



FACILITY RENTAL CONTRACT

Rental Booking #: _____

Client's Initials Required on All sections within []

Rental Payment []

- The total facility rental fee is due at the time of reservation (if booking less than 90 days from the event date), If reserving more than 90 days from the event date, ½ of all fees are due at the time of booking.
- All remaining event-related fees **must be paid in full by credit card or cash no later than (30) days in advance of the contracted event date**. Failure to pay the required fees may lead to the cancellation of the event. Depending on the condition of the building, damage deposits are typically refunded within 14-21 business days following the event.
- (Separate from the rental rate): **SECURITY: \$** _____ **DAMAGE DEPOSIT: \$** _____

*Cancellation []

- A full refund will be allowed if a cancellation notice is received **90 days or more** prior to the contracted facility rental date.
- A 50% refund will be allowed if received **31-89 days** prior to the contracted facility rental date.
- No refunds will be allowed if a cancellation notice is received **30 days or less** prior to the rental date, or due to inclement weather conditions.
- If a rental is cancelled by MPT as a result of the renter failing to provide all of the necessary information or fees, MPT shall retain the rental fees paid unless the facility is rented by another client.

*Date Change []

- Date change requests received **more than 60 days** prior to the event date will not be charged a date change fee.
- Date change requests made **less than 60 days'** notice prior to the contracted facility rental date are subject to a \$50 change fee.

**Cancellation and/or Date Change requests must be submitted in writing.*

Facility Usage []

- Event set-up, tear down and clean-up is the responsibility of the renter and is included in the contracted event times. []
- Should the client leave prior to the contracted end time, facility rental fees paid for this time will not be refunded.
- If the facility rental extends beyond the contracted event end time, a rate of time and a half (**\$_____/hour**) will be charged.
- Only designated rental area(s) and facility restrooms are included with the facility rental.
- Facility lobby and parking lot used by facility rental guests must be left clean or cleaning fees will be taken from the damage deposit fee at a rate of time and a half (**\$_____/hour**).

Alcohol Permits []

- Alcohol may be served by a **licensed bartender(s) with a Class 12 Mixologist Permit only**. Bartender(s) must provide a copy of Class 12 Permit (14) days prior to the rental date and on-site to the MPT Rental Attendant prior to any alcohol distribution.
- A **Banquet Permit** issued by the WA State Liquor & Cannabis Board is due no later than (14) days prior to the rental date.
- Failure to obtain a banquet permit and secure a license bartender will result in the suspension of all alcohol distribution during the event.

Alcohol Serving Conditions []

- Alcohol must be brought into the facility and checked-in with the MPT Rental Attendant. Alcohol cannot be made available until the licensed bartender(s) and security is on-site. Alcohol serving ends 1 hour prior to the end of the rental times.
- Alcohol is defined as any drink that includes alcohol (Wine, Beer, Hard Alcohol, Champagne, Hard Ciders, and Spirits etc.)
- Beer kegs must be contained in a plastic garbage can with a vapor barrier to protect the facility flooring.
- Bottles for alcoholic and non-alcoholic beverages are prohibited. All drinks must be poured and served in paper or plastic cups.
- Alcohol must be contained within the contracted event space and not taken outdoors.

Advertising []

- Rentals open and advertised to the public are required to submit copies of any advertising which includes, but not limited to: invitations, radio, newspaper ads, social media ads, etc. no later than (14) days prior to the event date.

Catering []

- MPT's Preferred Caterers and catering specials can be found at www.metroparkstacoma.org/preferred-caterers/

MPT Preferred/In-House Caterer: _____

*Non-MPT Caterer/Potluck: _____ (Phone) _____

Security []

- MPT reserves the right to require private or public security at the event if alcohol is served, admission is charged, the event is private or open to the public, and/or at any time MPT staff deems appropriate.
- Security is coordinated by MPT and the financial responsibility of the client.

Security required: Yes No *Private Security *Tacoma Police (*4-hour minimum applies)

Number of People	Security Requirements	Number of People	Security Requirements
0-150	<input type="checkbox"/> (1) Security Officer	151-250	<input type="checkbox"/> (1-2) Security Officers

Certificate of Insurance []

- A Certificate of Insurance for **company/organization rentals** and **rentals open to the public** is required no less than (14) days prior to the event date. Failure to produce insurance before the event will result in cancellation of event and no refund of rental payment will be given.
- Certificate must provide \$1,000,000 in coverage for bodily injury/property damage and name Metro Parks Tacoma, 4702 S 19TH Street, Tacoma WA 98405, as additional insured.

Music []

- Music should be kept at reasonable noise levels.** In the event the music is too loud, MPT staff will request the noise level to be turned down. If a 2nd request to turn down the music is warranted, MPT staff will monitor the noise level with a sound meter. If a 3rd request to turn down the music is warranted, the event may be shut down for lack of compliance.

Décor []

- The following items are prohibited: smoke, bubble and/or mist machines; water beads, glitter, helium balloons (permitted in certain spaces), gum, confetti and other items as deemed appropriate.
- Only blue painters tape is allowed.** No tacks, tape, screws, nails or hooks are allowed on any building (walls, walls, beams, etc.).
- The use of votive candles is acceptable if enclosed in glass, the use of open flame for chafing dishes is permitted; candelabras are prohibited. Any other type of open flame is strictly forbidden unless pre-approved by MPT.

American Disability Act (ADA) []

- MPT has several facilities that are historic in nature or were constructed prior to the establishment of (ADA) standards and as a result the facility may not fully comply with ADA standards. The client accepts the facility with these limitations unless a reasonable accommodation is requested and approved at the time of signing. Accommodations? Yes No

Indemnification and Hold Harmless []

- Client shall defend, indemnify and hold harmless the Metro Parks of Tacoma its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the client, the client's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the client's, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of Metro Parks Tacoma.

**Smoking is prohibited in all Metro Parks Tacoma facilities and parks, including parking lots.
Metro Parks Tacoma is not responsible for lost or stolen items.**

Client Signature: _____
WA State Driver's License or ID #: _____

Date: _____
Exp. Date _____

MPT Staff Signature: _____

Date: _____