



18308 Smokey Pt. Blvd.  
 Arlington, WA 98223  
 Phone: 360-653-4551

**MAIN HALL Rental Agreement**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Rental Date: \_\_\_\_\_

Rental Times: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Number of guests attending: \_\_\_\_\_

X	Rental Fees @ \$175 per hour	
X	Rental Monitor Fee @ \$18/hr.	
X	Set-Up Fee \$100.00	
X	Cleaning Fee \$100 (provides cleaning of hall following rental)	
X	Alcohol Served: Renter provides Banquet Permit (see Conditions of Use, Below)	
X	Cordless microphone \$25 fee	
X	Deposit to Reserve Room (to be applied to rental total) \$100.00	
X	Damage Deposit (Refundable within 15 business days of the event if Renter abides by Conditions of Use, below) \$500.00	
	<b><u>RENTAL TOTAL:</u></b>	
	<b>Balance Due:</b>	

Stilly Valley Center, herein after referred to as "SVC" or "Owner", and \_\_\_\_\_, herein after referred to as "Tenant" or "Guest", hereby agrees to the following terms and conditions as set forth in this Main Hall Rental Agreement, herein after referred to as the "Agreement":

**TERMS AND CONDITIONS**

- DEPOSIT:** A four-hundred-dollar (\$500.00) damage deposit is required for room rentals, refundable pending inspection of the rental location. Should damage occur during the rental period, the Tenant is responsible for covering repair costs. Additionally, the Tenant agrees to ensure the premises are left in a clean condition at the end of the rental term. Any necessary cleaning or repairs will be undertaken by skilled workmen employed, or to be employed, by the Owner, with costs borne by the Tenant in the event of damage or inadequate cleanliness.



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2. **PAYMENT:** Final payment is due at least 30 days prior to the rental event.
3. **CHANGES TO RENTAL HOURS:** CHANGES ARE ALLOWED TO THE RENTAL RESERVED TIME UP UNTIL 10 DAYS PRIOR TO THE EVENT. **IF A RENTAL EXCEEDS THEIR RENTAL TIME IN THE FACILITY, AN ADDITIONAL \$100 WILL BE CHARGED FOR FAILURE TO ADHERE TO THE RENTAL CONTRACT HOURS.**
4. **CANCELLATION:** Deposit is fully refundable if Tenant cancels thirty (30) days before the rental date. For cancellations made within thirty (30) days of the rental date, fifty percent (50%) of the deposit will be returned to the Tenant.
5. **RENTAL HOURS:** Rental hours must include set up and tear down time. Refunds will not be given for time not used.
6. **ALCOHOL AND DRUGS:** Alcohol is permitted on the premises with a banquet permit that must be obtained through the Washington state liquor control board ([www.liq.wa.gov](http://www.liq.wa.gov)). A copy of the permit must be displayed in the rented space. Open containers of alcohol must remain in the rented space. Consumption of alcohol in parking lot or surrounding areas is against SVC policy. Any person(s) serving alcohol is required to conform to Washington state liquor laws. **Drugs of any type are not permitted on our campus. UNDER-AGE DRINKING IS NOT ALLOWED IN OUR FACILITY UNDER ANY CIRCUMSTANCES.**
7. **STILLY VALLEY CENTER AND PROPERTY:** Rental is for the rented space only. Guests are permitted to use parking lot and Rose Garden area.
8. **SET UP AND CLEAN UP:** Please allow time for setup and tear down when scheduling your event. Tables and chairs will be provided and placed by staff prior to the event.
9. **CHILDREN:** **Children attending an event shall be supervised at all times.** It is not the responsibility of our supervisory staff to watch children and monitor their behavior during rentals. **No children are allowed on the stage.**
10. **ITEMS NOT ALLOWED:** Animals that are not legally documented as a service animal are not allowed on the premises or in the rented space; (this does not apply to any Service Animal with proper documentation). Smoking inside or within 25ft of the building/gazebo. No decorations, improvements, or anything that penetrates the walls or damages paint (nails, tacks, staples, and tape) may be used. There shall also be no use of any confetti, bird seed, glitter, or open flames. SVC reserves the right to refuse rental to anyone for any reason.
11. **INSURANCE:** Tenant shall provide proof of General Liability insurance with minimum BI/PD Limits of \$1,000,000 Per Occurrence/\$2,000,000 Annual Aggregate. SVC and all of its agents are to be named as Additional Insureds on a Primary & Non-Contributory basis. In addition, Subrogation against SVC and its agents must be waived by Tenants Insurer(s). Tenant will have its insurer provide SVC with a standard Certificate of Insurance to verify these requirements are met by Tenant's insurance policy (ies).



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12. **RELEASE, INDEMNIFICATION, AND LIABILITY:** Tenant/Guest, its officers, members, shareholders, directors, and agents, hereby irrevocably and unconditionally release and forever discharge Stilly Valley Center (SVC) and all employees, contractors, partners, officers, members, directors, managers, representatives, agents, attorneys, and all persons acting by, through, under, or in concert with any of the foregoing (collectively, the “Releasees”), from any and all complaints, claims, demands, liabilities, damages, obligations, injuries, actions, or rights of action of any nature whatsoever (including, without limitation, claims for specific performance, attorneys’ fees, interest, and costs) that arise in any way from any uses or activities performed during the contracted hours on the premises and in the rented space(s). All uses of the SVC room must conform to applicable law. SVC is not responsible for loss or theft, damage or injury occurring in connection with the use of the premises and in the rented space(s). Furthermore, Tenant/Guest will indemnify, defend, and hold harmless SVC and all of its agents from and against all liability, loss, damage, expense, actions, and claims, including costs and reasonable attorney’s fees incurred by SVC or any of its agents, employees, or directors in defense thereof, asserting or arising directly or indirectly on account of or incident to lessee’s use of the SVC pursuant to this agreement; provided, however, this paragraph does not purport to indemnify SVC against liability for damages or bodily injuries caused by or resulting from the sole negligence of SVC or any of its agents, employees, or directors.
13. **ADVERTISING OR PUBLICITY:** One party to this Agreement shall not use the name, image, or likeness of the other party with respect to publicity releases or advertising without first securing the other party’s prior written permission.

**14. NOTICE: TENANT SHALL GIVE PROMPT NOTICE TO DANETTE KLEMENS AT 425-829-0458, IN THE EVENT OF FIRE, ACCIDENT OR INCIDENT.**

In signing this Agreement, I acknowledge and represent that:

1. I have read the foregoing Agreement, along with the Release, Indemnification, and Liability sections, and understand the Agreement in total and sign the Agreement voluntarily as my own free act;
2. No oral representation, statement or inducement, apart from the foregoing agreement have been made;
3. I affirm that I am at least 18 years of age, am fully competent and I have the authority to enter into this agreement for the Tenant/Guest, agree that the Tenant/Guest will observe all applicable conditions of use, and will exercise the utmost care in the use of the facility and premises.
4. I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2024.



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TENANT/GUEST:

STILLY VALLEY CENTER:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Danette Klemens, Executive Director

Printed Name: \_\_\_\_\_