

Events@21Acres

Facility Rental Application



Today's date:

Room(s) requested:

Type of event:

Event date:	Start time:	End time: (Includes set up and clean up)
Estimated attendance number:	Estimated age range:	If youth event, # of chaperones:
Organization:	Day phone:	Evening phone:
Applicant name:	Day phone:	Evening phone:
Address:	City, Zip:	E-mail:

INSURANCE

The applicant shall procure and maintain for the duration of the Agreement, Insurance against claims for injuries to person or damage to property, which may arise from or in connection with use of the facility. 21 Acres reserves the right to request prior proof of insurance and/or additional insurance when the rental use involves a higher risk activity or serves food or beverages. The Applicant shall provide certificate of insurance evidencing the following:

- General Liability insurance covering the facility, products-completed operations, and contractual liability. 21 Acres shall be named as an insured on the Applicant General Liability policy. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
- The insurance policy shall contain, or be endorsed to contain that the Applicant's insurance coverage shall be primary insurance as respect to 21 Acres. Any insurance, self-insurance, or insurance pool coverage maintained by 21 Acres shall be excess of the Applicant's insurance and shall not contribute to it.
- Reservations are not finalized prior to receipt of insurance and deposit.
- Insurance is to be placed with insurers with a current A.M. Best rating of not less than A.

1. Does your coverage meet standards as specified? Yes, go to 1a. No, go to 1b.

1a. If yes, please attach current Certificate of Insurance with 21 Acres listed as an *Additional Insured*.

Insurance carrier:	Policy #
Expiration date of coverage:	

1b. If no, do you wish to apply for TULIP insurance coverage at \$100 (est.) per event? Yes No

INDEMNIFICATION AND HOLD HARMLESS

By signing below, the Applicant agrees to defend, indemnify and hold harmless 21 Acres, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of the facility or from which any activity, work or thing done, permitted, or suffered by the applicant in or about the facility, except only such injury or damage as shall have been occasioned by the sole negligence of 21 Acres.


Applicant's Signature: _____ Date: _____

AGREEMENT TO ABIDE BY RULES AND REGULATIONS

The person signing this agreement represents to 21 Acres that he/she has full authority to sign such contracts and in the event that he/she is not so authorized, he/she will be personally liable for the faithful performance of this agreement. The terms and conditions, together with the attached rules and regulations shall constitute a contract between the Applicant and 21 Acres. I have read all the attached printed rules and regulations for use of the 21 Acres Facility. I understand and plan for the group I represent to comply to all the above printed rules and regulations.

Applicant's Signature: _____ Date: _____

E-mail completed application to: deb@21acres.org

Mail to 
21 Acres,
P.O. Box 2001
13700 NE 171st Street
Woodinville, WA 98072
Attention: Deb Sternagel.

If you have any questions, please call the 21 Acres Business Office: 425 481-1500.

FACILITY RENTAL FEES

Room no.	Description	Per hour	Per half-day	Per day	Occu-pancy
200/205	Classroom with Cook Line Kitchen (582 sq. ft.)	\$40	\$155	\$275	84
200	Kitchen classroom (192 sq. ft.)	\$25	\$90	\$170	80
207/208	Event space (800 sq. ft)	\$35	\$135	\$245	44
104	Classroom space (932 sq. ft)	\$35	\$135	\$245	44
Outdoors	Rain Garden Patio (5,700 sq. ft.)	\$35	\$135	\$245	100
Outdoors	Upper Patio (3700 sq. ft.)	\$40	\$155	\$275	50

1. All reservations require a two- (2) hour minimum rental.
2. Damage deposit is \$250. When renting 200/205 in combination, the damage deposit is \$300.
3. Damage deposit for patios included with room rental.
4. Per day fees are equal to eight (8) hours.
5. Use of additional kitchen facilities for small business processing is a separate application, regulations, and additional fees

RULES AND REGULATIONS FOR USE OF 21 ACRES FACILITIES

Please initial next to each statement to indicate your understanding and ability to comply.

___ **21 Acres Guiding Principles:** 21 Acres is guided by the belief that our food system is out of balance and with your help, we can recapture and build local economic well-being by utilizing locally grown food, choosing food grown with little or no pesticide use, rejecting the overuse of packaging, supporting good husbandry practices by rejecting recombinant bovine somatotropin (rbST) in livestock, and being good stewards to conserve water. All food brought on to the premises should reflect these values – it must be pesticide free, striving whenever possible to use local food resources. Because of our overwhelming concern for the environment when refreshments are brought in, no disposable bottles, plates, utensils, etc. are to be used. Whenever possible please strive for less, and environmentally safe, packaging.

___ **Facility Priorities:** 21 Acres classes and meetings have priority over public use. Reservations must be confirmed with deposit, damage deposit, and insurance certificate or payment received, before they are considered final.

___ **Facility Use:** Use of 21 Acres facilities shall be restricted to those who are 18 years or older, or those who are under the supervision of an adult (21 years or older). Applicants must provide adequate chaperones, as determined by 21 Acres staff, for any function attended by persons under the age of 18 years. Facilities used shall be limited to those specified on the approved applications; clients may not spread their activities to other parts of the building. For events geared especially toward teenagers, we require that you take special care in following these Building Use Policies. The ratio of chaperones to teen guests is recommended to be 1:5, and we require that it be at least 1:10. Applicants should take special precautions to screen out uninvited guests.

___ **Applicant Responsibility:** Applicants agree to be responsible for monitoring the conduct of their guests or invitees. The applicant is responsible for the conduct/behavior of the participants involved with the rental activity and for compliance with these rules and regulations. All applicants shall be responsible for making sure that the occupancy capacity of the facilities being rented shall not be exceeded. An applicant requesting to use the facilities shall make a security deposit per the terms of the Facility Rental Application as security for cleaning, and repair of damage. The applicant shall be responsible for expenses incurred by 21 Acres in cleaning, repairing or replacing any facilities or property of 21 Acres, regardless of who actually caused the damage. Payment for such damages shall be deducted from the security/damage deposit; if the amount is greater than the deposit amount, the applicant shall pay the additional amount to 21 Acres within thirty (30) days after receipt of the bill for that amount. All applicants shall provide proof of insurance endorsed to show 21 Acres as a named insured when activities involve a higher risk and/or serves food or beverages. Liquid refreshments may be served, but should not be served in disposable containers, per the 21 Acres Guiding Principles. Prior to leaving the facility, applicant must notify staff that applicant is leaving so that staff can complete an inspection.

___ **Fees and Costs:** Will be made available at the time of reservation confirmation. All deposits due at time of reservation confirmation. Final Fees are due no less than two weeks prior to the event. Your damage deposit will be refunded within fifteen (15) business days following the end of the event.

___ **Smoking, Drugs, and Fire Arms Policy:** Smoking is not permitted inside of the facility or anywhere on the 21 Acres property—including the farm and community gardens. Possession of firearms, except for

law enforcement officers in uniform, is prohibited on 21 Acres property. Alcohol use is by prior approval and with permit only.

Alcohol: Alcohol use is by prior approval and with permit only. A Washington State Banquet Permit (\$10) must be obtained and submitted at least 10 days prior to your event. Beer kegs are permitted outdoors only. Alcoholic beverages are permitted outside on the upper terrace, but not the 171st street-side terrace, i.e. rain garden patio. Alcohol service must stop at least one (1) hour before the designated end of your rental time. Remember that you are responsible for the conduct and behavior of your guests and for anyone leaving the function under the influence of alcohol. You are responsible for knowledge of Washington State Liquor Laws as they pertain to your event. Please make sure your guests drink responsibly. Underage drinking is strictly prohibited. Serving alcohol without proper approval, outside the defined conditions, and/or in violation of any of the above rules or requirements, may result in a citation by Police, immediate shut down of your event, forfeiture of the damage deposit, and to additional fees. For your protection, you may wish to obtain Public Liability Insurance while on 21 Acres property to indemnify against loss resulting from bodily injury and/or property damage. Your personal insurance agency can assist you.

Noise: The City of Woodinville requires that noise be kept to a minimum after 11:00 pm. Your event is no exception. After these hours, events may not have amplified music or overly loud conversation. This is particularly an issue in the outdoor areas of the Center. Failure to comply with these noise ordinances or the instructions of a Building Attendant may result in termination of music by the Building Attendant, calling the King County Sheriff, or termination of the event before the contracted hours with no refund of any kind.

Cancellations and Refunds: Reservations cancelled in writing shall receive refunds as follows: at least three (3) months notice – 100%, less a \$15.00 processing fee; two (2) weeks to three(3) months notice – 50%, less a \$15.00 processing fee. Less than two (2) weeks notice – no refund.

Operation of Building: The applicant agrees to begin the function at its scheduled time, leaving sufficient time to clean up, be inspected, and be vacated by the designated end time. All rentals are expected to be self-sufficient, janitorial services are not provided. 21 Acres reserves the right to have representatives present and to enforce any requirements of these rules and regulations or other state or local rules. Cooking is not allowed in the 21 Acres facility, except when reservations are made separately for use of the kitchen facility. Food and drink is allowed in certain areas of the facility pursuant to 21 Acres mission statement and guidelines.

Decorations: The use of candles or any other open flame is prohibited without permission from 21 Acres staff. With permission, use is limited to candles contained with glass or metal containers, or as used in chafing dishes. The use of rice, birdseed, confetti, silly string, glitter, dance wax, and other similar materials is not permitted within the facility. Decorations may be placed on wall with facility scheduler's permission, as granted on the approved facility permit. Decorations must be flame-retardant and capable of being affixed in a manner that will not cause any damage to the facility. Decorations must comply with the Uniform Fire Code and other applicable codes. Approved decoration fixatives include blue painter tape and removable putty. No pins, tacks, duct tape, masking tape, staples, glue or scotch tape may be used. The use of sparklers, fireworks, or pyrotechnics inside or outside of the building is strictly prohibited. Hazardous chemicals and materials are prohibited.

___ **Clean-up Policy:** The applicant shall be responsible for protecting the room assigned from damage, and shall clean that room and return it to the condition in which the applicant found it. Cleaning must be completed within the reserved and purchased timeframe. Cleaning equipment and supplies shall be available in the facility. Trash shall be removed and deposited in appropriate receptacles on the 21 Acres property. Cost of cleaning, or additional time needed to clean will be deducted from the damage deposit. Storage is not available so all materials brought in by the Applicant/User must be removed immediately, except as arranged with prior approval.

___ **Animals:** Other than licensed assistance animals, animals are not allowed inside the 21 acres facility, except with permission granted in writing by 21 Acres staff.

___ **Advertising and Promotion:** The following rules apply to any advertisements for events to be held in the 21 Acres facility pursuant to this facility rental application: 1) The 21 Acres logo may not be used, except by written permission. 2) All advertisements shall be consistent with the information provided in the application. 3) All advertisements shall be consistent with the rules, regulations, and mission governing the use of the facility. All advertisements shall contain the following statement in font no smaller than 12-point "This event is not sponsored or endorsed by 21 Acres." (Except where written agreement for 21 Acres sponsorship and advertising has been obtained.) No signage shall be placed on or near the 21 Acres property except for no more than two (2) hours prior to the event and must be removed immediately following the event; all outside signage must be previously approved and agreed to by 21 Acres staff.

___ **Denial of Application:** Facility Rental Applications shall be denied, and any permission granted shall be revoked under any of the following circumstances: 1) The Applicant/User cannot comply, is not complying, or has not complied in the past with the rules and regulations governing use of the facility. 2) The Applicant/User has damaged the 21 Acres facility on a previous occasion and failed to reimburse 21 Acres for the full cost of all necessary repairs. 3) The application contains a statement or statements that are materially false. 4) Attendance at the event would exceed permitted occupancy of the requested facility. 5) Event related sound would interfere with the concurrent use of adjacent facilities by others, or would violate other applicable noise regulations.

___ **Emergency Procedure.** Should a medical emergency occur, dial 911. Notify facility staff so they may assist you. If you have a non-medical issue, notify staff.

Please initial each statement and sign below before application can be processed.

As the Applicant requesting the use of the facility I have read and understood the mission, rules and regulations above. I will make the permit and regulations available, on the day of scheduled use, to any and all 21 Acres personnel when requested.

Signature:

Date:

Print name:

It is our pleasure to help make your event successful. Please contact us with questions and needs. Thank you for choosing 21 Acres for your event and for embracing the mission and values 21 Acres is striving to bring to the community. -21 Acres Board of Directors and Staff-