



# RENTAL USE AGREEMENT

## SENIOR CENTER OF WEST SEATTLE

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

Phone: (206) 932-4044 ext. 1

Email: Jennifer Whip - [jenniferwh@soundgenerations.org](mailto:jenniferwh@soundgenerations.org)

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

### EVENT DETAILS

Event Name / Purpose: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Time: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

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

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

### Rental Fee & Non-Refundable Administration Fee (due upon reservation)

\$ \_\_\_\_\_ **Room Rental:** \_\_\_\_\_ hours @ \_\_\_\_\_ per hour (+ Tech fee \$40, if applicable):  
*Refundable Rental Fee if cancelled 7+ days in advance of event*  
*Cancellation within 7 days will not be refunded* **Initial Required:** \_\_\_\_\_

\$ \_\_\_\_\_ **Plus a 10% Non-Refundable Administration Fee**

\$ \_\_\_\_\_ **Total Fees Due**

**Date Paid:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

The HOLD HARMLESS AGREEMENT has been read and agreed to by the undersigned. \_\_\_\_\_ (initial)  
**Please Note: The renter agrees to be responsible for any damage to the premises, per the Hold Harmless Agreement.**

Signature: \_\_\_\_\_

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