



# RENTAL CONTRACT

\_\_\_\_ 1. **Rental Payment** 100% of the rental fee is due at the time of application. Drivers' license or Washington State identification must be provided. Identification \_\_\_\_\_ Exp.Date \_\_\_\_\_

\_\_\_\_ 2. **Change/Modification/Cancellation** If the renter initiates a cancellation in order to receive a full refund, the cancellation notice must be received a minimum of 61 days prior to the event. A 50% refund will be allowed if cancellation notice is received 30-60 days prior to the event. No refunds will be made with less than a 30 day notice or due to weather or seasonal conditions not initiated by MPT.

\_\_\_\_ 3. **Alcohol** Beer, wine, hard alcohol, and/or champagne are allowed to be **served by licensed bartenders only** and consumed inside the rental facility with **verification a Banquet Permit** has been obtained through a local WA State Liquor Store. A copy of the Facility Rental Form will be required to obtain a Banquet Permit. The original Banquet Permit must be submitted to Metro Parks at least 15 days prior to the event. Failure to obtain a Banquet Permit will result in alcohol not being allowed to be served to guests.

- If alcohol is part of an event, all alcohol must be brought into the facility during set-up hours, checked in with and stored by MPT staff in non-event space. The alcohol can only be moved into the event space when a licensed bartender is present.
- Beer kegs must have a vapor barrier to protect flooring.
- Bottles of beer must be poured into plastic cups and served in that manner.
- The consumption of alcohol outside the agreed upon event space is prohibited (this includes in the parking lot).

\_\_\_\_ 4. **Security** Private security or Tacoma Police Department security may be required at your event if alcohol is served, or if an admission is charged or open to the public. Security is coordinated through MPT and the financial responsibility of the renter. MPT will collect security fees payment as part of the rental agreement fees. All event-related fees, including security, must be paid in full prior to the start of the rental. Failure to pay the required fees may lead to the cancellation of the event. (**No money will be refunded**).

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

Number of People	Rental Ends	Type of Alcohol	Security Requirements
175+ people	At/or before 8pm	Beer/Wine/Champagne/Hard Alcohol	(2) Security Officers
Up to 94 people	After 8pm	Beer/Wine/Champagne/Hard Alcohol	(1) Security Officer
95 - 174 people	After 8pm	Beer/Wine/Champagne	(1-2) Security Officers
		Beer/Wine/Champagne/Hard Alcohol	(2) Security Officers
175+ people	After 8pm	Beer/Wine/Champagne	(2-3) Security Officers
		Beer/Wine/Champagne/Hard Alcohol	(2-3) Security Officers

\*Additional security may be required at any MPT location. MPT reserves the right to require private security or Tacoma Police at its discretion.

\_\_\_\_ 5. **Advertising** Copies of any advertising which includes, but not limited to, invitation, radio, flyers, etc. are required to be on file no less than 15 days prior to rental date.

\_\_\_\_ 6. **Facility Usage** If licensee leaves prior to designated time, rental fees paid for this time will be forfeited. If the rental goes beyond the designated contract time, a rate of time and half (\$ \_\_\_\_\_) will be charged. Only restroom facilities and areas designated on contract are available for licensee usage. If rental uses lobby area it must be cleaned up, if rental leaves garbage in the park it must be cleaned up or the renter will be charged an hourly fee for clean up.



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\_\_\_\_ 7. **Set-Up** Setup time is included in rental times. The name(s) listed below and rental licensee will be responsible for set up. If facility is left in unacceptable condition, cleaning fees will be charged at the rate of time and half \$ \_\_\_\_\_ per hour. Set-Up Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_ 8. **Damage Deposit and Cleaning Fees** Damage and cleaning deposits are due in full no less than 15 days prior to rental date (with credit card only). If deposits are not paid, the rental will be cancelled. Damage deposits will be refunded approximately 7 days following rental date. Cleaning fees are not refunded.

\_\_\_\_ 9. **Certificate of Insurance** A certificate of insurance is required for company/organization rentals. The certificate must provide insurance coverage of at least \$1,000,000 for bodily injury/property damage. It must name Metro Parks Tacoma as an additional insured. This certificate is required no less than 15 days prior to rental date.

\_\_\_\_ 10. **Caterer** If using a caterer, please list: Name \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_ 11. **Music / Sound**  DJ  Boom Box  Other \_\_\_\_\_

- **Smoke, bubble and mist machines are prohibited.**
- **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 second request to turn down the music is warranted, MPT staff will monitor the noise level with a sound meter. If a third request to turn down the music is warranted, the event could be shut down for lack of compliance.

\_\_\_\_ 12. **Decorations** No tacks, tape, screws, nails or hooks on any building surface (ie: walls, beams, etc.). Decorations may be taped to tables and windows **ONLY** with permission granted by MPT staff. The use of flammable material is regulated by the Tacoma Fire Department (TFD) and must be approved in writing. The use of candles is acceptable if enclosed in glass; **candelabras are prohibited**. Any other type of open flame is strictly forbidden unless pre-approved by TFD. **Please call (253) 594-7909 at least 3-4 weeks before your event to obtain this mandatory permit; www.tacomafiredepartment.org.**

\_\_\_\_ 13. **American Disability Act (ADA)** MPT has several facilities that are historic in nature or were constructed prior to the establishment of American with Disability Act (ADA) standards. The facility addendum lists any areas where the facility does not fully comply with ADA standards. The renter accepts the facility with these limitations unless a reasonable accommodation is requested and approved at the time of signing. Accommodation?  Yes  No

\_\_\_\_ 14. **Smoking** Smoking is prohibited in all Metro Parks Tacoma facilities and parks (including parking lots).

\_\_\_\_ 15. Metro Parks Tacoma is not responsible for lost or stolen items.

**Renter Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Or, other designee as per Rental Contract/Application:** \_\_\_\_\_

**Facility Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_