

CITY OF BURLINGTON RENTAL AGREEMENT

I. EVENT SPONSOR INFORMATION

Name of Event Sponsor: _____ Today's Date: _____

Street Address: _____ City / Zip: _____

Phone 1: _____ Phone 2: _____ Email: _____

If different from the person named above, Name & Address of person to receive damage deposit refund:

Name: _____ Mailing Address: _____

II. EVENT DESCRIPTION

- Purpose of Rental: _____ •Estimated # in attendance: _____
- The Event is A private function. Open to the general public.
- Will alcohol be served at the event? YES NO If yes, Insurance Certificate must be received by: _____
- Will amplified sound be provided? YES NO If yes, please describe: _____

III. RENTAL TERMS

- Rental Date: _____
- What time will Sponsor begin setup? _____
- What time will first guests arrive? _____
- All guests will depart no later than? _____
- Sponsor will finish with clean up by? _____
- Additional Remarks: _____
- Is Liability Insurance Certificate Required? YES NO
- Is a Facility Monitor required? (\$14 p/hr*) YES NO
- Is a Security Officer required? (\$20 p/hr*) YES NO
- Monitor/security arrival time? _____
(1/2 hour prior to anticipated guest arrival.)
- Scheduled departure time? _____
(Once all persons including sponsor & cleanup crew have exited.)
- # of monitor hours scheduled? _____ x \$14 = _____
- # of security hours scheduled? _____ x \$20 = _____

• PLEASE CIRCLE FACILITY RESERVED:

	RENT				DAMAGE DEPOSIT	
Burlington Community Center 1011 Greenleaf Avenue	Burlington City Resident	Non-Resident	Burlington City Resident	Non-Resident	Damage Deposit	Damage Dep. with Alcohol &/or Amplified Sound
Rental Rooms: (w/ occupancy)	Mon-Thurs	Mon-Thurs	Fri-Sun	Fri-Sun		
Community Hall Room (150) with Warming Kitchen	\$180.00 \$250.00	\$275.00 \$345.00	\$225.00 \$295.00	\$340.00 \$410.00	\$250.00	\$800.00
Multi-Purpose Room (100)	\$180.00	\$275.00	\$225.00	\$340.00	\$250.00	\$800.00
Crafts Room (30)	\$60.00	\$80.00	\$80.00	\$100.00	\$100.00	\$800.00
Conference Room (20)	\$40.00	\$50.00	\$50.00	\$70.00	\$75.00	\$800.00
Whole Center (300)	\$375.00	\$575.00	\$500.00	\$700.00	\$400.00	\$800.00
Covered Picnic Shelters Available for Rent:						
Maiben Shelter (East or West Half)*	\$60.00	\$95.00	\$65.00	\$115.00	\$100.00	1011 Greenleaf Ave
Entire Maiben Shelter*	\$100.00	\$150.00	\$120.00	\$200.00	\$200.00	
Whitmarsh Horseshoe Pits Shelter*	\$65.00	\$110.00	\$70.00	\$125.00	\$100.00	1720 Whitmarsh Rd
Rotary Shelter – No onsite BBQ avail	\$50.00	\$75.00	\$55.00	\$90.00	\$100.00	821 S. Section St

*A BBQ Pit is available to renters at the Maiben and Horseshoe Pits Shelters. However, grills for the BBQ pits are stored off-site. Event sponsor must advise the City in advance if rental plans include use of the pits so that grills can be made available.

IV. RENTAL FEES

Summary of applicable rental fees:

- Facility Rental Fee \$ _____
- Damage Deposit \$ _____
- Facility Monitor \$ _____
- Security Officer \$ _____
- GRAND TOTAL** \$ _____

For City Use:

Receipt# _____ *Payment date:* _____

Payment Method: _____

Amount Paid: _____

Forms of payment: Cash, checks, Visa & MasterCard are accepted. Damage Deposit is payable only by cash or check*. Checks should be made payable to Burlington Parks and Recreation (or B.P.R.)
 *Sponsor can expect a full refund of deposit if all rental guidelines have been followed. Please allow up to 4-weeks for processing of deposit refund.

Points of Contact: Phone: (360) 755-9649 Fax: (360) 755-1017 Email: bparks@burlingtonwa.gov
 Business Office: 900 E. Fairhaven Avenue, Burlington WA 98233

V. The Event Sponsor Acknowledges:

- 1) Receipt of applicable Facility Rental Regulations and agreement to fully comply with the rules outlined therein;
- 2) Responsibility for picking up a key to the rented facility no later than 4:00 p.m. on the last working day prior to the rental. Sponsor may pick up a key up to 3 business days in advance of rental date, but is not permitted to access the rental facility outside of the hours stated herein;
- 3) The Rental Agreement is not be considered finalized until payment of all fees has been received by the City of Burlington and, when applicable, a Certificate of Liability Insurance has been presented to the City;
- 4) A voluntary cancellation of or date change to reservation will result in an administrative charge;
- 5) Responsibility for payment of time in excess of contracted hours;
- 6) Said premises shall not be used for illegal purposes;
- 7) The City shall have the right to access the premises at any time during the event;
- 8) The scope of an event may necessitate additional security provided by an off duty City of Burlington Police Officer at the Event Sponsor's expense. This requirement will be determined before finalization of the Rental Agreement;
- 9) Alcohol is permitted inside the Community Center only. Alcohol must be approved in advance within the terms of the Rental Agreement;
- 10) Sponsor specifically agrees to obtain all required permits and/or liability insurance when alcohol will be served and/or gambling is planned;
- 11) Agreement to comply with required cease times for amplified sound when it has been approved for the event, and to keep all doors & windows of the rented facility closed while amplified sound is played;
- 12) The use of candles, open flames or any other smoke generating device within the Community Center is strictly forbidden.

Event Sponsor's Initials, _____, indicate agreement to the aforementioned acknowledgements.

VI. Hold Harmless Agreement

The undersigned hereby makes application to the City of Burlington for use of the rental facility/location described within and certifies that the information given in the application is correct and complete. The undersigned further states that he/she agrees to observe the laws/rules and policies/procedures set forth in the Facility Rental Regulations and by the City of Burlington and the State of Washington. The Event Sponsor agrees to reimburse the City for any costs incurred by the City in repairing damage to City property. Moreover, the Event Sponsor shall defend, indemnify and hold harmless the City of Burlington, its elected officials, appointed officers, employees and agents from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of City premises or from any activity, work or thing done, permitted or suffered by the Event Sponsor in or about the premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Burlington.