



MARITIME MEETING ROOMS RENTAL AGREEMENT

1. NWMC agrees to make the Maritime Meeting Rooms available to _____ on (date) from (start time) to (end time). The name of the event is _____.
2. **Statement of Eligibility (for organizations only):** (organization name) certifies that it is a nonprofit organization that qualifies for property tax exempt status under Washington state law for property it owns or could own, and that it agrees to use the Northwest Maritime Center's facilities in a manner that is consistent with its status as an entity eligible for exemption from Washington state property tax. Please initial here: _____
3. The rental rate for said event is \$_____. This provides Renter access to the facilities and the use of available tables and chairs.
 - a. A deposit equivalent to 50% of venue rental fee is required to secure the date. Calendar date will not be held without deposit. This deposit will be applied towards total rental fee.
 - b. In addition to the rental fee, Renter agrees to pay a fully refundable cleaning deposit of \$250 no later than 60 days prior to event. Assuming Renter leaves the premises as it was found, and there is no damage to the facilities or grounds, this will be refunded to the Renter promptly after its event.
 - c. The balance and cleaning deposit are due 60 days before the event, i.e., _____.
 - d. Renter forfeits 50% of payment if reservation is cancelled 60 days prior to event
 - e. Renter forfeits entire payment if reservation is cancelled less than 60 days prior to event.
4. General Conditions of Use:
 - a. All guests must be off the premises by the end time stated on the contract.
 - b. Smoking is not permitted in the buildings and decks or within 25 feet of the structures.
 - c. Animals within the facilities: Service animals only may be permitted indoors.
 - d. Lit tea lights in hurricane jars or similar containers are permitted. Candlesticks are NOT permitted.
 - e. No fasteners or nails of any kind may be used on any of the walls. For hanging artworks and other decorations, the meeting rooms and the adjacent gallery/reception area are fitted with picture rails that use S-hooks. Renters are responsible for bringing their own hooks.
 - f. The Renter shall be responsible for all clean up of the rented spaces at the end of its event. All trash and recycling must be placed in designated trash bins, which will be provided by NWMC.
 - g. The Renter agrees that all persons involved with its event must vacate the premises at end time indicated above.
 - h. Decks & First Federal Commons
 - ★ Decks surrounding the conference rooms may not be closed off for private events under any circumstances. All decks are to remain open to the public. Temporary closure of public access spaces are limited to NWMC/WBF events.
 - ★ The Commons may be rented in lieu of the Maritime Meeting Rooms, provided that no part of it is enclosed such that public access to the shoreline is restricted. The charge for the use of the Commons



NORTHWEST MARITIME CENTER & WOODEN BOAT FOUNDATION



is \$200 for daytime use, \$250 if extending after-hours, and \$350 for weekend and holiday use. Temporary closure of public access spaces is limited to NWMC/WBF events.

- i. Tretter Gallery (reception area)
 - i. Renters may use the gallery/reception area. It is, however, a public space, and therefore may not be closed off in any manner.
 - ii. NWMC display items, furnishings, etc. located in the gallery/reception area are not to be moved or removed.
- 5. Renter may be required to secure a City of Port Townsend Special Event & Temporary Activity Permit. It is the Renter's responsibility to secure this permit, and to submit a copy of approved permit to NWMC. NWMC can provide Renter the necessary forms upon request.
- 6. Food & Alcohol
 - a. Renters must hire an approved caterer if any food or beverage is to be served. Approved caterers are caterers who have submitted to the NWMC the following:
 - i. written evidence of their liability insurance (naming the NWMC as an additional insured);
 - ii. copy of their Jefferson County Public Health certificate; and
 - iii. copy of their business license.
 - b. The serving of alcohol must comply with the Washington State Liquor Control Board regulations. Renter is responsible for securing all permits and licenses in this regard, and must submit copies thereof to NWMC.
- 7. The Renter agrees to indemnify, defend and hold harmless the Northwest Maritime Center for any claims of property damage or personal injury (including death) arising from or in any way related to its use and occupancy of premises during and in preparation for the above described event. This agreement to indemnify, defend and hold harmless extends to claims arising from the condition of the premises whether visible or latent and also extends to claims which would be otherwise barred by the State of Washington Workmen's Compensation Statute, RCW Title 51, et seq., if brought against the Renter directly. This indemnification agreement shall not extend to acts of gross negligence by the Northwest Maritime Center or its agents.
- 8. As additional consideration for the Maritime Meeting Rooms being made available for this event, the Renter shall provide at least 48 hours prior to the beginning of the event a written certificate of insurance evidencing broad form of personal injury, liability and property damage coverage in force for the term of this event, with limits of at least \$1 million per occurrence and \$1 million aggregate, showing the Northwest Maritime Center as an additional named insured for purposes of this event and providing host liquor liability coverage if the event will include the service or consumption of alcoholic beverages.

Agreed to by:

Renter or Authorized Representative
(please sign above printed name)

Peter Quinn, Development Director
Northwest Maritime Center

Date: _____