



FACILITY RENTAL CONTRACT

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| Rental Booking #: | Rental Date: | Rental Venue: |
|-------------------|--------------|---------------|

Client's Initials

Facility Rental Payment

- The facility rental booking, cleaning and security deposit fees are due in full at the time of reservation and application.
- Additional facility rental hours may be purchased no later than (14) days prior to the event date. We **highly recommend** the total facility rental time is reserved and paid for upfront as we cannot guarantee the requested additional rental hours may be available at a later date.
- All remaining event-related fees (ie: damage deposit, rental add-ons) must be **paid in full by credit card, cash or cashier's check** no later than (14) days in advance of the contracted event date. **Deposits made by check will not be accepted.** Failure to pay the required fees on time 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. Cleaning and security fees are non-refundable.

*Cancellations

- Cancellations made more than 61 days prior to rental will receive a full refund.
- 50% refund will be allowed if received 60-31 days **prior to** the contracted facility rental date.
- Refunds are not granted with **less than** 30 days' notice 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.

*Date Change

- Date change requests may be granted up to 61 days' notice prior to the contracted facility rental date without penalty and subject to facility availability.
- Date change requests made with less than 61 days' notice prior to the contracted facility rental date are subject to a \$200 change fee.

**Cancellation and/or Date Change requests must be performed in person with proper identification and the original rental paperwork.*

Facility Usage

- Event set-up, tear down and clean-up time 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 (\$_____) will be charged. Client and Rental Attendant must approve the time extension by way of signature on the checklist report.
- 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.

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 to the on-site MPT Rental Attendant prior to any alcohol distribution. Bartenders cannot be friends/relatives of the renter.
- A **Banquet Permit** issued by the WA State Liquor Control Board is due no later than (14) days prior to the rental date.
- Failure to obtain a banquet permit and secure a licensed bartender will result in the suspension of all alcohol distribution during the event.

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Alcohol 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) is on-site.
- 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 plastic or paper cups.
- Alcohol must be served and contained within the contracted event space.

Security

- MPT reserves the right to require private or public security at the event if alcohol is served past 8pm, 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 Guests / Security Requirements

0-150 (1) Security Officer

Number of Guests / Security Requirements

151-300 (1-2) Security Officers

Certificate of Insurance

- A Certificate of Insurance for company/organization rentals is required no less than (14) days prior to the event date.
- Certificate must provide \$1,000,000 in coverage for bodily injury/property damage and name MPT as additional insured.

Advertising

- 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.

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

- Helium balloons, smoke, bubble and/or mist machines are prohibited.
- No tacks, tape, screws, nails or hooks are allowed on any building (ie: walls, beams, etc.).
- 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; **candelabras are prohibited**. Open flame used for ceremonial purposes (ie: candles on birthday cake, "unity candles" during wedding ceremony) are permitted. Any other type of open flame is strictly forbidden unless pre-approved by TFD.

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

Miscellaneous:

- 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.
- All organizations selling food, beverages, merchandise and/or admission will pay a minimum rental fee of 1 ½ times the published standard rate. Additional fees may be assessed based on what is being sold and the volume of gross sales.

Client Signature: _____

Date: _____

Day-Of-Event Contact: _____

Phone: _____

WA State Driver's License or ID #: _____

Exp. Date _____

MPT Staff Signature: _____

Date: _____