



**INNIS ARDEN CLUBHOUSE  
RENTAL APPLICATION**

Date of Requested Event: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Applicant: Are you a current Innis Arden Club member? Y N

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Email: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_

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

Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Hours of Use: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Kitchen will: ( ) ; will not ( ) be used.

Alcohol will: ( ) ; will not ( ) be served.

Music will: ( ) ; will not ( ) be played.

Damage Deposit: \$\_\_\_\_\_ (up to 100% may be refundable)

Rental Fee: \$\_\_\_\_\_

**INNIS ARDEN CLUBHOUSE RENTAL AGREEMENT**

The Rental Agreement applies to the use of the clubhouse and adjoining patio and does not include the use of the swimming pool, tennis courts and play field.

Rules and Restrictions

1. Member dues must be current to rent the clubhouse.
2. Renter must be present **at all times** during the rental.

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3. All activities are to be kept on the clubhouse grounds.

4. Renter understands that the clubhouse is in a residential neighborhood. The Renter agrees to respect the property of Innis Arden Club, Inc. and the peace and quiet of the neighbors in the community. Music must be turned off by 10:00 pm and city noise ordinances followed. Any noise or activity by Renter or his or her guests which disturbs the neighbors within the community will not be tolerated and will be a violation of the terms of this Agreement, which will result in forfeiture of all or a portion of the Damage Deposit. In addition, Renters violating this agreement may be asked to vacate the Clubhouse immediately.

5. The Clubhouse has a **No Smoking** policy. Renters will not permit smoking inside the Clubhouse.

6. Renter will conduct no illegal activity upon the premises and will comply will all applicable laws, rules and ordinances.

7. Renter will obtain all permits, licenses, and insurance necessary and/or required for the rental 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. For requirements and online permits, please see **<http://liq.wa.gov/licensing/banquet-permits>**

8. If any alcoholic beverages are to be served during the rental, the Renter shall comply will all applicable laws relating to the serving of alcoholic beverages. Serving and consumption of alcohol without an appropriate license obtained for this event will not be allowed. **Purchase of the license is a condition to receive the key for the clubhouse. Alcohol can be consumed only inside the clubhouse and adjoining patio. Selling alcohol during rental time is prohibited.** Renter is responsible for taking reasonable precautions to assure that his or her guests do not operate motor vehicles when intoxicated.

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9. 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.

10. Using dance-wax on the floor is prohibited. A charge of \$25.00 per hour for cleaning and re-waxing the floor (approximately six hours) will be imposed if dance wax is used.

11. Parking must be kept to the clubhouse parking lot.
12. Events at the Clubhouse must end and all guests must vacate the facilities by 11:00 P.M.

### **CLEAN UP AND LOCK UP**

Renter agrees to perform the following clean up, immediately after the event or as agreed with the manager of the clubhouse:

- Remove all decorations and personal effects. Nothing left in the refrigerator or freezer.
- Return all tables and chairs to storage room in assigned place.
- Gather all garbage and recycling and place in the appropriate 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.

### **RESERVATION AND DEPOSIT**

- Application must be made through the Clubhouse Rental Manager via online portal or in person.
- Your event date is held for 7 days upon submission of your complete application. Rental fee & deposit must be paid in full within 7 days to secure/confirm your reservation/date.

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**RENTING TIME STARTS** as mutually agreed between the renter and the manager.

### **DAMAGE DEPOSIT REFUND**

Deposit will be refunded within 15 working days following the event date **less** damage, loss, excess cleaning due to misuse or carelessness, or failure to follow the rental policies and procedures stated in this rental agreement. All the Deposit will be forfeited if:

- Complaints are received either by the police, Board members or the Clubhouse Rental Manager from neighbors because of disturbance due to the use of the Clubhouse by the Renter and/or guests, or because of rowdy or unruly behavior around the neighborhood or the Clubhouse by the Renter and/or guests.

The amount of the Deposit to be forfeited shall be determined by the Innis Arden Club, Inc. Board of Directors, or its designee in their sole discretion, upon recommendation of Clubhouse Rental Management and a review of the circumstances.

The person filling out and signing this rental agreement knowingly assumes all responsibility for the Rental and actions of each person in the Rental party.

I, undersigned Renter, 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.

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I do 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 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.**

\_\_\_\_\_  
**Renter's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Renter's Name**

\_\_\_\_\_  
**Clubhouse Rental Manager Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Clubhouse Rental Manager Print**

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# 2025 Clubhouse Rental Rates

<b>Rental Type</b>	<b>Rental Fee/Day</b>	<b>Security Deposit/Rental (Refundable)</b>
<b>Standard Rate (over 3-hrs)</b>	\$525.00	\$200.00
<b>Short-Term (3-hr) Rate</b>	\$60.00	\$200.00

updated as of 2/13/2025