

Sons of Norway, Olympic Lodge No. 37, Building Association

131 West 5th Street, Port Angeles, WA 98362
sonsofnorwaypa.org

SCANDIA HALL RENTAL AGREEMENT

1. Tenant,

Organization _____ / or self

Contact person _____

Mailing address _____

Contact phone _____

Email _____,

agrees this ____ day of _____, 202__, to rent Scandia Hall from the Sons of Norway Olympic Lodge No. 37 Building Association (hereinafter called Building Association) (choose one:

for a one-time event / on a longterm basis) as follows:

<p>One time event. Minimum rental time is four hours:</p> <p>Date of rental: _____</p> <p>Time: from _____ to _____</p> <p>Rate: \$225 for 4 hours plus \$50 for any additional hour or part thereof</p>

<p>Longterm basis. Minimum rental time is 8 hours per month:</p>						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___
From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___
From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___
From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___
From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___
From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___
<p>Rate: \$15 per hour or part thereof</p>						

Refer to the calendar on the "Rent Our Hall" page of sonsofnorwaypa.org for available times.

Note: All rental times MUST include setup, takedown, and cleanup times.

Purpose _____

Approximate Number of Attendees _____

Note: On any occasion where alcohol is to be served, **permits are required well in advance** and verification must be submitted to the Building Association Manager prior to the event. See the attached "Guidelines" page for more information.

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.**

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.

Note: Our insurer requires that renters obtain their own event insurance policy or have such liability coverage through their existing insurance.

2. Tenant agrees to pay with two separate transactions:
 - 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 5 below.
 - b. Rent as calculated based on hours entered above. Rent includes all amenities of the hall.
 - c. Rent is due prior the the scheduled one-time event or at the the beginning of the month for ongoing events. Payment may be made electronically or by check.
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 to pay a janitorial fee equal to the deposit should Scandia Hall be vacated in other than a clean and sanitary condition;

- 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. To inform the Scandia Hall manager if they find an unsatisfactory condition of the Hall when they arrive for their use;
 - d. 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;
 - e. To indemnify the Building Association for the cost to repair or replace any damage to Scandia Hall or its contents.
 - f. To use properly and operate correctly all electrical, heating, and plumbing facilities and all appliances;
 - g. To not use Scandia Hall for any purpose other than the purpose stated above in paragraph 1 of this agreement;
 - h. To conform to all applicable City, County, and State codes, statutes, 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. Refunds:
- a. The Building Association agrees to refund any deposit if written notice of cancellation is received at least 30 days prior to the scheduled event.
 - b. The Building Association agrees to refund the cleaning deposit if, upon inspection by the Building Association or its Manager, Scandia Hall and its equipment, furniture, furnishings, utensil, and appliances are found to be in essentially the same condition as at the beginning of occupancy by the Tenant.
6. Tenant agrees to hold the Building Association and its agents harmless from any and all liability, claims, demand, 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.
7. 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
8. 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.

- 9. Nothing should be placed adjacent to the wall mural; pushpins should not be used on walls or doors.
- 10. Contract terms are revisited every December 31st. Please contact us before that time.
- 11. By signing this Rental Agreement, Tenant indicates understanding and agreement with all of the above terms and conditions.

After signing, return the Rental Agreement to the Building Association Manager. If paying electronically arrange a meeting with the Building Association Manager. If paying by check enclose your rent and deposit checks made out to: **Sons of Norway Building Association** and mail to:

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

Signature _____ **Date** _____

Retain copies of this Rental Agreement for your reference and use.

SON Use: Rental paid (electronically / by check # _____) for amount _____ Deposit paid (electronically / by check # _____); Issued key # _____ Guidelines

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 listed under Special Licenses/Permits, select **Banquet Permits FAQs**

Click on “here” either for the “Order your Banquet Permit” or “Step by Step Guide” line to access the Liquor and Cannabis Board portal.

Click on “Apply for a Permit” in header line.

(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 listed under Special Licenses/Permits, select **Special Occasion License**.

Under the bullet-point "Applications available online" click on the document language to download the application document. Note that it is in Microsoft Word.docx format. Follow the instructions and use the form to apply. Refer to the Special Occasion License FAQs at the bottom of the page if necessary.

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.

Reminders before you leave the hall:

- Dry mop the floor in the main room after each use.
- Check the bathrooms and clean if necessary.
- Empty all trash and garbage (kitchen and bathrooms) into the dumpster located behind Scandia Hall.
- Stack chairs and use the chair dolly to move them from and to the storage area. Lift chairs, do not drag them. There are always a few chairs left around the east and south perimeters of the room. In the storage area keep the aisle clear next to the rosemaled painted cupboards.
- Check and shut all windows before you leave and use the drapery cords for opening and closing the drapes.
- Sweep and/or mop kitchen floor.
- Turn off all interior lights.
- Close all interior doors.
- Lock the doors: deadbolt exterior doors and check that the knob is also locked.