



GREAT HALL RENTAL APPLICATION AND AGREEMENT NON-PROFIT AGREEMENT

First and Last Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Preferred Contact (please select): Phone Text Email

EVENT INFORMATION

Description of Event: _____

Date of Event: _____ Day: M T W Th F S S

Start Time: _____AM/PM End Time: _____AM/PM

Before Event Access Time: _____AM/PM After Event Finish Time: _____AM/PM

Number of People Attending (Maximum 125): _____

FOOD & BEVERAGE INFORMATION

ALCOHOL:

Will Alcohol be Served? Yes / No

If yes: LLCC Provided _____ EVENT COORDINATOR Provided _____

Circle all that apply: Beer Liquor Wine Champagne

PLEASE NOTE: The Washington State Liquor and Cannabis Board regulations require a Banquet Permit be posted for EVENT COORDINATOR provided alcoholic beverages at no charge to event guests.

See RENTAL AGREEMENT, 9. ALCOHOLIC BEVERAGES for additional information.

BAR & BARTENDER:

Bartender Services Needed: Yes / No

Bartender Services are available for 4-hour increments. Cost: \$ _____

FOOD:

Catered: Yes or No If yes, name of Catering Company: _____

Phone Number: _____ Contact Name: _____

LLCC Provided: Yes or No (Attach a copy of the banquet contract)

<i>Bar Service</i>		
Bar Set-up w/ Bartender	\$250 / 4 hours	Will be applied to bar tab as a minimum guarantee
Server Service	\$200 / 4 hours	

WEBSITE

Would you like your event posted on the Lake Limerick website? This is offered as an additional service for a nominal cost of \$ _____. We will add your event to the Home page event calendar. Yes, I/we would like to add this service: Initial _____

Event Title: _____

Include the above Event Date and Event Times: Yes No

Include short Message:

DEPOSIT

Deposit Required: \$ _____ for events with No Alcohol or \$ _____ for events with Alcohol

Deposit required to book/confirm event.

Deposit Collected: \$ _____ Check#: _____

Please List Below Any Special Needs:

OFFICE USE ONLY

☐ Insurance Policy Collected: INITIAL: _____ DATE: _____

☐ Rental Fee Collected: \$_____ Check#:_____ POS Order #:_____

If after hours, name of team member working: _____

☐ Office Team: Notify Lead Server. INITIAL: _____ DATE: _____

☐ Add to Great Hall / Crow's Nest Calendar. INITIAL: _____ DATE: _____

DEPOSIT REFUND OR FORFEITURE

REFUND:

Great Hall was inspected with no cleaning needed, and no damages were found.

INITIAL: _____ DATE: _____

Customer Signature, deposit received: _____ DATE: _____

FORFEITURE:

Great Hall inspected and the following condition(s) were found:

Charge: \$_____ Note Payment Type: _____

THIS RENTAL AGREEMENT ("Agreement") is made by and between LAKE LIMERICK COUNTRY CLUB, (hereinafter "LLCC") and _____, (hereinafter "EVENT COORDINATOR").

(First/Last Name)

1. ENTIRE AGREEMENT

This agreement constitutes the entire Rental Agreement between the parties pertaining to the subject matter contained in it as it relates to all prior and contemporary agreements, representations, and understandings of the parties. No supplement, modification, or amendment of this Agreement shall be deemed or shall constitute a waiver of any other provisions, nor shall it be binding unless executed in writing by the party making the waiver.

2. DESCRIPTION

LLCC hereby rents to EVENT COORDINATOR, and EVENT COORDINATOR hereby rents from LLCC, that certain real property located at 790 E. St. Andrews Drive, City of Shelton, County of Mason, State of Washington, otherwise know as the Lake Limerick Country Club Great Hall, street level entry only (hereinafter the "Premises").

3. USE AND OCCUPANCY

EVENT COORDINATOR is renting the premises in its present condition. EVENT COORDINATOR shall use and occupy the premises for the purpose stated on page one, "Description of Event." This agreement is for an event-space rental of the Lake Limerick Great Hall and not for any other type of occupancy. The premises shall be used for no other purpose without the prior written consent of LLCC.

4. TERM OF RENTAL

The premises will be available to the EVENT COORDINATOR pursuant to this agreement at:

_____, _____, _____, _____, _____
(Time) (Day of Week) (Month) (Date) (Year)

The premises must be restored to its original pre-event condition no later than MIDNIGHT on the day of the event

Initials _____

5. RESERVATION REQUIREMENTS

TO HOLD AND CONFIRM YOUR RESERVATION DATE:

- a. An EVENT COORDINATOR Event reservation full rate deposit is due plus Mason County current sales tax rate are payable upon execution of this agreement to secure the date.
- b. LLCC provides access to the Great Hall, tables and chairs for a capacity of up to 125. EVENT COORDINATOR is responsible for the entire event including food and beverage, setup, teardown and cleanup. Evening events end by 10pm and cleanup by midnight. A prepaid refundable cleaning and damage deposit is due upon execution of this agreement if no alcohol is served. Damage fees may apply after the event and shall be billed to the EVENT COORDINATOR based on a post event inspection. Costs incurred by LLCC to return the premises and property to as good a condition as existed prior to the commencement of YOUR event shall be billed at cost. EVENT COORDINATOR agrees all damage fees billed shall be paid to LLCC within 30 days after such notice is received from LLCC.
- c. Decorations are limited to tabletop ONLY. No decorations are allowed on walls, glass, nor fireplace in the room nor in the deck area. Balloons are NOT allowed.
- d. EVENT COORDINATOR is encouraged to hire an event planner to provide all event services including food and beverage, setup, teardown and cleaning.
- e. Signed Great Hall Rental Application and Agreement along with all required deposits and fees.
- f. LLCC maintains the first right of refusal whether to accept an event reservation.

Initials _____

6. EVENT RATES

<i>Non-Profit Organizations</i>	
1-4 Hours (Friday - Sunday) 8am - 4pm	\$ 640.00
1-4 Hours (Monday-Thursday) 8am-4pm	\$ 560.00
4+ Hours (Friday - Sunday) 8am - 10pm	\$ 1,125.00
4+ Hours (Monday-Thursday) 8am - 10pm	\$ 900.00
After Hours / Non Office Hours	\$ 50.00
Deposits - Due at time of Reservations	
No Alcohol Served	\$ 250.00
Alcohol Served	\$ 500.00
30-Days Cancellation Required for full Refund	

7. PARKING

Parking is available in the adjacent lot, striped areas on both sides of Saint Andrews Drive and in the Shop parking lot on Shamrock Drive. Parking is not allowed on the street. LLCC shall not be responsible for damage or theft of property of EVENT COORDINATOR or EVENT COORDINATOR'S guests parked in any public or private areas. For large parties, the contract signee is responsible for providing a parking attendant to manage overflow parking by directing guests to the Shop Parking Lot.

Initials _____

8. HOLD HARMLESS

EVENT COORDINATOR shall defend, hold harmless and indemnify LLCC, it's elected officials, officers, employees, agents and volunteers against all claims, suits, actions, costs, expenses (including but not

limited to, reasonable attorney's fees and counsel retained by LLCC, expert fees, litigation costs, and investigation costs), damages, judgements, or decrees by reason of any person or person's bodily injury, including death or property (including property of LLCC) being damaged by the negligent acts, willful acts, or errors or omissions of the EVENT COORDINATOR or any person employed under EVENT COORDINATOR, or in any capacity during the event, except when the injury or loss is caused by the sole negligence or intentional wrongdoing of LLCC.

Initials _____

9. FOOD AND BEVERAGE/ALCOHOL

- a. EVENT COORDINATOR is encouraged to hire an event planner to provide food and beverage services. Kitchen facilities are not provided.
- b. If alcoholic beverages are to be served, it must be noted on page one of this agreement. The Washington State Liquor and Cannabis Board regulations **require a Banquet Permit be posted where alcohol** is provided by the EVENT COORDINATOR at no cost to event guests and served by a MAST Licensed Bartender. Banquet permits are available from <https://lcb.wa.gov/licensing/online-banquet-permit>. Use of additional space for alcohol service is negotiable based on EVENT COORDINATORs adequate banquet permit specifying locations. If a banquet permit is not obtained and presented 7 business days prior to the event, alcoholic beverages will NOT be served.
- c. All persons purchasing and/or consuming alcoholic beverages must show proof of drinking age with a valid age identification to the Bartender and wear a wristband.
- d. ALL ALCOHOLIC BEVERAGES MUST BE CONSUMED INSIDE THE PREMISES. Alcoholic beverages are NOT PERMITTED OUTSIDE THE PREMISES (building). EVENT COORDINATOR agrees to assume full responsibility for the conduct of its EVENT COORDINATORs, agents, participants, customers, employees and guests, and all other persons who visit or use the facility in connection with EVENT COORDINATOR'S rental thereof. Plastic containers are required on the deck and no glass containers are allowed.
- e. Minors are not allowed to serve or be provided alcoholic beverages. If a minor is witnessed serving or being served alcoholic beverages, the person serving or providing the alcohol will be asked to vacate the premises and all alcoholic beverages service stop.

Initials _____

10. LIABILITY INSURANCE

EVENT COORDINATOR shall provide proof of coverage in the amount of \$1,000,000 of combined single limit liability coverage. The term of such coverage shall coincide with the date(s) of occupancy. It is understood and agreed that such insurance shall cover any damage or injury caused by the negligence of EVENT COORDINATOR or any of its agents, participants, customers, employees and guests, and all other persons who visit or use the facility in connection with EVENT COORDINATOR'S rental. Purchase of this insurance coverage shall be at the sole expense of the EVENT COORDINATOR.

Event insurance can be purchased from:

<https://www.markelinsurance.com/event>

[Event Insurance - Instant Online Quote - No Deductible \(eventsured.com\)](#)

Proof of insurance certificate must be provided to Lake Limerick Country Club within 2 weeks prior to the date of EVENT COORDINATOR's contracted event.

Initials _____

11. CANCELLATION

EVENT COORDINATOR may cancel the scheduled event by notifying LLCC by email or in writing. If an event is cancelled, EVENT COORDINATOR automatically forfeits deposits as follows:

- a. Less than 30 days prior to event, forfeit the entire room deposit. The cleaning/damage deposit is refundable.
- b. More than 30 days prior to event, the entire room deposit and the cleaning/damage deposit, together with any other fees deposited shall be returned to EVENT COORDINATOR by LLCC via US Mail within 7 working days after cancellation (holidays are not included as working days). LLCC is not responsible for US Mail delays.
- c. LLCC may require EVENT COORDINATOR to relinquish the premises on demand in the event of a disaster or damage from fire or other emergencies as determined by LLCC. In such instances, LLCC will notify EVENT COORDINATOR either via email or in writing. All money paid, including the reservations and cleaning/damage deposit, shall be returned to the EVENT COORDINATOR in full within 7 working days of said notification (holidays are not included as working days). The return of the EVENT COORDINATOR'S reservation and cleaning/damage deposit together with any other fees collected shall be the sole and exclusive remedy for the termination of this agreement. EVENT COORDINATOR hereby expressly waives any claims for damages or compensation arising from or related to the termination of this agreement under this paragraph.
- d. If the police department receives complaints about noise from music or general rowdiness in and around the premises, they may exercise their professional judgement and either give the EVENT COORDINATOR a warning, or have the music turned off by 10PM, or request that the event close and the premises be vacated. There will be no refunds or partial refunds if the event is terminated in this manner. NO EXCEPTIONS.

Initials _____

12. NOTICES

All notices required by this rental agreement given to either party may be given personally or by depositing the same in US Mail, postage prepaid, and addressed to either party as set forth below and, in that event, notice shall be deemed to have been given three days after the mailing date.

<u>EVENT COORDINATOR may notify LLCC at:</u>	<u>LLCC may notify EVENT COORDINATOR at:</u>
Lake Limerick Country Club 790 E. St. Andrews Drive Shelton, WA 98584 Or mail@lakelimerick.com	

13. ASSIGNMENTS

EVENT COORDINATOR’S rights pursuant to this agreement shall not be assigned to any other party without the written approval of LLCC prior to the scheduled event. Subject to the restrictions on assignments or as herein contained, this rental agreement shall inure to the benefit of, and shall be binding upon the assigns, successors in interest, personal representatives, estates and heirs of the respective parties hereto.

Initials _____

14. ATTORNEY FEES

The remedies herein are cumulative and may be enforced separately or concurrently. If any action is brought to enforce the obligations or rights of parties under this agreement, the prevailing party in the action will be entitled to all costs and expenses, including attorney fees and all other document fees incurred in the action.

Initials _____

15. ACKNOWLEDGMENT

Both parties acknowledge, with their signature below, receipt of a signed copy of this agreement. EVENT COORDINATOR acknowledges that they have read and understand this rental agreement and regulations governing the use of the premises and agrees to comply with all terms and conditions contained herein.

The parties have executed this rental agreement on this _____ day of _____, 20____
(Date) (Month) (Year)

EVENT COORDINATOR

LAKE LIMERICK COUNTRY CLUB

Signature _____

Signature _____

Printed Name _____

Printed Name _____