



**Rental Agreement**

Renter Name: \_\_\_\_\_ Booking #: \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_

WDL/ID# & Expiration Date: \_\_\_\_\_

Room: \_\_\_\_\_

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

Time: \_\_\_\_\_ To \_\_\_\_\_ Total Hours: \_\_\_\_\_

Room Rate Per Hour: \$ \_\_\_\_\_ Room Rental Subtotal: \$ \_\_\_\_\_

Add On Items

1. \_\_\_\_\_ \$ \_\_\_\_\_

2. \_\_\_\_\_ \$ \_\_\_\_\_

3. \_\_\_\_\_ \$ \_\_\_\_\_

Total Rental Fee \$ \_\_\_\_\_

Security Fee \$ \_\_\_\_\_

Initial Payment (4 hours minimum plus Security Fee) \_\_\_\_\_

Balance Due (30 days prior to event) Date: \_\_\_\_\_ \$ \_\_\_\_\_

**Addition of Hours (no later than 14 days prior to event)**

Number of Hours \_\_\_\_\_

Rate per Hour \$ \_\_\_\_\_

Total Addition of Hours Fee (pay in full if less than 30 days prior) \$ \_\_\_\_\_

**Damage Deposit**

Damage Deposit Due (14 days prior to event) Date: \_\_\_\_\_ \$ \_\_\_\_\_

Damage Deposit Paid Date: \_\_\_\_\_ \$ \_\_\_\_\_

Additional Requirements	Yes	No	Due Date
Certificate of Insurance (30 days prior)	_____	_____	_____
Banquet Permit (30 days prior)	_____	_____	_____
Copy of Bartender License (30 days prior)	_____	_____	_____

**Security Breakdown**

Time Frame: \_\_\_\_\_ To \_\_\_\_\_ Total # of Hours: \_\_\_\_\_

Rate per hour per Guard \$25 \_\_\_\_\_

# of Guards Required \_\_\_\_\_

Rental Total \$ \_\_\_\_\_

## Section Two – Contract Detail

*By initialing the following items below the renter acknowledges that failure to adhere to the contract may result in a cancellation prior to or during the event.*

<b>I. Payments</b>	<b>Initial ( )</b>
A. Four hour minimum + security fee due at time of booking. 50% of the rental fee + security fee (if applicable) are due at the time of booking an All Day rental with balance due 30 days prior to event.	
B. Damage deposit must be <b>paid in full by credit card</b> no later than (14) days prior to contracted event date. Depending on the condition of the building, damage deposits are typically refunded within 14-21 business days following the event.	
C. Failure to pay within required timelines or checks that result in insufficient funds may result in the cancellation of the event.	
<b>II. Cancellation</b>	<b>Initial ( )</b>
A. Cancellations made more than 91 days prior to rental will receive a full refund.	
B. A 50% refund will be allowed if received 90-60 days prior to the contracted facility rental date.	
C. No refunds will be allowed with less than 59 days' notice or due to inclement weather conditions.	
D. 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.	
E. Cancellations must be provided in writing.	
<b>III. Date Changes and Additional Hours</b>	<b>Initial ( )</b>
A. Date change requests may be granted up to 91 days' notice prior to the contracted facility rental date without penalty and subject to facility availability.	
B. Additional facility rental hours may be purchased no later than (14) days prior to the event date. (No checks accepted for adding of additional hours.)	
C. All date changes must be made in writing.	
<b>IV. Facility Usage</b>	<b>Initial ( )</b>
A. Event set-up, tear down and clean-up is included in the contracted event hours.	
B. Should the client leave prior to the contracted end time, facility rental fees paid for this time will not be refunded.	
C. If the facility rental extends beyond the contracted event end time, a rate of time and a half (\$_____) will be charged. Client and Rental Attendant must approve the time extension by way of signature on the checklist report.	
D. Only designated rental area(s) and facility restrooms are included with the facility rental.	
E. 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.	
<b>V. Alcohol Permits and Security</b>	<b>Initial ( )</b>
A. Alcohol must be served by a <b>licensed bartender(s) with a Class 12 Mixologist Permit only</b> . Renter must provide a copy of the bartender(s) Class 12 Permit no later than thirty (30) days prior to rental date. Expense and scheduling of bartender are the responsibility of the renter.	
B. A <b>Banquet Permit</b> issued by the WA State Liquor Control Board is due no later than (14) days prior to the rental date.	
C. Failure to obtain a banquet permit and secure a license bartender will result in the suspension of all alcohol distribution during the event.	
D. Tacoma Police Department or Private Security is required when alcohol is served. Security is the financial responsibility of the renter.	

<b>VI. Alcohol Conditions</b>	<b>Initial (      )</b>
<p>A. Alcohol must be brought into the facility and checked in with the MPT Rental Attendant during set up of event. Alcohol cannot be made available until the licensed bartender(s) is on-site.</p> <p>B. Beer kegs must be contained in a plastic garbage can with a vapor barrier to protect the facility flooring.</p> <p>C. Bottles for alcoholic and non-alcoholic beverages are prohibited. All drinks must be poured and served in plastic cups.</p> <p>D. Alcohol must be contained within the contracted event space.</p> <p>E. A single Champagne toast is permissible without a bartender or Banquet Permit.</p>	
<b>VI. Security</b>	<b>Initial (      )</b>
<p>A. 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.</p> <p>B. Security is coordinated by MPT and the financial responsibility of the client.</p>	
<b>VII. Certificate of Insurance</b>	<b>Initial (      )</b>
<p>A. A Certificate of Insurance is required for the following no less than (14) days prior to the event date.</p> <ul style="list-style-type: none"> <li>✓ Companies or Businesses</li> <li>✓ Community Organizations</li> <li>✓ Not-For Profit Organizations</li> <li>✓ Rentals charging admission or open to the public</li> </ul> <p>B. Certificate must provide \$1,000,000 in coverage for bodily injury/property damage and name MPT as additional insured.</p>	
<b>VIII. Advertising and Admissions</b>	<b>Initial (      )</b>
<p>A. Rentals open and advertised to the public are required to submit copies of any advertising which includes, but not limited to, invitation, radio, newspaper ads, social media ads, etc. no later than (14) days prior to the event date.</p> <p>B. All organizations selling food, beverages, merchandise and/or charge admission will pay a minimum rental fee of one and a half (1 ½) times the published standard rate. Additional fees may be assessed based on what is being sold and the volume of gross sales. These additional fees will be determined on an individual basis.</p>	
<b>IX. Music</b>	<b>Initial (      )</b>
<p><b>Music must be kept at reasonable noise levels.</b> In the event the music is too loud, MPT staff will request the noise level be turned down. If renter is not responsive to request the event may be shut down for lack of compliance, rental party will remain responsible for full rental amount.</p>	
<b>X. Decorations</b>	<b>Initial (      )</b>
<p>A. Use of helium balloons, smoke, bubble and/or mist machines, confetti, glitter and water beads are not allowed.</p> <p>B. No tacks, tape (painters tape is allowed), screws, nails or hooks are allowed on any building walls, beams, etc.</p> <p>C. The use of flammable material is regulated by the Tacoma Fire Department (TFD) and must be approved in writing. The use of votive candles is acceptable if enclosed in glass; <b>candelabras are prohibited</b>. Any other type of open flame is strictly forbidden unless pre-approved by TFD.</p>	
<b>XI. American Disability Act (ADA)</b>	<b>Initial (      )</b>
<p>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.</p> <p>Accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

## Section Three – Roles and Responsibilities

### Rental Customer is Responsible for:

- Arriving at the venue per the contracted start time, no earlier.
- Setting-up of tables and chairs and all decorating needs.  
*Consult with rental facility staff for approved decorating guidelines and/or restrictions.*
- Keeping the event and all participants within the event space as defined within the Rental Contract.
- **All children must be supervised at all times (this includes parking lot, park, restrooms, lobby areas) by an adult and are required to remain within the event space as defined within the Rental Contract.**
- Removing all equipment and food brought in to the facility to support the event.
- Cleaning conditions post-rental are specific to the site in which the rental occurred.  
*Please consult facility staff for specific information.*
- Cleaning spills and/or debris as they occur and are directly related to the rental, indoors and outdoors.
- Managing garbage receptacles as necessary to ensure no overflow situations.
- Ending the event at the specified time as stated within the contract.
- Should the rental exceed the contracted facility rental time, renter will be charged at time-and-a-half per the hourly rental rate.
- Should apply recycling efforts whenever possible.

### Rental Attendant is Responsible for:

- Providing on-site presence beginning no later than 30 minutes prior to the contracted start time to prep the venue.
- Access to the venue at the contracted start time.
- Initial meet and greet with renter.
- Checks in with renter point of contact every 30-45 minutes.
- Conducts pre-and post-facility rental checklist & report with renter.
- Informs renter (1) hour prior to contracted rental end time to stop serving alcohol and start cleaning up.
- Depositing trash into outside garbage dumpsters.
- Takes pictures of post-facility rental condition if damage has occurred.
- Ensures all equipment and food brought in to support the event is removed from facility.
- Ensures all facility equipment is returned to its proper location pre-rental.

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Signature of Renter

Date

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Center at Norpoint Staff Signature

Date

April 5, 2016