

APPLICATION AND RENTAL AGREEMENT FOR USE OF LAKE
CAVANAUGH COMMUNITY CENTER
35022 South Shore Drive, Mount Vernon, WA 98274

Primary User Information: Name: _____

Address (lake): _____

Address (other): _____

Telephone: Primary: _____ Secondary: _____

E-mail address: _____

Alternate Contact Name and Telephone: _____

Event Information Description of Event: _____

Date Requested: _____

Start time of Set Up (after 6 am): _____ End of Clean Up: _____ (midnight or earlier).
Starting and ending times must allow adequate time for you to set up and clean up your event. You may request and pay for additional time for set-up or cleaning unless other events have been scheduled.

Number of Participants: Adults: _____ Minors: _____

Do you plan on serving alcoholic beverages? _____.

Describe type and quantity: _____.

You must read and sign the Service of Alcohol rider attached on page 5 and provide proof of certificate of insurance.

Rental Fees payable to Lake Cavanaugh Improvement Association: Check item that applies:

___ Full Day: \$500 for LCIA members, plus \$500 refundable damage deposit. \$650 for non-members, damage deposit still applies.

___ Half Day (Under 5 hours inclusive of set up and clean up): \$300 for LCIA members, plus \$300 refundable damage deposit. \$450 for non-members, damage deposit still applies.

___ Offseason Rates (Full & Half Day) November 1st - March 31st: \$300 for members and non-members, plus \$300 refundable damage deposit.

This page is the application page. The attached rental agreement documents, including this application, Alcohol Service Rider (if applicable), and rules of use must be signed to complete the rental arrangement.

The security/damage deposit can be given to secure the desired rental date and the rental fee can be given at the time of walk-through when the building key is given.

Cancellations/refunds: The renter may cancel this agreement up to one month prior to event and receive a refund of the deposit. LCIA may cancel due to emergencies such as damage to the building or health and safety concerns and a full refund is given.

RENTAL AGREEMENT FOR LCCC EVENTS

1. The undersigned are the applicants for the use of the Lake Cavanaugh Community Center (the "Center" or LCCC) and agree to be the responsible parties in connection with the rental.
2. By initialing in the space below, I acknowledge that I have received and reviewed the attached Rules of Use, Opening and Closing checklists, and Alcohol Policy.
3. I agree to abide by the Rules of Use, Opening and Closing Checklist, and Alcohol Policy. I understand that this rental agreement will not be in effect until it is signed by me and a representative of the Center. I agree that if I fail to follow the Rules of Use, Opening and Closing Checklist, or Alcohol Policy, or if the Center suffers damage during the event or as a result of the event, I might forfeit some or all the damage deposit. I agree that whatever portion of the damage deposit is not applied as a result of damage will be returned to me within fourteen (14) days following the event.
4. I understand that if the rental results in or relates to damage or liability, that I am responsible for such damage or liability. The amount of the deposit does not limit my liability.
5. If not done in the past 12 months, I agree to schedule a pre-rental visit, at a time mutually convenient for me and a representative of the Center, to review procedures for use of the Center, including items such as Center systems and equipment, security, and the Rules of Use.
6. I recognize that certain areas of the Center will not be available for use during the rental, as specified in the Rules of Use.
7. The two renters whose information is below will sign and will be present at all times during use of the Center.
8. I understand that this rental is at my risk. I agree to indemnify and hold harmless the Lake Cavanaugh Improvement Association (LCIA), its officers, directors, volunteers, agents, and members from and against all loss, liability, claims, cost or damages that may occur or be claimed with respect to the Center or the LCIA arising from or relating to my rental of the Center, including the acts of my guests or visitors during the time I rent the Center.
9. The application, this rental agreement, the Alcohol Service Rider (if applicable), Rules of Use, and Opening and Closing Checklist are the entire agreement between me and the Lake Cavanaugh Improvement Association. Any changes to this agreement must be in writing and signed by both parties.

Your Emergency Contacts are: Priscilla McElhose (360)422-5606, Larita Humble (206)794-7141, and Brent Humble (360)422-7604.

Signatures (2 signatures required for all Events):

Renter 1: x _____ Renter 2: x _____

Printed Name: _____ Printed Name: _____

Date signed: _____

RULES OF USE

These rules govern the use of the Lake Cavanaugh Community Center pursuant to rental agreements. Renters must maintain control over guests and must inform guests of these rules.

1. Certain areas of the center may be off limits and will be secured during the rental period, such as the upstairs office. Renter will have access to the storage room for tables, chairs, and cleaning supplies.
2. Decorations may only be attached to the picture rail. No nails, staples, screws, pins, tape or adhesives of any kind may be put into walls, ceilings or floors.
3. Setup and cleanup of the Center should be accomplished on the same day as the rental unless arrangements are made in advance. Renters will be charged \$50 per hour up to the amount of the deposit for failure to clean up the Center by the agreed upon deadline, which may be taken from the deposit. This charge is in addition to other amounts that might be charged for failure to comply with the rental agreement.
4. Renter must provide a representative of the Center with a description of amplified music to be used during the event, including the anticipated electrical needs.
5. The Center is a non-smoking facility. All smoking should be done outside on the Center grounds, and smokers must dispose of cigarette butts properly.
6. No overnight camping without prior approval.
7. Music and outside noise that might disturb neighbors must end by 10 pm.
8. Speed limit on the Lake Cavanaugh road is 25 mph.
9. Occupancy limit for the building is 195 persons.
10. No climbing is allowed on the rockery.

RIDER CONCERNING SERVICE OF ALCOHOL
(including beer, wine, liquor, and other forms of alcohol)

(a) BY LAW, NO ONE UNDER 21 MAY CONSUME OR TASTE ALCOHOLIC BEVERAGES. Renter agrees and warrants that there shall be NO CONSUMPTION OF ALCOHOL BY PERSONS UNDER AGE 21. Further, Renter shall monitor any service of alcohol and acknowledges that Renter is solely liable for the consumption of any alcohol, and that such liability shall extend to any aspect or result of the consumption of alcohol.

(b) Renter shall be responsible for obtaining permits from all appropriate governmental authorities that are legally required to allow Renter to serve alcohol at the Center. Renter understands that it may need to obtain a banquet permit from the state or contract liquor store at least two weeks before the scheduled event. If Renter does not obtain all applicable permits, Renter will not be able to serve alcohol.

(c) A designated representative of the Lake Cavanaugh Improvement Association may ask guests for identification to verify age. The Center reserves the right to ask the entire party to leave without refund of rental fee if (1) a minor is consuming alcohol; (2) an adult is providing alcohol to a minor; or (3) a guest or guests appears intoxicated and refuses to leave the Premises.

(d) Only caterers and persons holding the appropriate liquor licenses and permits will be authorized to dispense alcohol, and only from the bar area.

(e) All alcohol must be consumed inside the building and adjacent grounds.

(f) Renter shall indemnify and hold harmless Lake Cavanaugh Improvement Association, its officers, directors, volunteers, agents and members from and against all loss, liability, claims, cost or damages that may occur or be claimed with respect to the Center or LCIA, including without limitation damage to the Center or its contents, arising out of or related to Renter's service of alcohol at the Center.

(h) Renter agrees to furnish the Center with a certificate of insurance in connection with the service of alcohol and shall designate the Lake Cavanaugh Improvement Association as an additional insured on such policy. Special event insurance that covers property damage, bodily injury, and liquor coverage may be obtained from the renter's rental or homeowner's insurance company or from an online company for a small fee.

The bartender(s) designated for service of alcohol are the following:

_____ (please print)

Signatures:

First Renter: _____ Second Renter (if any) _____

Date: _____ Date: _____