



## RENTAL AGREEMENT Colville Community Senior Center dba "The Hub"

Name of party/organization: \_\_\_\_\_

Use date(s): \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ (AM/PM)

Purpose of Use: \_\_\_\_\_

Fees to be paid: Rent \$ \_\_\_\_\_ + Deposit \$ \_\_\_\_\_ = Total Due \$ \_\_\_\_\_

Additional Information: \_\_\_\_\_

Thank you for renting The Hub for your meeting/social event. The CCSC Board of Directors and staff hope you enjoy the facility. This form should be filled out completely, signed and dated. Return one copy to the address below and include your security deposit to reserve your scheduled time. **Checks are payable to "Colville Community Senior Center or (CCSC)".** Keep one copy of this agreement for your records.

**Any cancellations must be made at least 15 days prior to the event to assure your receipt of a full refund of your Security Deposit.**

**Total amount is due 15 days prior to event along with proof of insurance.**

Send payments and completed rental form to: CCSC, 231 W. Elep Ave., Colville, WA 99114

**We ask that you read this contract and comply with the following rules.**

1. Absolutely no events in excess of **299** occupants held at The Hub.
2. Absolutely no smoking, real flame candles, open flames or fireworks inside the hall.
3. Do not block any hallway or doorway in case of an emergency.
4. Do not permanently alter or destroy any part of the premises, and **do not use nails, staples, hooks, tacks, screws, or tape other than masking tape in any part of the building. NOTHING MAY BE HUNG ON OR FROM ACOUSTIC PANELS IN THE EVENT ROOM.** The renter shall be responsible for any labor and material cost incurred restoring damaged property to its original condition before the renter's event.
5. No glitter allowed.
6. Renter agrees to indemnify and hold harmless the Colville Community Senior Center (further referred to as CCSC), its officers, agents, and employees, from and against any and all suits, claims, actions, losses, costs, penalties, and damages of whatsoever kind of nature, including attorney fees arising out of, in connection with, or incidental to the activities of the Renter except that caused by the sole negligence of CCSC.



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7. The renter will provide proof of a liquor permit from the State to serve alcoholic beverages at your event. All rules of the permit must be followed as written. No alcohol can be brought onto the premises that is not provided by the renter. All alcohol must be consumed on the premises, and all attendees cannot take any alcohol off the premises.
  
8. The Renter will be responsible for the conduct of your group and for any damage occurring while the building is being rented. **Fifteen days prior to the event you must provide written proof of Comprehensive General Liability Insurance, either homeowners, renters, or special event, with minimum limits of liability in the amount of one million dollars (\$1,000,000) per occurrence, and two million dollars (\$2,000,000) aggregate during the scheduled event including move-in and move-out operations. The above insurance policy shall name the CCSC, its officers, agents, and employees, as additional insured thereon, state that it is primary insurance on behalf of the CCSC regardless of the CCSC maintained insurance and provide CCSC with not less than thirty (30) days advance written notice of cancellation. A Certificate of Insurance in lieu of a policy copy is required to be attached hereto and will suffice provided a certified copy of the policy will be provided to CCSC upon request.**  
The parties agree that the Colville Community Senior Center (CCSC) or The Hub, shall not be responsible for loss or injury incurred (including alcohol related) on the rental premises. And further, the CCSC shall not be responsible or liable for loss of, or damage to, any person or personal property of renter or renter's guests (including alcohol related) during the rental period.
  
9. The renter acknowledges the premises are rented with the building, furnishings, fixtures and equipment in good condition and agrees to leave said building, furnishings, fixtures and equipment in as good condition as when rented. The renter, by this Agreement, accepts all items in said condition and will be responsible for all breakage, loss and other damage.
  
10. The renter will inspect the building **and grounds** before leaving the premises. The building and outside area must be clean, garbage removed to outside receptacles, tables & chairs must be put back as they were, and the premises vacated on the agreed date and time of this contract or the security deposit will be retained by the CCSC.
  
11. A \$35.00 charge per check will be collected for any NSF Check returned to the CCSC.

**Security deposit to be refunded to renter within 10 business days after use, unless applied to the cleaning of premises, repair, damage, replacement or loss.**

**If cleaning, repair, damage, replacement or loss is greater than deposit collected you will be billed within 7 days for the uncovered costs. Payment for damages must be received within 10 days of receipt of billing.**

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I have read the conditions and rules, and do agree to comply with them. I furthermore, on behalf of the organization/party I represent, hold harmless the CCSC, its officers, agents, and employees, from and against any and all suits, actions, losses, costs, penalties, and damages whatsoever kind in nature, and/or expenses, including attorney's fees resulting from the use of said premises by person(s) attending my event. In addition, I will be responsible for the costs of property damage, including repairs of/or replacement of missing times.

**RENTER: PLEASE SIGN AND PRINT YOUR NAME:**

Name (Printed): \_\_\_\_\_

Name (Signed): \_\_\_\_\_

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

City: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Cell \_\_\_\_\_

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