

SHORELINE CONFERENCE CENTER Facility Rental Agreement

Reservations Confirmations

Conference rooms must be reserved at least seven (7) business days in advance with a rental deposit payable by check or credit card (Visa/MasterCard) at time of booking, unless prior arrangements are made.

- The Shoreline Conference Center (SLCC) requires a 50% rental deposit.
- The balance is due 30 days prior to the event.
- If the booking is made within 30 days, the entire amount is due at time of booking.
- Sufficient, competent adult and/or special supervision must be provided by Client at the Client's expense.
- All prices are subject to change. All prices are subject to Washington Sales Tax.

2 Hour Minimum	4 Hour Minimum	8 Hour Minimum
Arden, Alumni, Aurora, Ballinger, Cromwell, Hamlin, Horizon, McAleer, Northridge, Richmond, Ronald, Sheridan	Highlander, Mt. Rainier, Shoreline, Spartan	Auditorium

In order to confirm & retain the event booking, the Conference Center contract must be completed and signed by the Client and returned to the SLCC within fifteen (15) business days of booking. _____ Initial

Facility Access and Regulations

Charges begin at the time the first person associated with the event enters the reserved facility and end at the time the last participant leaves the facility.

- Prior to the start of the event the SLCC will set up all tables, chairs and AV equipment as previously arranged with the Client.
- The event hours must include time needed by the Client and/or Client's designee to set up and clean up the event space. This includes Client's own A/V setup, distribution of materials or items, event registration, decorating, catering, and any other related functions that require Client time to administer.
- Final event charges will be calculated to the closest half-hour from entry to exit and will include custodial time.
- Refunds will not be made for events that run shorter than the contracted time.
- Each client must designate one person as the contact person who will have final responsibility for decisions.
- All set-up and audio visual details must be confirmed in writing by Client to the Conference Center Office a minimum of ten (10) business days prior to the event.
- Outside food/beverages are permitted at SLCC with prior approval. Related clean up is the responsibility of Client.
- Licensed caterers must be used in the Shoreline Room.
- Catered events the Shoreline Room outside normal hours of operation require one attendant for every 75 people.

Set-Up and Decorations

- Open flame is strictly prohibited by fire code.
- Enclosed votives, tea lights, floating candles, and chafing dishes are acceptable.
- Pillar or taper flame must be enclosed by hurricane glass or other approved enclosures.
- The use of sparklers, fireworks or pyrotechnics inside or outside of the building is strictly prohibited.
- Hazardous chemicals and materials are prohibited.
- Pins, tacks, nails or other puncturing devices are prohibited.
- Scotch, masking, duct tapes and glue are not allowed on any surface. All other adhesives must be approved.
- Glitter, confetti, sand or any substance that causes litter or debris inside the facility or on the grounds is prohibited.
- Violation of these rules may result in a minimum assessment of \$250, and/or an additional damage/cleaning fee.

Damage/Security Deposit

A room-specific, refundable Damage/Security Deposit must be paid thirty (30) days prior to the date of event.

- Client is responsible for any damage to the facility caused by the Client, the Client's guests, the Client's service providers or any individual connected with the Client's event.
- If such damage occurs it will be assessed and deducted from the Damage/Security Deposit.
- If damages exceed the deposit, the Client will be billed for the additional amount.
- If no damage is assessed, the Damage/Security Deposit will be fully refunded less a \$35.00 processing fee.
- Client must procure and maintain in force at the time of the event(s), at the discretion of the SLCC/District, without expense to the SLCC/District, a public liability insurance policy, covering bodily injury and property damage, with limits of not less than \$1,000,000 per occurrence. Client must provide the SLCC/District with a certificate of insurance at the time the contract is signed.

Room(s)	Damage Deposit Required
Auditorium and Shoreline	\$250 each room
Mt. Rainier, Highlander and Spartan	\$100 each room

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SHORELINE CONFERENCE CENTER (SLCC) Facility Rental Agreement (continued)

Substance and Firearm Policy

- Clients serving alcohol (liquor provided but not sold) at their event(s) must obtain a Washington State Liquor Control Board Banquet Permit. Clients featuring a no-host bar (liquor sold on premises) at their event(s) must obtain a Washington State Liquor Control Board Special Occasion License.
- All Clients providing or selling alcohol at their event must procure and maintain in force at the time of the event(s), without expense to the SLCC/District, insurance that includes "Host Liquor Liability" (liquor provided but not sold) or "Liquor Liability" (liquor sold on premises), with limits of not less than \$1,000,000 per occurrence.
- Applicable permit/license must be provided to the SLCC no later than fifteen (15) business days prior to event(s).
- The original permit/license must be posted in a prominent location during the entire event(s).
- The SLCC is owned and operated by the Shoreline School District. Smoking, use of controlled substances, and weapons are prohibited by Washington State Law in the buildings or on the grounds of public school property. Alcohol only is permitted in the Shoreline, Highlander, Mt. Rainier, Spartan Rooms, North Lobby.
- Client is solely responsible for compliance with all laws and regulations pertaining to serving alcohol.
- Client may be required to provide additional security at events where alcohol is provided or sold.

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Cleanup Rules and Regulations

The event, including cleanup must be concluded by the end of the contracted event time.

- All personal materials, equipment and furnishings must be removed at the conclusion of the event.
- Unless prior arrangements have been made and included in the event contract, the Client may be assessed a minimum \$50 per day fee for items left at the conclusion of the event.
- The SLCC is not responsible for damaged, lost or stolen items. Found items will be held for up to fifteen (15) business days after the event.

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Cancellation Policy

The Client must notify the SLCC **in writing or by email** if it becomes necessary to cancel the reservation. The following timeline and cancellation fees will apply:

Cancellation Policy	Cancellation Fee (percentage of contract total)
Auditorium, Shoreline, Highlander, Mt. Rainier, and Spartan	
90 Days	0%
60 Days	30%
30 Days	50%
15 Days or less	100%
Arden, Alumni, Aurora, Ballinger, Cromwell, Hamlin, Horizon, McAleer, Northridge, Richmond, Ronald and Sheridan	
30 Days	10%
15 Days	30%
7 Days or less	100%

If the event must be postponed due to an emergency situation, the event may be rescheduled without penalty on a space available basis, at the discretion of the SLCC/District.

- The Damage/Security Deposit will be transferred to the new booking.
- The SLCC/District is not liable for any costs incurred by the Client, as a result of such cancellation.
- Cancellations of postponed or rescheduled events will be subject to cancellation policy.
- The SLCC/District reserves the right to deny or cancel any event in an emergency situation or if it is deemed by the District that persons or property might be endangered and/or the event might in any way be prejudicial to others or not in the best interest of the SLCC and/or the Shoreline School District.

For more information please see our web site at www.shorelinecenter.com

_____ Initial

I have read, understand, and agree to all the terms as stated in this contract.

Client Name
(Please Print): _____

Event Date(s): _____

Client Phone: _____

Client Email: _____

Client Signature
Authorized Representative: _____

Today's Date: _____

Shoreline Conference Center
Authorized Representative: _____

Today's Date: _____

**Office Hours: Monday – Friday 7:30 AM – 4 PM / Hours of Operation: Monday – Friday 7 AM – 9 PM
Requests outside normal hours of operation require an additional custodial fee.**