

Sons of Norway, Olympic Lodge No. 37, Building Association
131 West 5th Street, Port Angeles, WA 98362

**THIS RENTAL AGREEMENT IS CURRENTLY UNDER REVISION
PLEASE CONTACT US REGARDING CHANGES**

SCANDIA HALL RENTAL AGREEMENT

1. Tenant _____, agrees this ____ **day of** _____, **2022**, to rent Scandia Hall from the Sons of Norway Olympic Lodge No. 37 Building Association (hereinafter called Building Association) as follows:

Date of rental: _____

Time: **from** _____ to _____

Purpose: _____

Approximate Number of Attendees _____

The kitchen provides stoves, ovens, and coffee pots.

A **Banquet Permit will / will not** (circle one) be required. A Banquet Permit is required if alcohol is to be served — even for bringing your own bottle. **If required, it is the Tenant's responsibility to obtain the Permit in a timely fashion.** See Banquet Permit online application process below.

A **Special Occasion License (Liquor) will / will not** (circle one) be required. A one-time Special Occasion License is required if alcohol is to be sold by the drink. **If required, it is the Tenant's responsibility to obtain the Special Occasion License or to verify that a Caterer (if used) has a valid Liquor license.** Application should be started **AT LEAST TWO MONTHS** in advance of the required date. See Special Occasion License online application process on Page 2.

LIQUOR LICENSES

BANQUET PERMIT

Apply online.

Go to www.liq.wa.gov or Washington State Liquor and Cannabis Board website

Select Licensing Services in header line.

In the left-hand column under Special Licenses/Permits, select **Banquet Permit**.

In the line 'Please order your banquet permit **online**', click on **online**. (It will turn blue when selected.)

Read the instructions. Fill out the form and submit as directed.

(It is suggested that you start this process **a month in advance**.)

SPECIAL OCCASION LICENSE

Apply online.

Go to www.liq.wa.gov or Washington State Liquor and Cannabis Board website

Select Licensing Services in header line.

In the left-hand column under Special Licenses/Permits, select **Special Occasion License**.

Click on the line 'Applications available online.'

Download the instructions for applying for the Special Occasion License. Note these are in Microsoft Word.docx format.

Follow the instructions and use the form to apply.

NOTE 1. The Licensing Board requires that you apply **at least 45 days** in advance. It is suggested that two months in advance would be better.

NOTE 2. If a caterer is employed to sell alcohol by the drink, it is the caterer's responsibility to have a valid liquor sales permit. The renter **MUST verify** that such a valid permit exists and is available on-site at the event.

2. Tenant agrees to pay with two separate checks:
 - a. A **cleaning deposit of Seventy-five Dollars (\$75.00)** at the time of signing this Rental Agreement (Refund of the deposit shall be in accordance with paragraph 6 below) and
 - b. **Rent** in the amount of **\$85.00** dollars (add **\$20.00/hr.** for time over four hours) prior to the scheduled event.
3. Tenant shall not sublet said Scandia Hall nor assign the Rental Agreement, or any part thereof, without the written consent of the Building Association.
4. Tenant has made an inspection of the Scandia Hall, accepts the condition of the Hall, and agrees as follows:
 - a. To **keep Scandia Hall in a clean and sanitary condition** and, should Scandia Hall be vacated in other than a clean and sanitary condition, to pay a janitorial fee equal to the deposit.
 - b. To **properly dispose of rubbish, garbage, and waste** in a clean and sanitary manner by disposing of such materials in the trash container provided in the alley behind the Hall.
 - c. Not to destroy, damage, impair, or remove any part of the Hall, the equipment, the furniture, the furnishings, the utensils, or the appliances, whether by intention or negligence and not to permit any persons under tenant's control to do so. Not to use a hot glue gun or other similar adhesives.
 - d. To repair or replace any damage to Scandia Hall or its contents
 - e. To use properly and operate correctly all electrical, heating, and plumbing facilities and all appliances.
 - f. To not use Scandia Hall for any purpose other than the purpose stated in above paragraph.
 - g. To conform to all applicable City, County, and State codes, statues, and regulations concerning the use of Scandia Hall, including (but not limited to) all State liquor rules, regulations, and laws, and to insure that all persons in attendance also comply with these regulations
5. The following are some of the most common rules and regulations concerning the consumption of alcoholic beverages on the premises:
 - a. MINORS. **NO ONE UNDER THE AGE OF 21 shall** be permitted on the premises if alcoholic beverages are served. The only exception is that a minor may be present during a banquet at which alcoholic beverages are available **IF the minor** is accompanied by a parent or guardian.
 - b. **MINORS SHALL NOT BE PERMITTED TO CONSUME ANY ALCOHOLIC BEVERAGE.**
 - c. Operation hours shall be in accordance with State Liquor Control Board Rules and Regulations.
6. The Building Association agrees to refund any deposit if written notice of cancellation is received at least 30 days prior to the scheduled event. The Building Association agrees to refund the deposit if, upon inspection by the Building Association or its Manager, Scandia Hall and its equipment, furniture, furnishings, utensils, and appliances are found to be in essentially the same condition as at the beginning of occupancy by the Tenant.
7. Tenant agrees to hold the Building Association and its agents harmless from any and all liability, claims, demands, causes of action, or damages whatsoever, which may be asserted or otherwise arise during or as a result of the occupancy or use of Scandia Hall, which are subject to the Rental Agreement, or of any other premises of Olympic Lodge No. 37, Sons of Norway, related thereto, by Tenant, Tenant's guests, employees, members, or any persons whatsoever coming on the premises during this occupancy or use.
8. Tenant will insure that only a **DRY MOP** will be used in the main hall. **WATER SHALL NOT BE USED ON THE MAIN HALL FLOOR.**
9. Tenant agrees that when a tub is used to cool *drinks of any kind*, the tub (or other ice container) shall be placed on the back porch **ONLY**. Under NO circumstances shall the ice/water container be located or placed within the main hall, the stage, the entrance foyer, the hallway, or the table storage area.
10. By signing this Rental Agreement, Tenant indicates understanding and agreement with all of the above terms and conditions.

Complete this page 3 of the Rental Agreement.

RETURN ONLY THIS PAGE 3 TO THE MANAGER

Retain pages 1 and 2 of this Rental Agreement for your reference and use.

After signing, enclose your rent and deposit and return this page 3 of the Rental Agreement to the Building Association Manager. A separate check for rent and deposit is desirable, as it will permit the manager to return the uncashed deposit check if Hall is left in satisfactory condition.

Checks should be made out to: **Sons of Norway Building Association**

Tenant Organization _____

Responsible Person (print) _____, Date _____, 2021

Signature _____

Address _____

Phone _____

Please fill in the following information for the Building Association Manager's use.

Date of event _____

Time of event, from _____ to _____

Purpose _____

Banquet license **yes / no** (circle one)

Liquor license **yes / no** (circle one)

**Building Association Manager
Olympic Lodge #37
PO Box 835
Port Angeles, WA 98362**