



**Rental Application and Agreement for Gibson Hall**

Owned by the City of Issaquah

Managed by the Kiwanis Club of Issaquah

A Service Club for the Greater Issaquah Community

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

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Type of Activity: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Check here if Renter qualifies for the tax-exempt organization rate of \$35.00 per hour. This rate is available only to government agencies and 501c3 non-profit organizations which can provide proof of status.

Approximate Attendance: \_\_\_\_\_

\_\_\_\_\_(initial) **Attendance Guidelines:** The **Renter** acknowledges that the information and requirements put out by the Washington State Governor's office, the Center for Disease Control (CDC) and the Seattle-King County Public Health Department will be the guidance for the capacity and attendance allowed in Gibson Hall. Because guidelines from these agencies may change on short notice, the Kiwanis Club of Issaquah reserves the right to amend the capacity and attendance that will be allowed in Gibson Hall at the time of your rental.

\_\_\_\_\_(initial) **Basic COVID-19 Rules to Follow:** The **Renter** agrees to follow the basic **COVID-19 Guidelines** as set forth by the Washington State Governor's office, the Center for Disease Control (CDC) and the Seattle-King County Public Health Department in that the Renters must wear masks that cover mouth and nose at all times, wash hands frequently and follow the six-foot rule for social distancing. (See Gibson Hall Exit Checklist for more detailed information.

Will Alcohol Be Served? Yes No

\_\_\_\_\_(initial) **Alcohol on the Premises:** Serving of alcohol is allowed but the **Renter** will need to follow the Washington State Liquor Control Board guidelines found online at <http://liq.wa.gov/licensing/banquet-permits> and determine if you need to purchase a Banquet permit. If it is determined that you require a permit, complete the online form at: <https://liq.wa.gov/licensing/online-banquet-permit>. **Your Banquet Permit must be posted and visible. All provisions of the Permit must be followed. Renters** are responsible for their guests. If we suspect a problem (this may also be from a concerned

citizen), the Issaquah Police will be contacted to assess the situation which could result in the immediate end to **the Renter's** event and will result in the forfeiture of the remainder of the rent and deposit.

- \_\_\_\_ (initial) **Rental Rates: \$50.00 per hour (2-hour minimum) or 8 hours for \$350.00.** Hourly fee to include time for set-up and clean-up. If event goes beyond the time contracted, Renter will be charged accordingly for time to the nearest half hour. Full rental payment shall be made one week before the scheduled event.
- \_\_\_\_ (initial) **Reservation/Security/Cleaning Deposit:** A **\$250.00** security deposit must accompany this signed Rental Application and Agreement before any date(s) can be confirmed. The Deposit may not be applied toward extra hours incurred during rental of facility.
- \_\_\_\_ (initial) **COVID-19 Sanitization Surcharge:** A **\$25.00 (Non-Refundable)** COVID-19 sanitization surcharge will be charged for each rental and shall be paid at the time the full rental payment is made at least one week before the scheduled event.
- \_\_\_\_ (initial) **Cancellation Policy:** If **Renter** cancels the booking less than 7 days before the event, the deposit will be forfeited.
- \_\_\_\_ (initial) **Refundable Deposit Reimbursement:** A check will be issued within 21 calendar days after **Renter's** event is held, provided there are no offsetting costs for cleaning or damage. Should any damage or additional cleaning costs exceed Renter's damage deposit, **Renter** will be responsible for the additional cost.
- \_\_\_\_ (initial) **Food Compliance with City Ordinance:** If food is served, **Renter** must comply with City ordinance **IAM 101-35** which requires all service ware (plates, bowls, cups, spoons, knives, etc.) must be durable for reuse, or recyclable or compostable. For example, non-plastic coated paper plates, napkins, and waxed paper cups are all compostable. Aluminum cans, plastic bottles, clean (used/empty) coffee cups, clean plastic tubs and clean plastic –coated paper are all recyclable. **Polystyrene foam is banned from use.**
- \_\_\_\_ (initial) During the COVID-19 pandemic, the **Renter can not** use the kitchen to cook any food and also **can not** serve food in a buffet style setting, however; pre-packaged individual food servings can be brought into the building or you may choose to have a food truck set up in the parking lot that can disburse individual boxed servings of food.
- \_\_\_\_ (initial) **Decorations:** No candle wax of any kind, no tape, nails, glue, pins or paint of any type will be used for decorating or any other purpose. No decorations may be mounted to the walls in any manner.

Equipment, fixtures, pictures and or furniture shall not be removed from the walls or from the hall. In compliance with the City Fire Code the use of candles and /or any other type of open flames is restricted to those enclosed within a glass enclosure or chimney. This is a no smoking facility.

- \_\_\_\_ (initial) **Cleaning Requirements:** Part of this agreement includes Exhibit A, "Gibson Hall Kitchen Use, Cleaning and Exit Check List.". The **Renter** understands that any items not in compliance may result in a deduction of the Security and Cleaning Deposit.
- \_\_\_\_ (initial) **Force Majeure Cancellations:** Acting in good faith, and attempting to give you as much notice as possible, the Kiwanis Club of Issaquah reserves the right to terminate this contract immediately in the event that fire, flood, act of God, epidemic, pandemic,

quarantine restrictions, terrorism, lock-out, war, labor or civil disturbance, public disaster, or any other cause or circumstances beyond our control. Under no circumstances shall Kiwanis Club of Issaquah be responsible to you or anyone else for any claim or liability due to delays or damage caused in whole or in part by such circumstances and without the fault or negligence of the Kiwanis Club of Issaquah that may cause us to close or modify the use of the facility for public health or safety. Under such circumstances we shall at our sole discretion refund any fees received.

**LIABILITY STATEMENT:** By signing this Rental Application, **you (the Renter)** agree to assume the responsibility and legal liability for your event described in this contract. You also agree to abide by all rules and regulations described herein. Additionally, you agree to indemnify, defend, and hold harmless the Kiwanis Club of Issaquah from any and all claims for bodily injury and/or property damages that may arise out of or in connection with the use of Gibson Hall. Failure to comply with any of the above stated rules and regulations will result in the forfeiture of the reservation, damage, and cleaning deposit.

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

**Mailing Address:**  
 Gibson Hall Rentals  
 PO Box 142  
 Issaquah, WA 98027

**Gibson Hall is located at:**  
 105 Newport Way SW  
 Issaquah, WA 98027

**Contact our Rental Agent at (425) 392-4016 (voicemail) or at [gibsonhall@issaquahkiwanis.org](mailto:gibsonhall@issaquahkiwanis.org) (email) with any questions.**

----- For Rental Agent Only -----

Rental Agent Name:	Approved? Yes _____ No _____
Deposit Received: <b>\$250.00</b> Deposit Date:	Calendar Updated:
<b>\$25</b> COVID Sanitization Surcharge Received:	Deposit Refund Authorized – Amount \$ _____
Rental Received: \$ _____ Deposit Date:	Date Refunded: Check #: