

# CITY OF BURLINGTON FACILITY RENTAL AGREEMENT

## I. EVENT SPONSOR INFORMATION:

EVENT SPONSOR'S NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_  
 STREET ADDRESS: \_\_\_\_\_ CITY & ZIP: \_\_\_\_\_  
 PHONE# (Home): \_\_\_\_\_ (Other): \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 WHEN APPLICABLE, NAME & ADDRESS OF PERSON TO RECEIVE DAMAGE DEPOSIT REFUND (if different from above):  
 Name: \_\_\_\_\_ Address, City & Zip: \_\_\_\_\_

## II. EVENT DESCRIPTION:

PURPOSE OF RENTAL: \_\_\_\_\_ ESTIMATED # IN ATTENDANCE: \_\_\_\_\_

Please circle a response for each of the following:

1. Is the event: A Private Function? OR Open to the General Public?
2. Will alcohol be served? YES NO If Yes, Date Certificate of Insurance Received? \_\_\_\_\_
3. Will amplified music be provided? YES NO If Yes, Please Describe: \_\_\_\_\_

## III. RENTAL TERMS:

1. RENTAL DATE (mm/dd/yy): \_\_\_\_\_
2. WHAT TIME WILL SPONSOR BEGIN SETUP? \_\_\_\_\_ FINISH WITH CLEANUP? \_\_\_\_\_
3. GUESTS WILL ARRIVE AT WHAT TIME? \_\_\_\_\_ ALL GUESTS WILL DEPART BY? \_\_\_\_\_
4. IS FACILITY MONITOR REQUIRED? YES NO  
 If yes, required between the hours of: \_\_\_\_\_ and \_\_\_\_\_, for a total of \_\_\_\_\_ hours.  
 Cost to Event Sponsor: \$14.00 X \_\_\_\_\_ hours = \$ \_\_\_\_\_
5. IS SECURITY GUARD REQUIRED? YES NO  
 If yes, required between the hours of: \_\_\_\_\_ and \_\_\_\_\_, for a total of \_\_\_\_\_ hours.  
 Cost to Event Sponsor: \$20.00 X \_\_\_\_\_ hours = \$ \_\_\_\_\_
6. IS LIABILITY INSURANCE REQUIRED? YES NO
7. PLEASE CIRCLE REQUESTED FACILITY AND APPLICABLE FEE:

<b>Burlington Community Center – 1011 Greenleaf Avenue, Burlington WA 98233</b>						
Rooms Available (occupancy)	Resident Mon-Thurs	Non-Resident Mon-Thurs	Resident Fri-Sun	Non-Resident Fri-Sun	Deposit	Deposit with Alcohol &/or Music
Community Hall Room (150) with Warming Kitchen	180.00 250.00	275.00 345.00	225.00 295.00	340.00 410.00	250.00 250.00	800.00 800.00
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
<b>Burlington Covered Picnic Shelters</b>						
MAIBEN SHELTER* East Half 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	1011 Greenleaf Ave
Whitmarsh Horseshoe Pits Shelter*	65.00	110.00	70.00	125.00	100.00	1720 Whitmarsh Rd
Rotary Shelter (no BBQ pit onsite)	50.00	75.00	55.00	90.00	100.00	821 S. Section St

\*Sponsor must advise the City in advance if BBQ grills will be needed for the Maiben or Whitmarsh Shelters as grills are stored off-site.

8. ADDITIONAL REMARKS: \_\_\_\_\_  
 \_\_\_\_\_

**IV. RENTAL FEES**

FORMS OF PAYMENT: Most rental fees can be paid with Visa/MasterCard, cash or check. **Please note that damage deposits are payable with cash or check only.**

FEES ARE PAYABLE TO: Burlington Parks and Recreation at 900 E. Fairhaven Avenue, Burlington, WA 98233

POINTS OF CONTACT: Phone: (360) 755-9649 Fax: (360) 755-1017 Email: bparks@ci.burlington.wa.us

- Full payment of all applicable fees, a signed Facility Rental Agreement and, when applicable, a Certificate of Liability Insurance are required at time of reservation confirmation.
- A FACILITY MONITOR (City Staff) is required to be present at the event when food or alcohol will be served, when amplified music is provided or when deemed necessary by the City of Burlington. Some events may additionally require a SECURITY GUARD. When required, the Facility Monitor and/or Security Guard will be present during the "active hours" of the event (arrival 1/2 hour prior to anticipated guest arrival and departure upon Event Sponsor's clean-up completion). Neither is required during Event Sponsor's setup/decoration of facilities for event.  
FACILITY MONITOR: \$14.00 per hour SECURITY GUARD: \$20.00 per hour

• SUMMARY OF APPLICABLE RENTAL FEES:

Facility Rent: \$ \_\_\_\_\_  
 Damage Deposit: \$ \_\_\_\_\_  
 Facility Monitor: \$ \_\_\_\_\_  
 Security Guard: \$ \_\_\_\_\_  
 Total Amount Due: \$ \_\_\_\_\_

<b>For City Use:</b>	
Receipt # _____	Date: _____
Payment Method: _____	
Amount Paid: _____	

**Event Sponsor Acknowledgements:**

1. The Sponsor acknowledges receipt of applicable Facility Rental Regulations and agrees to comply with them.
2. This Rental Agreement will not be considered finalized until payment of all fees has been received by the City of Burlington and a Certificate of Liability Insurance, when applicable, has been presented to the City.
3. Sponsor understands that cancellation of or date change to reservation will result in an administrative charge.
4. Sponsor will be responsible for payment of time in excess of contracted hours.
5. Sponsor shall not use said premises for illegal purposes nor deviate from the rules outlined in the Facility Rental Regulations.
6. The City shall have the right to access the premises at any time during the event.
7. The Sponsor may be required to hire additional security provided by an off duty City of Burlington Police Officer at additional expense. This requirement will be agreed upon before finalization of the Rental Agreement.
8. Alcohol is permitted inside the Community Center only. Alcohol must be approved within the terms of the Rental Agreement. Sponsor specifically agrees to obtain all applicable permits required when alcohol will be served and/or gambling is planned.
9. When amplified music is permitted at the event, Sponsor agrees to comply with cease times noted in the Facility Rental Regulations. All doors and windows must remain closed within the Community Center while amplified music is played.
10. When renting a room within the Community Center, Sponsor is responsible for picking up a key to the building no later than 4:00 p.m. on the last working day prior to the rental.
11. The use of candles, open flames or any other smoke generating device within the Community Center is strictly forbidden.

**Event Sponsor Initials:** \_\_\_\_\_

**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.

\_\_\_\_\_  
*Signature of Event Sponsor* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Parks Department Representative* \_\_\_\_\_  
*Date*