



TOWN OF SOUTH PRAIRIE

121 NW WASHINGTON STREET, PO BOX 870
SOUTH PRAIRIE, WA 98385

South Prairie Community Center Rental Application

Name/Organization _____

Date and Time of Event _____ From _____ To _____

Nature of Event _____ Estimated Attendance _____

Insurance Policy # _____ (Special Events Coverage – AWC 800 562-8981)

ACKNOWLEDGEMENT

The undersigned hereby makes application to the Town of South Prairie for use of the Community Center and certifies that the information in the application is correct. The undersigned agrees to exercise the utmost care in the use of the premises and property. The applicant agrees to adhere to all rules and regulations contained in this form. The renter shall indemnify and hold harmless the Town of South Prairie, its elected officials, its employees, and agents from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury or death of any person or property damage to any or in any other manner grow out of any act or omission on or about said facility by renter, its agents, guests, or employees in the execution of this rental agreement, including any and all expenses, including attorney fees and costs, legal or otherwise, incurred by the Town or its representatives in the defense of any suit or claim. The Town of South Prairie is not responsible for lost or stolen property. I also understand that all Town of South Prairie ordinances apply to this rental application. I agree to pay damages, which exceed the dollar amount of the damage deposit, plus the Town of South Prairie's costs to collect for such damages including, but not limited to, attorney fees and costs.

I acknowledge that I have reviewed all information on this form and the attached Facility Rental Rules and Regulations and agree to comply with all rules and regulations and the ordinances of the Town of South Prairie, laws of the State of Washington and of the United States.

Name (Please Print) Title

Address (Street) (City) (Zip)

Phone (Home) (Work) Signature

APPROVED BY: _____ DATE: _____

Deposit: \$ _____ Key Deposit: \$ _____ Rental Fee: \$ _____ TOTAL: \$ _____

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www.townofsouthprairie.com



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FACILITY RENTAL RULES AND REGULATIONS

1. A completed facility application and damage deposit is required before the facility may be booked. Facility rental must be paid at least seven (7) days before said event, unless otherwise stated on this application. Any cancellation received less than 7 days before said event will result in the forfeiture of your damage deposit and/or facility rental. Damage deposit refund check takes approximately seven (7) working days and will be sent to the address of the person signing the rental application.
2. Reservations may be made for the current year, beginning in January.
3. Alcoholic beverages are not allowed on the premises or in the Park.
4. No one is allowed to affix anything to the ceiling or walls except with masking tape. Any organization destroying Town properties will be held responsible for costs of repairs or replacement.
5. Rice, confetti, glitter, dance wax, *bubbles*, etc., are not permitted inside or outside the building. Use of the above will result in forfeiture of part or all of the damage deposit.
6. Renters are allowed to use existing kitchen supplies, stove, refrigerator, microwave and dishwasher.
7. Smoking is not allowed in the facility. Smoking inside the facility will result in forfeiture of part or all of the damage deposit.
8. The Town of South Prairie *recommends* that all renters obtain public liability insurance for their event. This insurance is to protect you and your guests while using Town property and to indemnify the Town against loss resulting from bodily injury and/or property damage. An insurance broker or agency can help you obtain the proper coverage.
9. The Town of South Prairie reserves the right to immediately terminate this agreement, and the applicant agrees to immediately vacate the premises upon notice of termination by authorized Town personnel, upon any of the grounds set forth below:
 - a. Physical damage to Town property caused by an attendee, whether invited or not;
 - b. Violation of any law, ordinance or regulation of the United States, State of Washington, County or Town by any attendee, invited or not.

Signature

Date

***Note: Your signature indicates that you have read the Facility Rental Rules and Regulations and agree to abide by the terms stated herein.**

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CLEANING CHECK IN/OUT PROCEDURES

***NOTE: Renter must check out the keys on or before Wednesday prior to the Rental Date. The FEE for a lost key is \$50.00.**

- A. We request that you leave the facility in the same condition as when you arrived. This includes the restrooms. Do not throw rice or any other items on Town property. The cost of any cleaning or repairs that require Town personnel will be deducted from your damage deposit. All cleaning must be done immediately after your event.

Place all trash in the dumpster located outside the back door of the Community Center.

- B. The damage deposit applies to restrooms, parking areas, general building structures and the kitchen, as well as the patio area.
C. Remove all decorations and everything your party has brought to the facility.
D. Leave kitchen clean, wipe off all counters, appliances, and clean floors and turn off all equipment.
E. The floor must be swept and mopped at the conclusion of the event.
F. Key must be returned to Town Hall on Monday, Tuesday or Wednesday, during regular business hours of 8:00 AM to 4:30 PM. Damage deposit will not be processed until after the key is returned. If the key is lost, a \$50.00 (fifty dollar) fee will be charged for re-keying the Community Center locks.
G. Renter will not duplicate the key.

Signature

Date

***Note: Your signature indicates you have read the Cleaning Check In/Out Procedures and agree to abide by the terms stated herein.**

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