

BAYVIEW COMMUNITY HALL
5642 Bayview Road • P.O. Box 1066
Langley, WA 98260
(360) 321-5494 • scheduling@bayviewhall.org

This agreement is for rental use of the Bayview Hall and is between the Whidbey Community Hall Association, doing business as "Bayview Community Hall" at the above address, and:

Name of Renter: _____

Date(s): _____

Morning Afternoon Evening

This rental includes: Use of the main floor Use of downstairs room/kitchen

Rental Fee: \$ _____ Holding/Cleaning Deposit: \$ _____

Above should be paid in full prior to the event.

It is understood that the Holding/Cleaning deposit will be retained if the rental is cancelled without 14 days notice. When the event is over, all equipment must be returned to where it was found, the floors cleaned, and *all trash removed from the premises*. The kitchen and bathrooms must be cleaned if used. The furnace and lights must be turned off and all doors locked upon leaving the building. If, upon inspection, the Hall is found to be cleaned as indicated above and the key returned, the deposit will be refunded.

If renter wishes to serve alcohol to the public, renter must possess a Traveling Liquor Permit from the State of Washington, as well as provide evidence that their homeowner's policy covers all risks and claims relating to their event, and the policy limits of said coverage. **There is no smoking in the Hall building.**

All music and sound related activity of the event must be rendered inaudible to the Hall's neighbors by midnight of rental.

To publicize the event, there are screw eyes on the north and south exterior walls to hang banners; posters may be placed on the blank area of the large hall sign on the south wall (please use tape) and flyers or schedules may be placed on the cork bulletin board by the front door. Nothing may be stapled, tacked or nailed on the building at any other location!

Renter shall defend, indemnify, and hold harmless the Bayview Community Hall Management with respect to any and all claims which may arise at any time out of use of the hall by the renter.

For Bayview Community Hall: _____

Renter's Signature: _____

Address: _____ City: _____ State: ____ Zip: _____

Phone number: _____ e-mail address: _____



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HALL CLEANING CHECKLIST

<input type="checkbox"/>	Clean up all personal belongings and decorations. Everything that arrived for your event should depart in your care.
<input type="checkbox"/>	Stack chairs underneath balconies so that they are stable and out of the way.
<input type="checkbox"/>	Return tables to rolling storage cart and/or set up as they were prior to your use.
<input type="checkbox"/>	Return other furniture and equipment to their prior locations.
<input type="checkbox"/>	Sweep & dry mop floors. (brooms are located in the supply closet near the main entry).
<input type="checkbox"/>	Remove event advertising posters, banners, and signage.
<input type="checkbox"/>	When using the Kitchen, clean thoroughly & remove <u>all</u> food & waste.
<input type="checkbox"/>	Pick up and remove any trash from the premises. Reline trashcans w/ bags from the storage closet (near the main entry). <i>The Bayview Hall does not have Trash Pickup.</i>
<input type="checkbox"/>	Lock all exterior doors. Close and secure windows (if opened).
<input type="checkbox"/>	Return key to drop box in office (located upstairs on the North side of the balcony)*
<input type="checkbox"/>	Turn thermostat setting to “OFF.”
<input type="checkbox"/>	Turn off lights at circuit breaker (located on the right hand side of the stage).
<input type="checkbox"/>	Exit through the South exit (toward Hwy. 525). Make sure you have everything! The door will lock behind you.