Faith In Action West Sound

**The HUB Center for Senior Activities & Events Center**

111 NE Old Belfair Hwy P. O. Box 2697 Belfair, WA 98528

(360) 275-0535 \*1 [thehubfrontdesk@gmail.com](mailto:thehubfrontdesk@gmail.com)

**The HUB Rental Agreement**

**THIS FORM IS MADE PART OF THE SPECIAL EVENT RENTAL AGREEMENT DATED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rented by:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Renter Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **HUB Staff Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Telephone**: 360-275-0535 \*1

**E-mail:** [**thehubfrontdesk@gmail.com**](mailto:thehubfrontdesk@gmail.com) **or thehubcenterforseniors@gmail,com**

**Date(s) rented for:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This agreement is for the use of the (mark of all that apply) This agreement is for use of

 **The Great Room**  **The Kitchen.**

This includes the use of the parking lot for purposes of enabling guests to attend the event. The parking lot is not to be used to congregate in.

Between the hours of \_\_\_\_\_\_\_\_\_\_\_\_\_ AM/ PM and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AM/PM. Set up and clean up will be completed within this time frame. Additional hours will be charged at the rate of 1.5 times the normal rental rate.

**Rental Rates and Fees:**

Discounts are available to LONG TERM RENTALS such as a group that meets weekly or monthly at The HUB. The rate of discount is 20% off the applicable rental price. For those that have been at The HUB prior to 2020 the discounted rate off the applicable rate price is 30%.

**HUB Yearly Members (Must be a member for 3 months prior to qualify unless a Lifetime Member):**

**∙ $60** per hour Great Room Only

**∙ $30**  per hour for the Commercial Kitchen Only

**Discounts Available for Rentals over 4 Hours**

**-$250** Great Room ONLY for 5 hours

-**$350** Kitchen and Great Room COMBO for 5 hou**rs**

**ALL DAY RENTAL 8 hours or more out by 1 am**

**- $650 8 Hours or more and out by 1am Great Room and Kitchen COMBO**

**.**

**Deposit Required**

**-$250 Great Room Only**

**-$150 Deposit Kitchen Only \*\*$250 if both Great Room and Kitchen are rented \*8**

**Non-Profits:**

**∙ $75** per hour Great Room

∙ **$45** per hour for the Commercial Kitchen

**Discounts Available for Rentals over 4 Hours**

**-$350** Great Room ONLY for 5 hours

**- $450** Kitchen and Great Room COMBO for 5 hours

**ALL DAY RENTAL Great Room and Kitchen COMBO 8 hours or more out by midnight**

**-$750. 8 hours or more out by 1 am great Room and Kitchen COMBO**

**Deposit Required**

**-$250 Deposit Great Room Only**

**-$150 Deposit Kitchen Only $150 \*\* 4250 if both kitchen and Great Room are rented\*\***

**General Public:**

**∙ $100** per hour for the Great Room,

**∙ $65** per hour for the Kitchen

**Discounts for Rentals over 4 Hours**

-**$450** Great Room ONLY for 5 hours

**-$650** Kitchen and Great Room COMBO for 5 hours

**ALL DAY RENTAL Great Room and Kitchen COMBO**

**-$1050. 8 hours or more out by midnight Great Room and Kitchen COMBO**

**Deposits Required**

**-$300 Deposit Great Room Only $300**

**-$150 Deposit Kitchen Only \*\* If rented together only a $300 Deposit is required \*\***

**Total of Rental Fee \_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

For the hours set forth above a deposit must be provided not later than 30 days prior to the rental.In order to receive your deposit back all requirements must be met as set forth by the renter. The renter will be responsible for any and all damages to the building , equipment and fixtures at The HUB that have been caused by the renter or any of the renters guests. The deposit will be applied towards the payment of repairs and/or cleaning if needed after the renters rental time is expired. ***A cleaning fee of $75 per hour per person will be charged if the HUB staff has to do additional cleaning.***

**A 50% NON REFUNDABLE** down payment is required to reserve the facility. The remainder of the rental fee is due 30 days prior to the rental date. Rental can be canceled by the renter up to 14 days prior to the rental date by emailing [thehubcenterforseniors@gmail.com](mailto:thehubcenterforseniors@gmail.com) or by calling and talking to the Programs Manager or the Executive Director. A voice message is not sufficient notification. Once canceled the rent minus the 50% non refundable rental fee and any and all deposits will be returned within 14 days to the address listed on the rental contract.

**Optional Upgrades:**

**Reader Board:**

**The reader board can be added to your rental at the following rates . Please mark which option you prefer. Only one side of the reader board can be rented at any one time and it is dependent on current availability.**

* **$10 PER DAY FOR \_\_\_\_\_\_\_\_\_\_\_ DAYS**
* **3 DAYS FOR $25**
* **7 DAYS FOR $50**

Please provide the dates you would like the reader board to start your message \_\_\_\_\_\_\_\_\_\_\_\_Date

(this will generally go up by noon or earlier) date that you would like your message to end \_\_\_\_\_\_\_\_\_\_\_\_\_Date

*Please Provide Wording to be Used The HUB will make every effort possible to word exactly as you described but may from time to time have to change wording to fit within the amount of space. All effort will be made to preserve the integrity of the wording.*

Approximate wording text you would like. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reader Board Charges if Applicable** \_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total of all Rental Fees including Upgrades $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TERMS AND CONDITIONS OF RENTAL:**

* Renter cannot transfer the contract without the written consent of The HUB.
* The maximum capacity of The Great Room is 315 people at no time shall the renter exceed the capacity limit.
* Renter is responsible for all set up and take down. Tables and chairs are not to be dragged on the floor as damage may occur.The facility must be returned to the original room set up and if applicable all items in the kitchen shall be returned to their proper place.
* Nails , tape ,and staples are not to be used on the walls , ceilings or furniture, Adhesive putty tape is okay to use.
* Smoking is not allowed in the building or within 25 feet of an entrance , door or window. Renter also acknowledges that the kitchen or the Great Room may be rented out at the same time to a different party if you are not using both spaces.
* Do not use items from the kitchen unless the kitchen has been paid for as part of your rental.
* Renter is to supervise children in the building and in the parking lot at all times.
* Renter is to abide by all local, state and federal laws while renting The HUB.
* If the rental is an after hour event a key will be issued to the renter and the key must be returned in order to receive the deposit back. A minimum rekeying charge of $250 will be assessed if the key is lost or stolen.
* Illegal drug use is not allowed on the premises at any time. Alcohol will only be permitted if prior arrangements have been made and The HUB has been provided proper documentation . A banquet permit and/or a special occasions permit can be obtained at the following web address <https://lcb.wa.gov/licensing/special-licenses-and-permits> proof of permit must be provided to The HUB 14 days prior to the event. In addition the insurance requirements covering liability i including liquor must be provided as set forth in the Special event agreement that is in conjunction with this agreement.
* Renter is to leave The HUB clean to The HUB’s staff's satisfaction in order to receive the deposit back. If there is a reason that The HUB is going to keep part or all of your deposit you will receive notice prior to the return of your deposit and will be able to discuss the discrepancies. If the deposit or other charges for damages do occur The HUB will provide you with an itemized bill and proof of unsatisfactory rental return conditions.
* The HUB will charge a $50 fee for any returned check this includes hiring an attorney , with the renter paying the attorney fees, any disputes between The HUB and the Renter will be first handled via a mediation rather than the court system.
* The renter agrees to indemnify and to hold harmless and to waive and release from liability and medical payments, The HUB , including its employees, agents, volunteers, Board of Directors and officers from all claims . liability , negligence , damages, judgements, demand s for monetary relief of any kind from you ,any guest, participant, employee or vendor as the result of bodily injury including death, property damage or personal injury arising out of occupancy or use of the premises or any product furnished by The HUB, for any and all claims whatsoever.

**REQUIREMENTS TO RECEIVE YOUR DEPOSIT BACK:**

**Great Room and Lobby**

 Clean tables with a sanitizing solution

 Return tables and chairs to the original position

 Sweep floor and mop up spills of liquids or foreign substances if necessary.

 Empty all garbage cans in the Great Room and the Kitchen. Replace garbage bags and take the garbage bags out the back door and throw them in the large dumpster in the back parking lit. (THERE ARE 2 BINS ONE IS METAL RECYCLING (NO LID )AND ONE IS THE DUMPSTER (LOCKABLE LIFTED LID )Please be sure to use the right garbage container as throwing the garbage in the wrong bin will cause staff clean up time to be deducted from your deposit. If it is after hours the key to the dumpster is located in the mop room in the back of the kitchen. Remember to relock the dumpster.

 Pick up any debris in the lobby area

 Turn off all the lights

 Lock and check all the doors

 Return the key to the night drop box in the front lobby area or return your key in person during regular business hours within 7 days of your completed rental.

**KITCHEN**

 Clean and sanitize appliances that were used. Clean and sanitize all countertops tops

 Clean any dishes, pots and pans, utensils that were used in the dishwasher or by other posted sanitation methods.

 Empty all the kitchen garbage and replace bags. Empty garage in the dumpster out back see instruction above.

 Sweep and mop floor

 Turn Off:

o Stove/ovens ( Be careful to not wrench on the dials and accidently turn off the pilot lights.) There will be visible flame in the burners when the pilot lights are lit.

o Lights

 Lock all doors

 Return key to the night drop in the front lobby or return it within 7 days of the rental

completion in person.

Deposits will be returned within 14 days of the rental via the address listed on the form.

**SPECIAL NOTES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INSURANCE REQUIREMENTS:** Please check all the boxes that apply to your rental.

* If you are not a HUB member and will have more than 150 people at my event/rental.
* I am planning on serving alcohol at my event at The HUB.
* I am doing a Special Event Fundraising Event at The HUB

If you checked any of the boxes above you are required to obtain Special Event Insurance and / or provide insurance that names The HUB as additionally insured . Special Event insurance can generally be obtained by calling your own insurance company. If you are serving liquor then you will also need that stated on the insurance and provided to The HUB at least 7 days prior to the rental start date and time. Insurance should be at the rate of at least $1,000,000. Insurance shall cover bodily injury , property damage and personal injury no less than the following limits $1,000,000 each occurrence, $2,000,000 General Aggregate , $2,000,000 Products -Completed operations Aggregate, $1,000,000 Personal & Advertising damage and rented premises and $5,000 Medical Expenses.

**PLEASE RETURN THIS FORM TO:**

**THE HUB CENTER FOR SENIORS PO BOX 2697 ,BELFAIR WA 98528 OR BY EMAILING A SIGNED COPY TO** [**thehubfrontdesk@gmail.com**](mailto:thehubfrontdesk@gmail.com)

**or in person at**

**The HUB 111 NE Old Belfair Hwy, Belfair, WA 98528**

Please keep a copy of this agreement as it details the expected cleaning instructions.

**If you have an emergency during your rental call 911**

If you have a question about the facility please see The HUB Shop store Monday-Saturday 9:30-5:30pm, they can answer many questions pertaining to the building.

**If you are there after hours and need to get a hold of someone**

**Call or Text Beth @360-801-4687**