



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: _____

1ST Responsible Person: _____

Cell: _____ Email: _____

Driver's License #: _____

2nd Responsible Person: _____

Cell: _____ Email: _____

Driver's 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 3/1/2022

Description:	Rates:	Total:
<p><u>Monday thru Wednesday</u> 2 Hour Minimum Must be Cleaned/Vacated 60 minutes after event close</p>	<p>(a) Non-Member \$100/hr., Closed curtain required (b) Member \$50/ hr., Open or Closed curtain (a) Or (b) x _____ Hrs.</p>	
<p><u>Thursday thru Sunday & Holidays</u> 4 Hour Minimum Must be cleaned/vacated within 2 hours after Event Close. Exceptions may be made per Kirkland Eagles Event Manager</p>	<p>(a) Non-Member \$150/hr., closed curtain required (b) Member \$75/hr., open (c) Member \$100/hr., closed (a), (b), or (c) x _____ Hrs.</p>	
<p>A/V Equipment Rental – Must have qualified person to set up/operate in house system ***</p>	<p>Non-Member \$300 per Event Member \$150 per Event Qualified Personnel, TBD dependent on requirements</p>	
<p>Decoration Removal**</p>	<p>\$100.00</p>	
<p>Extra Staff/Expense Fee Required for 60+ Guests (Non- Refundable) *</p>	<p>\$125.00</p>	
<p>Back Bar (Non- Refundable)</p>	<p>\$125.00</p>	
<p>Total:</p>		
<p>Deposit \$250.00 (Refundable, see Below) ** Reservation/Damage/Cleaning **</p>	<p>\$250.00</p>	<p>\$250.00</p>

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

- * 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. You must pay the total cost of the hall rental at least 72 hours before the event. Please make payment to bartender via credit card or check.

- ** 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.

For any event you are responsible for providing your own tablecloths, napkins, and utensils. If your event is a closed curtain event you will also need to provide plastic cups. No glass is allowed.

**If your event is during a holiday season when the hall has already been decorated; and you request the decorations be removed for your event, an additional fee of \$100 will be collected.

- ***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 guests 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.
- **** 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.
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.

Initial _____

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.

Initial _____

Prohibitions

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. 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.

Initial _____

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 renter's deposit.

Initial _____

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.

Initial _____

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.

Initial _____

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.

Initial _____

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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