                                |           |
| Removal                                                                                | \$100                                                                 | \$100                                          |           |
|                                                                                        |                                                                       | <b>Total</b>                                   | <b>\$</b> |

- Checks made payable to Kirkland Eagles #2681. Check number \_\_\_\_\_  
Return deposit check to applicant: \_\_\_\_\_ or shred deposit check: \_\_\_\_\_ (choose one)
- Selected rental rooms are limited to the (1) Aerie Hall and the (2) Brown Room with (shared) bathrooms for guests located at the Brown Room.

**Aerie Hall Rentals are available as follows:**

- Fraternal Order of Eagles Aerie members – Membership card required.
- Non-members who are sponsored by an Aerie member (Aerie member is responsible for Hall Rental contract conditions and must be in attendance at all times, membership card required).
- General Public: “Closed curtain” rental only, credit card and WA state driver’s license required – checks are not accepted.

Updated September 2026

- Rental fees are to be paid no later than the end of the event. PLEASE CHECK OUT WITH THE BARTENDER ON DUTY.
- Member deposit check will be cashed only when cleaning, damage or staffing costs apply.
- Member deposit check will be available to Applicant for pickup within two weeks after the event unless the Applicant requests the check be shredded. Any deductions will be itemized in writing.
- Kirkland Eagles Aerie 2681 may require a Certificate of Insurance depending on the nature of the event.
- The Applicant is responsible for the conduct and all fines incurred by any all guests.
- Paid rental times are firm. Any Applicant that exceeds their rental time will be assessed additional hours at 2 x's the original hourly rental fee (per each hour).
- Corkage fees must be pre-arranged prior to event date. No guest corkage fee allowed during hall rental. Corkage fees during hall rentals are \$15 per bottle.
- Arrangement for purchases of bulk champagne/wine can be made prior to the event.

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#### **I. Reservation and Deposit Terms**

- A refundable deposit of \$250.00 is required to secure a reservation. This deposit must be submitted via check and will be held until after the event. Any damages, cleaning fees, or additional expenses incurred will be deducted from the deposit or billed to the Applicant.
- If a credit card is used for the deposit, the \$250.00 will be applied toward the total balance due on the day of the event.
- The deposit is forfeited if the Applicant fails to comply with any facility rules.

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#### **II. Event Requirements**

The Applicant is responsible for providing all tablecloths, napkins, utensils, and—if applicable—plastic cups. NO outside beverages allowed – we have a selection of non-alcoholic and alcoholic beverages that may be purchased. Wine is allowed with payment of corkage fee.

#### **For closed-curtain events RENTALS:**

- A Washington State banquet license is required which must be filed with the Aerie no later than 2 weeks prior to the hall rental date.
- Non-staffed bartender, alcohol, and bar equipment must be provided by the applicant, along with a copy of the licensed bartender's ID and MAST license.
- Guests may not order beverages from the Eagles bar. Guests may not enter the Eagles bar or lower game area. Guest restrooms are located in the Aerie Hall area or Brown room for closed hall rentals.
- All guests must be signed in, behave respectfully and follow the Eagles Aerie #2681 House Rules, a copy will be provided for all hall rental agreements. This applies to both members and non-members.

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### **III. Staffing and Guest Attendance**

- If the event exceeds 50 guests and was booked for fewer, an additional bartender will be called in at a rate of \$150 deducted from the deposit or collected the day of, prior to the start of the event.
- Events with 50+ guests will automatically incur a \$150 staffing fee unless previously included in the rental application.

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### **IV. Holiday Decorations**

- If the hall is decorated for a holiday season and the Applicant requests removal of decorations, a \$100.00 removal fee will apply.

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### **V. Sound System Use**

- The in-house Audio and Video system may only be operated by an Aerie-approved technician or trained member. A/V rental fees may apply.
- Any equipment damage resulting from unauthorized use will be the financial responsibility of the Applicant.

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### **VI. Conditions of Use**

- A complete rental application and \$250 deposit are required to confirm booking. Phone reservations are not accepted.
- Rental application must be approved by the Board of Trustees to finalize contract.
- All Applicant(s) / signatories must be at least 21 years of age and provide a valid State or Federal ID.
- Events cannot be open to the public without permission from the Board of Trustees.

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### **VII. Licenses and Permits**

- Events requiring special licenses or permits must comply with applicable lead times (up to 30 days). Use of the facility is contingent on possession of all required documentation.
- Licenses and permits must be visibly posted during the event.
- The Fire Department or Washington State Liquor and Cannabis Board (WSLCB) may conduct random inspections.

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### **VIII. Prohibited Conduct**

- Illegal substances are strictly prohibited on the premises. A \$750 fine will be assessed to the applicant for non-compliance, due immediately.

Updated September 2026

- Outside alcohol is strictly prohibited on the premises. A \$750 fine will be assessed to the applicant for non-compliance, due immediately.
- Excessive noise or music must be reduced upon request of on staff bartender(s) or the deposit will be forfeited.
- Smoking is permitted only outside the building, at the northeast parking lot designated smoking area only. Applicant will be fined \$750 for non-compliance, due immediately. Cannabis is prohibited on the premises.
- The piano may not be used for food or beverages and may only be played with prior authorization.
- Children may not run or play on the stage.
- Building occupancy limits must not exceed posted Uniform Fire Code limits.
- All exits must remain unlocked and unobstructed during the event.
- The Applicant agrees to comply with all applicable City of Kirkland, King County, Washington State and Federal laws.
- The Applicant agrees to comply with all Kirkland Aerie #2681 House Rules (attached for review: must be initialed at time of acceptance of contract)

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#### IX. Decoration Guidelines

- Throwing rice, birdseed, confetti, or sparklers is prohibited inside and outside the building.
- Open flames (e.g., candles) are strictly prohibited.
- Staples, nails, or pins may **not** be used on painted walls or woodwork. Tape may be used on tables but must be removed after the event.
- Tables and chairs may not be used for standing ON while decorating. Damage to furnishings will be deducted from the deposit.
- Personal decorations must be removed at end of hall rental time.

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#### X. Cleaning after use:

- All trash and debris and recycling must be removed and placed in designated containers.
- All food must be removed/discarded.
- The Main Hall floor must be swept and mopped; carpeted areas (stage and Brown Room) must be vacuumed. Please check with the bartender on duty for more information.
- Tables must be wiped clean.
- Chairs must be wiped clean and extra chairs returned to the storage room.
- Restrooms will be cleaned by Kirkland Eagles unless deemed excessively dirty, in which case the Applicant must clean the prior to leaving property.

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Updated September 2026

#### **XI. Cancellation Policy**

- Cancellations made more than 30 days before the event will forfeit 25% of the deposit.
- Cancellations made between 15–30 days before the event will forfeit 50% of the deposit.
- Cancellations made less than 15 days before the event will forfeit the full deposit.
- Exceptions may be considered for emergencies, subject to approval by the Event Manager and Board of Trustees.

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#### **XII. Hold Harmless Agreement**

The Applicant agrees to indemnify, defend, and hold harmless Kirkland Eagles Aerie #2681, its agents, employees, and officials from any claims, demands, or causes of action—including legal defense costs—arising from personal injury, death, or property damage resulting from the Applicant’s use of the facility.

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#### **XIII. Guest Sign-In and Wristbands**

- All guests must be signed in by a sponsoring member.
- Guests who have not been signed in, will not be served, per WSLCB regulations and must exit the Aerie property. It is the responsibility of the applicant to sign in all guests.
- All guests must wear wristbands provided by Kirkland Eagles Aerie #2681.

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#### **XIV. Entire Agreement**

This document constitutes the entire agreement. No verbal or implied agreements shall be valid. All terms must be acknowledged and initialed by the Applicant.

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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: \_\_\_\_\_