

Burlington Parks and Recreation FACILITY RENTAL AGREEMENT

EVENT SPONSOR CONTACT INFORMATION

Name of Event Sponsor: _____

Street Address: _____

City: _____ Zip: _____

Phone1: _____ Phone2: _____

Email: _____

Damage deposit refund should be sent to:

Event Sponsor at street address listed above.

Other. Payable to: _____

Mailed to: _____

City / Zip: _____

EVENT DESCRIPTION

Purpose of Rental: _____ Estimated # in Attendance: _____

Event is: A private function. Open to the general public.

Event Features: *Please indicate which of the following features will be included in your event, if any. One or more of the following features require the presence of a Facility Monitor.*

No Yes Alcohol will be available.

If yes, insurance documentation must be received by: _____

Permitted inside the Community Center only. Security officer may also be required.

No Yes Amplified music will be provided. Band D.J. Other: _____

Amplified music/sound is not permitted within Maiben House.

No Yes Substantial food service will be available. Briefly Describe: _____

(i.e. catered, potluck, party trays, finger foods...)

RENTAL TERMS & FEES

Event Day: Mon Tues Weds Thur Fri Sat Sun Event Date:

Event Times: Sponsor begins setup: _____

Event guests begin arrival: _____

Event guests depart by: _____

Sponsor completes cleanup: _____

Facility Monitor: Not Required Required Start Time: _____ End Time: _____ (\$14 p/hr)

Security Officer: Not Required Required Start Time: _____ End Time: _____ (\$20 p/hr)

Liability Insurance: Not Required Required City must receive valid documents 30-days prior to event.

RENTAL FACILITIES - Please circle applicable rental facility and associated rental fee and damage deposit.

ROOMS AVAILABLE FOR RENT (with occupancy)	RENT				DAMAGE DEPOSIT	
	Event Sponsor is City of Burlington Resident		Event Sponsor is not City of Burlington Resident		Standard Damage Deposit	Damage Deposit with Alcohol Amplified Sound
	Mon-Thu	Fri-Sun	Mon-Thu	Fri-Sun		
COMMUNITY CENTER 1011 Greenleaf Avenue Burlington, WA 98233						
Community Hall Room (120-150) with Warming Kitchen	\$180.00 \$250.00	\$225.00 \$295.00	\$275.00 \$345.00	\$340.00 \$410.00	\$250.00	\$800.00
Multi-Purpose Room (54-100)	\$180.00	\$225.00	\$275.00	\$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 (224-300)	\$375.00	\$500.00	\$575.00	\$700.00	\$400.00	\$800.00
MAIBEN HOUSE 219 S. Skagit Street Burlington, WA 98233						
(Max Occupancy 30-49)	\$60.00	\$80.00	\$80.00	\$100.00	\$250.00	Not Permitted

COVERED PICNIC SHELTERS	RENT				DAMAGE DEPOSIT	BBQ	
	Event Sponsor is City of Burlington Resident		Event Sponsor is not City of Burlington Resident		Damage Deposit	Location:	BBQ Grills Needed
	Mon-Thu	Fri-Sun	Mon-Thu	Fri-Sun			Yes No
Maiben Shelter (East or West Half)	\$60.00	\$65.00	\$95.00	\$115.00	\$100.00	1011 Greenleaf Ave	Yes No
Entire Maiben Shelter	\$100.00	\$120.00	\$150.00	\$200.00	\$200.00	1011 Greenleaf Ave	Yes No
Whitmarsh Horseshoe Pits Shelter	\$65.00	\$70.00	\$110.00	\$125.00	\$100.00	1720 Whitmarsh Rd	Yes No
Rotary Shelter	\$50.00	\$55.00	\$75.00	\$90.00	\$100.00	821 S. Section St	N/A

FEE SUMMARY

Rental Fee: \$ _____ Damage Deposit: \$ _____ Facility Monitor & Security: \$ _____

GRAND TOTAL:

Accepted Forms of Payment: Visa, MasterCard, Discover, Cash, Checks payable to Burlington Parks and Rec

FOR CITY USE: Amount Paid: _____ FOP: _____ Receipt #: _____

EVENT SPONSOR ACKNOWLEDGEMENTS and HOLD HARMLESS AGREEMENT

- Sponsor has received the applicable Facility Rental Regulations and agrees to fully comply with its guidelines.
- This Rental Agreement is not considered finalized until all applicable fees have been received to the City.
- Sponsor recognizes an administrative fee will apply for voluntary cancellation or date change to reservation.
- Sponsor shall be responsible for payment of time in excess of contracted hours outlined herein.
- 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 agreement to observe the laws/rules 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.

Event Sponsor Signature Date City Representative Signature Date