

Rochester Citizens Group



Preserving Swede Hall and Promoting Community Involvement Swede Hall Rental Agreement

Event Date _____

Welcome to Swede Hall, below is a list of items you as the host/renter are responsibilities for while renting the hall. You must review each item and initial that you have read and understand the terms of this contract.

Rochester Citizens Group (RCG) assumes no responsibility or liability for you or your guests while they are on the property attending your event. You as the host/renter assume responsibility and liability and agree to hold Swede Hall and RCG harmless from any incidents resulting from the actions or activities of you or your guests during the event or anytime on the premises.

You as the host/renter are responsible for the maintenance of the property and contents while in your control and require that you follow all the attached rules and procedures. The host/renter, upon receipt of notification that additional damage has occurred to the building or its contents, will be responsible to pay for all damages out of the deposit. Any additional fees that apply outside the deposit will be invoiced and payment is due within 30 days of the date of notification from RCG.

- **You must provide Proof of Liability Coverage** showing the dates of service. Your Homeowners/Renters insurance policy may extend host liability to you. Please have your agent supply a copy of the declaration page of your insurance policy upon entering into this agreement. Required limits of no less than \$300,000 per occurrence. Insurance must be in the name of the host/renter. _____ (renter initials)
- RCG has the right to enter the premises during this rental period to inspect the premises and can terminate this lease if it is felt that the host/renter has not complied with the terms and agreement of the lease. _____ (renter initials)
- You are responsible for reviewing and completing the checklist supplied to ensure the host/renter shows compliance with cleaning requirements. Failure to comply will result in deductions from deposit for each issue. _____ (renter initials)
- I assume responsibility for all damages to Swede Hall on the date of my rental. _____ (renter initials)
- If charges are deducted against the deposit, I understand that I may dispute the charges by email, letter or attend a board meeting within 45 days of receiving notification _____ (renter initials)
- Deposit and Rental fee are due 45 days prior to the event date, failure to make payment timely will result in the loss of the rental date. _____ (renter initials)
- Cancellations made by host/renter must be made 45 days prior to the event for a full refund, cancellations made within 45 days will result in the loss of the deposit and paid rental fee. _____ (renter initials)
- I will obtain the proper banquet or liquor license from the [Washington State Liquor Control](#). _____ (renter initials)
- Music is to end no later than 11pm on the date of rental. _____ (renter initials)
- My guests and the host/renter will vacate the hall by midnight on the date of rental. _____ (renter initials)

- We have the right to provide surveillance video records to law enforcement and insurance companies if it is requested. _____ (renter initials)
- Fireworks are not permitted on property. _____ (renter initials)
- Hours are from 6am to Midnight. _____ (renter initials)

Required documents listed above should be mailed to Rochester Citizens Group (RCG) PO Box 194, Rochester, WA 98579-0194. Failure to provide required documents 45 days prior to the event date may result in the loss of the requested date and/or deposit.

By my signature, I have read and understand this agreement as written.

Print Name

Signature

Mailing Address (deposit will be sent to)

E-mail

City, State, Zip

Phone number

Key Code _____ (last 4 digits of your phone number)

RCG emergency contact: _____

Attachments:

Price List

Checklist