

# INNIS ARDEN CLUBHOUSE: SHORT-TERM (3 HR) RENTAL APPLICATION

Application Date: \_\_\_\_\_

**RENTAL FEE & DEPOSIT:** \$60 for 3-hour rental + \$200 Deposit (refundable, if no damage and facility is left 'rental ready')

## SHORT TERM (3 HR) RENTAL POLICY

- Innis Arden members ("The Member") in good-standing may reserve ONE 3-hour rental block on any given day
- Short-term (3-hr) Clubhouse Rentals may be reserved **no more than** 6-weeks prior to event
- Short-term (3-hr) Clubhouse Rentals are available in 3-hour blocks starting:
  - Mondays between 1pm and 9pm\*
  - Tuesday, Wednesday, Thursday between 5am and 9pm
  - \* Reservations for Mondays (prior to 1pm) and Friday *may* be available on a case-by-case basis if the Clubhouse is not otherwise reserved. Please contact Clubhouse Manager and/or Activities President to inquire.
- Upon submission and approval of Short-Term (3-hr) Rental Application, reservation will be held for 5 days or until payment of fees/deposit is received, whichever comes first. Reservations are confirmed upon receipt of fee and deposit.
- Damage Deposit will be refunded within 30-days of the event LESS any amount for damage or required cleaning.

## EVENT DETAILS

Start/End Date of Requested Event: \_\_\_\_\_ 3-hr Time Block Requested: \_\_\_\_\_

Innis Arden Member: First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Is your IAC/HOA membership in good and current standing: Y or N

Event/Class Title: \_\_\_\_\_ Est. Number of Participants: \_\_\_\_\_

Is this a recurring event? Y or N

Recurring Events Only:

Recurring: \_\_\_ Weekly \_\_\_ Monthly

Total event dates requested \_\_\_\_\_

## EVENT FEE & DEPOSIT TOTAL (TO BE INVOICED)

Number of event dates: \_\_\_\_\_ x \$60 = \_\_\_\_\_ + \$200 (refundable deposit) = \_\_\_\_\_

## INNIS ARDEN CLUBHOUSE RENTAL AGREEMENT

- The Member, herein, will be present at the facility for the duration of the event.
- Proof of insurance rider is required if alcohol will be served. Renter agrees to comply with all state and federal laws governing alcohol service.
- The Clubhouse is in a residential neighborhood so please limit noise and music.
- The Clubhouse is a non-smoking facility.
- Renter agrees to ensure that no illegal activity occurs on the premises during rental duration.
- Renter verifies that they possess any/all insurance and licenses required for their activity.
  - NOTE: If your event includes serving alcohol, you are required to obtain an Alcohol Rider policy (adding \$1M liability protection) from an insurance carrier of your choosing for the date(s) of your event. The typical cost of such riders are \$100-\$200/event. It may also be required that you apply for a \$10 banquet permit through the State of Washington Liquor and Cannabis Board – see website for details.
- No birdseed, rice, confetti, silly string, glitter or other substitutes are allowed in the clubhouse or surrounding premises.

- No use of nails, tacks, pins, removable tape, or anything breaking surface of wall or paint.
- The Renter shall not take down clubhouse decorations.

**CLEAN UP AND LOCK UP**

- 3 HR Rental Agreement requires renter to leave the Clubhouse “rental ready” (to include clean floors, bathrooms, kitchen, etc.)
- Remove all event decorations and personal effects throughout.
- Return all tables and chairs to storage room in proper order and in assigned place (according to photographs).
- Remove all garbage and recycling to outside dumpsters.
- The clubhouse must be left secure. All doors must be locked. The key must be left on the kitchen counter.
- If window/glass door breakage occurs, the Renter is responsible for securing the premises prior to departure.
- Unless disproven, any complaints received because of debris in streets and/or neighboring yards attributed to the Renter’s use of the facility will result in loss of deposit.

I, undersigned Member, certify that I have read the Rental Agreement and agree to the rental terms set forth above and assume responsibility for the enforcement of the Rental Agreement, including the rules and regulations set forth in this Agreement.

I, undersigned Member, agree to pay for all repairs and damage to the building facilities and/or equipment resulting from or related to the use of the Clubhouse, incurred and exceeding the \$200 deposit, and to pay the cost to replace any furniture, fixtures, equipment, and property that is damaged in connection with such use.

**I, further agree to indemnify and hold harmless Innis Arden Club, Inc., its members, officers, directors and agents, from any and all losses, claims, damages, liabilities, expenses, attorney’s fees and costs, and obligations arising out of and related to injury to or death of any person, or damage to or loss of any property occurring as a result of, related to, or in connection with the use of the Clubhouse facilities by me, the Renter and/or my guests.**

\_\_\_\_\_

|                            |                           |             |
|----------------------------|---------------------------|-------------|
| <b>Print Member’s Name</b> | <b>Member’s Signature</b> | <b>Date</b> |
|----------------------------|---------------------------|-------------|

**In Case of Emergency During Event, Call Emergency Services: 9-1-1**

For Property Damage or other Facility-Related Occurrence during Clubhouse Event, Please Call/Text:  
 IAC/IAAC Clubhouse Manager, Michael Friedline 206-661-8699, OR  
 IAC Activities Committee Chair, Sarah Kennedy 404-771-6878

Submit Application and Make Payments online by logging in to your Owners Portal via InnisArden.org

OR

Mail Application and check made out to **The Innis Arden Club** to:  
 Joy Griffith, 5515 26<sup>th</sup> Ave NW, Seattle, WA 98107  
 Tel: 206-542-5558