

**Simpson Plaza
Rental Application & Agreement**

Please read and understand each paragraph:

- Rental Policy Statement: The “Simpson Plaza” at 220 5th Street, Hoquiam WA, 98550 for the use and enrichment of all of it’s citizens. It’s ownership and continued maintenance for the City of Hoquiam and its residents have mandated that the building must be self-supporting. In order to maintain this facility in the grand manner in which it was built, the following fees and policies have been passed and must be adhered to. Rentals will be on a “first pay, first serve” basis, with a maximum of 18 months in advance. It is the policy of Simpson Plaza and its Management not to discriminate against any participant, client, or user for any services because of race, creed, color, national origin, marital status, sex, or age. It is also the Plaza Management’s policy, within reasonable accommodation, to insure that disabled persons have equal access to the facilities and that all users of the facilities must comply with this policy.
- No keys will be given out. An event manager will be present during the actual activity and for opening and take down. The event manager is there to assist the users in the set up and will put away tables and chairs and clean the facility at conclusion of event. Final responsibility for cleaning/removal of personal belongings/decorations is the users and must be done immediately at the end of the usage. Clean up must begin by the contracted time, with the latest time of 12:00 A.M. The cost of any and all additional cleaning or repair at the conclusion of the use of Simpson Plaza will be borne by the user.
- The user will be responsible for all breakages and damage done to the furniture, appliances, rugs, dishes, flatware and all damage to the building proper. All equipment, dishes and flatware will be properly cleaned and returned to the shelves and storage areas following their use.
- No decorations, pictures, signs, notices, posters, displays or exhibits of any type will be allowed to be attached, stapled, nailed or taped to the interior or exterior of the building. No animals will be permitted in Simpson Plaza without the written consent from the Management. No smoking will be permitted in Simpson Plaza.
- No burning of wood, paper, or any other materials is permitted.
- Alcohol Consumption: A permit is required to serve liquor on the premises and may be obtained from any Washington State Liquor Store and a certificate of insurance for comprehensive liability including liquor coverage, with a minimum amount of \$1 million per occurrence, naming Simpson Plaza as an additional insured, is required a minimum of (1) one week before the scheduled event. The WSLCB permit must be posted visibly on the premises. Open containers of alcoholic beverages or consumption of alcohol is not allowed outside of Simpson Plaza.
- Liability: The party signing the agreement assumes full financial responsibility for all damages that occur during or as a result of their usage of the Pavilion. The user understands that the Management and Owners of Simpson Plaza shall not be responsible for accident, injury, or loss of personal property.
- Payments: 1/2 of Rental Payment (Non-Refundable) is due at the time of reservation. The remainder of the Rental Payment and Damage Deposit are due thirty (30) days prior to event. If user pays thirty (30) days prior to event, then a personal check will be accepted. If user pays deposit less than thirty (30) days prior to event, deposit must be paid with: 1) Certified Check, 2) Cashier’s Check, 3) Cash, 4) Money Order. No other forms of payment will be accepted. Cancellation will result in forfeit of any fees paid. Damage Deposits, less any custodial or repair fees will be returned to the user within two (2) weeks of the usage.

Rental Fees (Please initial the appropriate usage):

Prime Time Usage: Friday – Sunday & HOLIDAYS until 12:00 a.m. Rental Fees
Non-Prime Time Usage: Monday – Thursday until 12:00 a.m. Rental Fees.

Prime Time Usage: \$800 (Rental Fee); Plus \$15/hour before 12:00 a.m. and \$20/hour after 12:00 a.m. and HOLIDAYS – from beginning of function to end of clean-up (Custodial Attendance Fee)

Non-Prime Time Usage: \$75/hour (Rental Fee) of event, plus \$15/hour before 12:00 a.m. and \$20/hour after 12:00 a.m. and HOLIDAYS – from beginning of function to end of clean-up (Custodial Attendance Fee)

Service Clubs/Non-Profit Groups: *Non-Prime Time Usage* - \$50/hour; *Prime Time Usage* - \$75/hour, plus \$15/hour before 12:00 a.m. and \$20/hour after 1:00 a.m. and HOLIDAYS – from beginning of function to end of clean-up (Custodial Attendance Fee)

Seminars/Workshops: Monday through Friday (Excluding holidays), between 8:00 a.m. and 5:00 p.m. \$50/hour. Damage Deposit and Custodial Fee are negotiable.

Non-Profit Group Meetings: Monday through Friday (Excluding holidays), between 8:00 a.m. and 5:00 p.m., must meet a minimum of 3 times during the month. \$25/hour (Rental Fee) plus \$15/hour from beginning of function to end of clean-up (Custodial Attendance Fee)

Commercial Usage: Will be negotiated with Simpson Plaza and approved by its Management Staff within the guidelines of the approved policies.

All functions over 2 hours require a \$500.00 Damage and Custodial Fee Deposit.

Name: _____ Phone: _____

Address: _____

Name of Organization or Group: _____ Date of Event: _____

Please briefly indicate proposed usage: _____

Signature (By signing this document, I hereby acknowledge that I have read this document and will comply with its

OFFICE USE ONLY (DO NOT WRITE IN THIS AREA)

Rental Amount: _____ **\$500 Damage Deposit** _____

From: _____ to: _____ = _____ hours, **(Plus 2 hours for opening & closing fees)**

Notes:

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SIMPSON PLAZA RENTAL INFORMATION

NON-COMPLIANCE TO ANY OF THE RULES AND POLICIES WILL RESULT IN FORFEITURE OF \$500 DAMAGE DEPOSIT AND/OR ADDITIONAL FEES!

Rental Procedures

1. Rental forms and payment must be turned in and approved in order to guarantee a reservation. \$200 or one half (1/2) of the rental fee is due at the time of reservation (***Non-Refundable***). The total rental fees, estimated attendant fee and the damage deposit are due 30 days prior to your use date. Please write your rental fee check and damage deposit check separately.
2. The person requesting the reservation must be at least 18 years of age (must be at least 21 years of age if serving alcohol) and plan to be present at the event. The applicant will be responsible for all aspects of the use, including payment of fees and deposits, as well as for any damage to equipment or property above and beyond the deposit.
3. There is not an hourly attendant fee during user set-up, but there is a \$15 opening fee and a \$15 closing fee. The hourly attendant fee begins when your event starts and ends when the attendant is through cleaning the facility (**the attendant fee is \$20/hr after 12:00a.m. and on holidays**).
4. **ALCOHOL:** If alcohol will be present at a function, the renter must meet all obligations of the Washington State Liquor Control Board. Renter must obtain a Banquet Permit one week prior to the event. A copy of the permit must be provided to the Pavilion Supervisor and a copy must be posted in the building during the event. A copy of a \$1 million dollar liability insurance policy, naming the City of Aberdeen as an additional insured, is required a minimum of (5) working days before the scheduled event.
5. Prioritization is first come, first served. Reservations may be taken 18 months in advance on a rolling 18 month period.
6. The damage deposit will be returned following your event provided there are no damages or additional cleaning to the equipment or building as a result of your use. If the Pavilion Supervisor determines there has been any damage or clean up issues, the renter will be contacted within two working days to discuss damage/clean up issues. Any damages above and beyond the deposit will be the renter's responsibility, with the renter being invoiced by the City of Aberdeen.

Set Up & Clean Up

1. Users are responsible for set-up and clean-up. Set-up would include putting up tables, chairs and decorations. Clean-up would include: take down of decorations; removal of personal belongings; disposal of garbage; and clean and put away kitchen equipment used.
2. Pavilion staff will be responsible for: take down of tables & chairs, sweeping, mopping, taking out garbage, cleaning restrooms, cleaning kitchen, putting away any Pavilion equipment used, locking up and securing facility.
3. Your event must end at the contracted time, with the latest time of **12:00 A.M.**, and clean-up must begin immediately.
4. Earliest opening time is **9:00 A.M.** (unless prior arrangements are made due to special needs).
5. We do not allow storage of personal items (decorations, food, equipment, etc.) before the day of your event.

General Facility Rules

1. DECORATIONS: No glitter or confetti decorations (ie. metallic hearts, circles etc.). No birdseed inside or outside of building. **NOTHING can be attached to the interior or exterior of the building (no tape, tacks, putty, etc).** Absolutely no rock salt, sand, kitty litter etc. inside of balloons. No taping cords or decorations to the floor. No stapling tablecloths to tables.
2. No smoking is allowed inside of Simpson Plaza.
3. No alcohol is permitted outside of Simpson Plaza.
4. A banquet permit is required to serve alcohol and must be posted at your function. We need a copy of your banquet permit one (1) week prior to your event.
5. Last Call for alcohol shall be 30 minutes prior to the scheduled event end time.
6. The building and restrooms conform to ADA standards.
7. Doors cannot be blocked. There must be at least a 10 foot open area in front of each door.
8. The South side doors are to remain closed and locked (the doors facing 5th Street) while users occupy the building. The parking lot doors are to be used for entry and exit from the Plaza.
9. No materials are to be put into the building which constitutes a fire hazard.
10. There will be an attendant at your function to answer questions, supervise the building, perform any necessary maintenance, clean restrooms, mop, and put away tables and chairs.
11. There are 28 round tables (4 feet in diameter), 4 tables 5 feet in diameter, and 300 chairs. . (please make arrangements ahead of time if you wish to use this equipment).
12. The facility can accommodate a maximum of 300 people.
13. At the discretion of the City of Hoquiam, renters may be required to provide security personnel for their event. (See Requirements for Security of Additional Staffing).
14. Children under the age of 12 must be supervised by an adult at all times.
15. Monitor your guests. Make sure that the facility and equipment are treated respectfully.
16. The tables and chairs are not to be taken or used outside of the pavilion.
17. **The Storage Room is not open to the public. It is for employee use only.**
18. We are not responsible for items left in the building, please take out **everything** you bring in.
19. Items or equipment in the storeroom are not to be used unless prior arrangements are made with the Parks Department or the attendant. The Storage Room is not open to the public.
20. Candles must be in a device that will catch melting wax.
21. No vehicles are allowed to drive up on or park in the sidewalks. Parking lot or street areas only.
22. We can recommend several catering providers. We do not allow for cooking on the premises.
23. Work with the staff to ensure facility and equipment are left as they were found upon arrival.
24. Address for the Simpson Plaza is **220 5th Street, Hoquiam, WA 98550.**

Requirements for Security or Additional Staffing

- Events serving alcohol may be required to provide security for their event. Security must be arranged with the Simpson Plaza Manager and the cost will be paid by the renter.

** - If the event requires security, it must be provided by an off-duty Aberdeen or Hoquiam Police Officer and all cost for the security will be paid by the renter. The renter must arrange security for their event with the Simpson Plaza Manager & the Hoquiam Police Department.
