

**Lake Forest Park Civic Club  
Lease and Rental Agreement**

This agreement, made and entered into this day of \_\_\_\_\_ by and between the Lake Forest Park Civic Club, a Washington non-profit organization, hereinafter called "Lessor" and \_\_\_\_\_, hereinafter called "Lessee" is made for, and in consideration of, the mutual benefits to be derived, and all such other good and valuable consideration hereinafter referred to.

Witnesseth: Whereas Lessee desires to lease and rent that real and personal property herein below set out, and whereas Lessor, for receipt of consideration, desires to lease and rent said real and personal property, now therefore, Lessor and Lessee do contract and agree as follows.

1. Property subject to lease and rental

Lessor does hereby lease and rent to Lessee the following described property and improvements **(limited to clubhouse and patio area)** commonly known as the Lake Forest Park Civic Club, located at 17301 Beach Drive N.E., Lake Forest Park, WA 98155. Lessor will also provide, if set out herein below, subject to the same lease and rental conditions, the following described items: (8) 8' rectangular tables, (12) 5' round tables, (130) chairs, (1) mobile bar.

2. Terms and consideration of lease and rental

Date of use:	Month _____ Day ____ Year _____
4 Hour Rental:	From _____ am/pm To _____ am/pm
8 Hour Rental:	From _____ am/pm To _____ am/pm
Additional hours:	From _____ am/pm To _____ am/pm
Total hall time:	From _____ am/pm To _____ am/pm

Off Peak Short-Term Rentals:

Date of use:	Month _____ Day ____ Year _____
Daytime Rental:	From _____ am/pm To _____ am/pm
Evening Rental:	From _____ am/pm To _____ am/pm
Total Hours: _____	

For a basic 8 hour rental, set-up time typically takes two hours, your event 4-5 hours and cleanup (consisting of removal of all of your food, beverages, and decorations) takes one hour. **Hall rental begins when you occupy the hall and it becomes unavailable for other rental use and includes all set-up time, standby time, event time, and your cleanup time. You will be charged for all extra hours your event extends beyond your contracted time. The contracted time must end no later than 12:00 midnight. This means that music and bar must be closed down no later than 11:00pm or at least one hour prior to the end of the contracted time to allow for one-hour cleanup.** All cancellations or changes of date must be made in writing by the Lessee. Changes in the date of the event will result in the implementation of the cancellation policy, which is as follows: If Lessee elects to cancel over 90 days prior to function, Lessor will refund all but \$100. of security deposit. If Lessee cancels less than 90 days prior to function, the full security/damage deposit will be forfeited. The

security/damage deposit may also be forfeited, in whole or in part, at Lessor's election, if Lessee fails to perform any lease or rental agreement condition.

In order to determine the basic hall rental fee, Lessee agrees to provide the following information:

Name of person(s) or organization for whom the hall is being rented:

\_\_\_\_\_

Relationship between Lessee and person(s) or organization for whom hall is being rented:

\_\_\_\_\_

The consideration to be paid to Lessor is as follows:

Basic hall rental fee: \$\_\_\_\_\_

Additional hours \_\_\_\_\_@\$\_\_\_\_\_per hr \$\_\_\_\_\_

Cleaning fee (\$200) \$ 200.00\_\_\_\_\_

Damage Deposit(Refundable) \$ 300.00\_\_\_\_\_

Bridal Suite-Wedding Only (\$200) \$\_\_\_\_\_

Total amount due: \$\_\_\_\_\_

Deposit paid: 50% of Rental Fee \$\_\_\_\_\_

Balance Due Day of Event \$\_\_\_\_\_

Damage Deposit to be made via major CC/  
Debit Card. An invoice will be sent to renters  
email to be paid upon receipt to secure rental  
space.

If using CC or Debit card to secure rental, a  
\$20 processing fee will be added.

All cancellations or changes of date must be made in writing by the Lessee. Changes in the date of the event will result in the implementation of the cancellation policy, which is as follows: If Lessee elects to cancel over 90 days prior to function, Lessor will refund all but \$100 of the rental deposit. If Lessee cancels less than 90 days prior to function, the full rental deposit will be forfeited. The rental damage deposit may also be forfeited, in whole or in part, at Lessor's election, if Lessee fails to perform any lease or rental agreement condition. Damage deposits are to be made via major CC/Debit Card. Deposits will be refunded to the same CC/Debit card within 5 business days of event.

Initials: Lessor \_\_\_\_\_ Lessee \_\_\_\_\_

### 3. Special terms and conditions

Lessee, individually, and on behalf of any group represented by Lessee, agrees to hold Lessor harmless for any and all claims, regardless of the nature or validity, asserted against Lessor and arising during that time period constituting the term of this agreement.

Lessee hereby agrees to assume the risk of use of that property of which this lease is the subject and has or will inspect said property prior to use. In the event of damage or injury to any property, real or personal, owned by Lessor, Lessee agrees to compensate Lessor fully, at fair market value, for such loss.

In the event that licensing is required for any activity to be carried out by Lessee during the terms of this agreement, Lessee shall have full and sole responsibility for obtaining said license or permit and for compliance with any terms and conditions required by state or local law.

This agreement incorporates all the understandings between the Lessor and the Lessee and may only be modified in writing by both of the parties. The following special additional terms apply to this agreement:

1. **No beer kegs allowed inside the hall**
2. Parking is on a first-come, first-served basis
3. Banquet permit required if alcohol is served
4. Hall and premises security video cameras are active in the need of the circumstances where damage or injury occurs, they are not to be tampered with.
5. Proof of Insurance (if applicable) is to be delivered to LFPCC 7 days prior to event
6. Renter is responsible for the group and all guests, including children. Guests must stay within the allotted rental space.
7. Failure to be off premises by end of rental duration may result in partial or full loss of damage deposit.

The Lessee is advised that the term "liquor" on the banquet permit includes beverages with any alcoholic content, so that wines and champagne are included. Lessee shall also make certain that alcoholic beverages are served only to those 21 years of age or older to conform with permit requirements.

In the event any section of this agreement shall be disputed, that party prevailing upon its claim shall be entitled to all reasonable costs and reasonable attorney fees, dated the date and year first written above.

For Lessor: \_\_\_\_\_  
Lake Forest Park Civic Club, 206-566-5901

For Lessee:  
Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_