



RENTAL USE AGREEMENT

SENIOR CENTER OF WEST SEATTLE

Address: 4217 S.W. Oregon Street, Seattle, WA 98116

Phone: (206) 932-4044 ext. 4

Email: info.scws@soundgenerations.org

Thank you for your interest in having your event at the Senior Center of West Seattle. We appreciate you!

EVENT DETAILS

Event Date(s): _____ Event Time: _____

Set Up Time: _____ Tear Down/Clean Up: _____

Event Contact Name: _____ Representing: _____

Contact Email: _____ Contact Phone: _____

Contact Address: _____

Purpose of rental: _____

Serving Alcohol? _____ *(If yes, a Banquet Permit is required)*

Special Note: All garbage must be removed from Senior Center Facility & Disposed Off-Site

RENTAL / EQUIPMENT NEEDS

_____ Hatten Hall / Lions Area (Full Multi-purpose)	Size: 2,343 SF	Rate: \$125/hr
_____ Hatten Hall	Size: 1,604 SF	Rate: \$75/hr
_____ Lions Area	Size: 739 SF	Rate: \$50/hr
_____ Nucor Smart Room (A/V included)	Size: 432 SF	Rate: \$75/hr
_____ Nelson Room	Size: 345 SF	Rate: \$60/hr
_____ Burke Dykes Computer Center (A/V included)	Size: 360 SF	Rate: \$75/hr
_____ Margie's Café	Size: 552 SF	Rate: \$50/hr
_____ Technology Equipment: LCD Projector; Screen; Microphone; and Speakers		Rate: \$40 flat fee

Deposits and Total Rental Fees

Room Rental: _____ hours @ _____ per hour + \$40 Tech Fee (if applicable) = Total \$ _____

Reservation Deposit (non-refundable): \$50.00

Key Deposit: \$50.00

Damage Deposit: \$300.00

Date Cancellation Fee: \$35.00 (If cancelled within 2 weeks)

Return of deposits, in whole or in part, is subject to inspection of the premises by Senior Center Staff following rental

The HOLD HARMLESS AGREEMENT has been read and agreed to by the undersigned. _____ (initial)

Signature: _____

Date: _____