

LIC Lease Agreement Effective 1 January 2017

Event: _____ Date of Event: _____

A short term lease agreement is made this date between the Renter, (Lessee), and the Longbranch Improvement Club, (Lessor), wherein the Lessor agrees to furnish the Lessee as marked on the LIC Rental Rates form and attached to this Agreement.

Insurance:

The Lessee shall provide to the Longbranch Improvement Club proof of a "Certificate (or evidence) of Insurance" covering public liability with combined bodily injury and property damage in an amount of \$ 300,000.00 naming the Longbranch Improvement Club as the additional insured or holder for the duration of the rental period. This coverage may be a certificate from the lessee's home owner's insurance or a "Short Term Special Events Policy" which are provided by various insurance companies at varying prices. It is advisable to check your insurance carrier prior to contacting the Longbranch Improvement Club to ensure that you can meet this requirement. Lessor's policy does not allow policy holders to sublet or "rent" their insurance coverage to a third party such as an individual renting the facility. Therefore, anyone renting the Longbranch Improvement Club facility for any event such as a wedding, reception, memorial or reunion is required to provide their own insurance covering the Longbranch Improvement Club. _____ Initial

Deposit:

The Longbranch Improvement Club requires a \$ 350.00 deposit to reserve the building. This deposit is fully refundable within 30 days following the event provided the building has been returned in satisfactory condition and no damage has been done to the building or contents and excessive cleaning needs are not required. Reservations are not confirmed until the Longbranch Improvement Club has received an insurance rider, the deposit and a signed contract. _____ Initial

Building Access:

Three day rentals will be provided with a key and alarm fob to enter the building. One person from the renting party must be designated and identified as responsible for the keys and will be required to sign for them at the time the building is relinquished to the Lessee.

Accepted as Lessee:

PRINT NAME

SIGNATURE

DATE

PHONE NUMBER

E-MAIL

ADDRESS

BACKUP CONTACT NAME

PHONE

Attach the LIC Rental Rates form and a signed House Rules Form to this Agreement.

+Rental Deposit \$ 350.00

+Kitchen Deposit \$ _____

Total Deposit Due \$ _____

Lease fees- From attached Rental Rates sheet
\$ _____

Total amount due \$ _____

Balance Due \$ _____

All fees must be paid in full 60 days before the event.

Cancellation Policy: For any refund of fees, lessee must inform Lessor of cancellation in writing as early as possible.

60 days+ any prepaid fees

30-59 days 75% of lease fees

16-29 days 50% of lease fees

15 days or less no return of lease fees

Key Designee Name

Pre-Rental Inspection Date

Accepted by Lessor

Accepted by Lessee

Post Rental Inspection Date (Fob and Key Returned)

Accepted by Lessor

Accepted by Lessee



House Rules -Effective 1 Jan 2017

Longbranch Improvement Club

These house rules apply to persons and organizations, Lessees, which rent the facilities of the Longbranch Improvement Club (LIC), Lessor. The renting organization, if any, and the individual who signs the lease agreement will be held responsible.

1. **Break No Laws:** Renters may not engage in any activity which violates state or federal regulations or county ordinances.
2. **Smoking:** Smoking is allowed only in the designated smoking area through the double doors to the left of the ballroom. Smoking is not allowed in the building or anywhere on the grounds except for the designated smoking area.
3. **Pets:** No pets of any kind are allowed in the building except certified Service Dogs wearing the Service Dog vest. Owners shall keep Service dogs leashed. Doggie Doo bags are provided on the posts near the driveway outside the building.
4. **Supervise Children:** The LIC clubhouse is intended for use by adults. Areas which are difficult to supervise include the stage in the main room, the bathrooms and the kitchen area. Renters who allow children in the facility do so at their own risk. Only immediate and continuous supervision will avoid risk of injury.
5. **Alcohol Consumption:** The LIC requires lessee to procure a Banquet permit from the Washington State Liquor Control Board to serve liquor on the premises and abide by all the conditions of the permit. **No host bars require a Liquor License and a certified bartender to serve.** Washington State Law prohibits the serving of alcohol of any kind to minors and/or alcohol impaired guests. Allowing underage or excessive consumption of alcohol is a violation of that law and the lessees will be held responsible for any and all damages that may result.
6. **Respect the Floors:** The building has hardwood floors throughout that can be scratched or scarred by users who track sand, gravel or mud into the facility. During the pre-rental inspection tour, renters should take special note of the floors and note any damage on the inspection form. Renters will be held responsible for all damage to the floors as well as the building and its fixtures. Responsibility is not limited to the amount of the lease or deposit.
7. **Garbage:** Renters will deposit garbage in the designated containers. Full garbage bags should be placed in the dumpster adjacent to the building behind the fenced area. Excess garbage **must** be removed from the LIC facility and grounds by the renters. **All glass bottles (beer, wine, soda, liquor) must be removed by the renter.** Failure to comply with these rules will result in forfeiture of the deposit.
8. **Kitchen use:** Cutting or chopping on the counter top is prohibited. Cutting boards are provided for this purpose. Dishes, flatware, utensils, cups and glasses are not available for use without a contracted Kitchen use fee and deposit. If the stove is used the pilot light must be shut off at the end of each day and the stove relit the next day for use. Someone must be in the building at all times whenever the stove is lit per Pierce County Fire Marshall regulations.
9. **Furniture use:** All tables are to be wiped down after use and replaced in the table dollies and bins. Chairs, both folding and upholstered are to be replaced to their original storage location. Upholstered chairs are not to be stacked more than 5 high. Failure to replace chairs and tables may result in forfeiture of part or all of the deposit.
10. **Decorations:** Decorations must be applied with painter tape only. **No duct, scotch, masking or any other forms of tape may be used. Nails or staples are not allowed.** All tape must be removed from the tables, stage doors, window sills or walls. Forfeiture of part or all of the rental deposit may result for failure to comply.
11. **Rice, birdseed and confetti:** The use of rice, birdseed, confetti or similar small solid materials attracts vermin and therefore is not permitted in the LIC building or anywhere on the grounds. Use of these materials may result in forfeiture of part or all of the deposit.
12. **Conserve Energy:** Our rustic log building is charming, but it is not well-insulated. Conserve valuable and expensive heat by keeping doors closed during use in cool weather. Excessive use of heat, water or electricity will be added to the rental cost at the sole discretion of the Rental Agent.
13. **Overnight camping:** Motorhomes, RV's and tent camping are not allowed during an event without prior authorization. Water and electricity are not available for use and all vehicles and tents must be parked or pitched in the large open field near the ball diamond to the north of the building. No RV's or motorhomes are to be parked in front of the building or in the lawn to the north side of the building at any time.
14. **Fires:** No open fires, charcoal grills or fireworks are permitted on the grounds at any time.
15. The areas marked with NO PARKING signs are fire lanes and are to remain free of vehicles at all times. Signs are not to be moved.
16. **Litigation:** In the event a lessee causes or contributes to civil claims against the LIC, the LIC will claim against you, asking all damages be assessed to you. In addition, the LIC will ask that LIC attorney's fees and costs be charged to you. You accept full responsibility and agree to hold harmless the Longbranch Improvement Club, its officers and members and its agents against all loss or damage to persons or property in connection with using the facility provided by the lessor.

Accepted as lessee _____
Date Initials

Rev October 2016



LIC Rental Rates – Effective Jan 1, 2017

The Longbranch Improvement Club Building Rental and Amenities Rates

WHOLE BUILDING RENTAL CAPACITY 350

Rental of the whole building includes the ballroom, meeting room, grounds, tables, chairs, coffee pots and use of *available* space in the refrigerator and freezer. Stove, dishes, cups and silverware not included. All rentals must vacate the building by 11:00 PM. For three-day package rentals, renter must vacate the premises by 5:00PM on the last day of the rental. Set up of all tables and chairs is the responsibility of the Lessee. At the end of the event all tables, chairs and other furnishings are to be returned to the storage area or place of origin. **Times listed below are inclusive and include items such as, but not limited to, deliveries, photography, decoration, catering, set-up, cleanup, rehearsals and rehearsal dinners.** Additional fees will be deducted from the conditionally refundable deposit at the rate of \$50.00 per hour for any time extended beyond those specified below.

Please initial beside rental program that you are requesting and transfer total rental cost to the LIC Lease Agreement form.

	<u>Days</u>	<u>Hours</u>	<u>Cost</u>	<u>Initials</u>	<u>Total Due</u>
Three Day Packages:	Fri-Sat-Sun			_____	
	Sat-Sun-Mon	9 AM-11PM first 2 days 9AM-5PM on last day	\$ 2,500.00	_____	
	Thurs-Fri-Sat			_____	\$ _____

½ Day Rates:	Fri, Sat, Sun	Up to 6 hours Between 9AM-11PM	\$ 500.00 <i>per day</i>	_____	
	Mon, Tue, Wed, Thurs		\$ 450.00 <i>per day</i>	_____	\$ _____

Full Day rates:	Fri, Sat, Sun	9AM-11PM	\$ 900.00 <i>per day</i>	_____	
	Mon, Tues, Wed, Thurs	9AM-11PM	\$750.00 <i>per day</i>	_____	\$ _____

Kitchen Rental -Includes stove lighting, dishes, flatware, coffee pots, coffee cups, water pitchers, water glasses, available space in the freezer and refrigerator and microwave. An additional deposit of \$75.00 is required to rent the kitchen. **A \$25.00 cleaning fee will be charged when the grill is used, or if the oven needs to be cleaned.**

\$ 75.00 deposit _____ \$ _____

\$ 200.00 *per day* rental fee _____ days at \$200.00 *per day* _____ \$ _____

MEETING ROOM RENTAL CAPACITY 50	\$ 50.00 <i>per hour</i>	
Includes tables and chairs and access to bathrooms.	_____ hours at \$50.00 per hour	\$ _____

GROUNDS ONLY RENTAL-Does not include use of building or access to restrooms or water. Lessee must provide porta-cans at their cost and arrange for delivery and pick up. Pick up must be made within 48 hours of end of rental time.

_____ days @ \$ 150.00 *per day* \$ _____

Record the total on the Lease Agreement Form and include this form with the Lease Agreement.

Grand Total Rental Amount Due \$ _____

Rev. September 2016