



Agreement # _____

SKAGIT TRANSIT

SKAGIT STATION MEETING ROOM RENTAL AGREEMENT

Individual, Organization or Group Name (Renter): _____

Contact Person: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

Describe type of event: _____

Date of requested Rental: _____ Number of participants (95 max): _____

Time event will begin: _____ Time event will end: _____

Note: Kitchen facilities are no longer available.

- Rental hours available are from 8:00am to 10:00pm Monday through Sunday.
- Alcohol is permitted at Skagit Station with a \$500 deposit. **Will there be alcohol at your event: Y___ N___**
If Alcohol is being served, a copy of your banquet permit will be REQUIRED.
- Prepayment of rent is required to reserve meeting room. Room is reserved on a first pay first reserved basis.
- Damage deposit and Certificate of Insurance must be received no later than 3 days prior to rental date.

Renter hereby certifies that by signing below I/we agree to the terms and conditions herein (listed on page 2 of this form) and understand that this Agreement is not valid until signed below by Skagit Transit.

To pay by Visa/MC	Card Number: _____	Expiration: _____
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Renter: _____ Date: _____
(Signature)

SKAGIT TRANSIT APPROVAL:

Additional limitations imposed, authority granted or fees waived: _____

- Prepayment of Rent received in the amount of \$ _____ (receipt # _____)
- Damage Deposit received
- Proof of insurance received
- Copy of Banquet Permit (If alcohol is being served)

Approved by: _____
(Skagit Transit Authorized Representative)

TERMS AND CONDITIONS OF RENTAL

AGREEMENT:

1. This Rental Agreement is not valid until signed by the authorized representative of Skagit Transit and rental fee; deposit and certificate of insurance have been collected.

2. Rented Facilities include the meeting room with one private doorway into the room. This agreement creates no rights to use other areas of Skagit Station except that event participants may use the Skagit Station restrooms in common with other station users.

3. Rental Rates are as follows;

0 to 2 hours: Mon - Sun \$50

Over 2 up to 4 hours: Mon - Thurs \$100 / Fri - Sun \$125

Over 4 up to 8 hours: Mon - Thurs \$150 / Fri - Sun \$200

Over 8 hours: Mon - Thurs \$175 / Fri - Sun \$225.

Additional rental fees will be charged if your event exceeds the reserved time.

4. Keys will be obtained from Customer Service on the day and at the time of event. Customer Service hours are Monday - Friday 8:30 am - 4:30 pm. Before/after hours or if Customer Service is not available keys will be obtained from the Security Guard.

5. \$100 Damage Deposit for non-alcohol use is required. \$500 Damage Deposit for alcohol use is required. Credit cards are preferred. Card will not be charged unless there is damage. Other arrangements may be made on a case-by-case basis. Deposit must be received at least three days prior to event date.

6. Certificate of insurance is required. Renters must procure, at their own expense, a Comprehensive General Liability Insurance policy, naming Skagit Transit as an additional insured; Private Citizens must have a \$300,000 policy, Corporations must have a \$1,000,000 policy and Government agencies are waived. The Certificate of insurance must be received at least three days prior to event/rental day.

7. Cancellations must be made at least seven days in advance of rental date. An administrative fee of \$25.00 will be charged for all cancellations. If the event is cancelled less than seven days prior to the event a \$50.00 fee will be assessed. If the rental fee is less than the administration fee, the rental fee will be retained.

7. Meeting Room Hours are 8:00 am to 10:00 pm. No access to meeting room prior to 8:00 am and all events must end by 10:00 pm. Other arrangements may be made on a case-by-case basis.

8. Security Hours are 5:00 am to 9:00 pm Mon - Fri Sat 8:00 am to 6:00 pm and Sunday no security scheduled. If your event is schedule outside the parameters of our security hours, an addition fee of \$25.00 per hour will be charged to cover the expense of securing the grounds during your event.

9. Alcohol is permitted with a \$500 damage deposit and a Banquet Permit from the Washington State Liquor Control Board.

10. No smoking is permitted anywhere in the Skagit Station building. Outdoor smoking is permitted only in designated areas.

11. Only service animals are permitted anywhere in the Skagit Station Building. Any other animals require specific prior approval.

12. No tacks, nails or tape will be used to hang any posters or displays.

13. No disruption of transit use by Renter, Renters guest or visitors. Skagit Station is a transit center and its first priority is for transit use. Renter will ensure that the event activities or the event participants do not in any way hinder transit vehicles or transit passengers.

14. Noise Restrictions are in place in the City of Mt Vernon as per Municipal Code 9.28. The Renter agrees to abide by this code by not disturbing the peace after 10:00 pm.

15. Parking only in designated areas. No parking s allowed in the transit zones of the station. Parking space at the Skagit Station is limited and first priority for spaces is given to transit users. Renter will ensure that no oversized vehicles are parked at the station and that only one space is taken for each of the event participant vehicles.

16. The Renter will perform Cleaning after their event. All equipment will be cleaned and returned to the proper storage space; floor will be vacuumed; trash will be bagged and put into the dumpster; and any other action shall be performed to ensure that the room is left in the same condition as found prior to the event. Boxes need to be broken down and deposited in the appropriate recycle bin.

17. Failure to clean any portion of meeting room immediately following the end of the event will result in a minimum charge of \$50 against the renter's damage deposit for cleaning to be performed by Skagit Transit.

18. Locking and securing the meeting room will be performed by the Renter after the event.

19. Renter is responsible for all breakage and damage done to the building, furniture, rugs, etc. as a result of their event. Value of broken items will be deducted from Renter's damage deposit or claim made against the Renter's insurance in the case where the value exceeds the damage deposit.

20. Renter agrees to defend, indemnify and hold harmless Skagit Transit, its employees and agents from and against all liability, claims, suits, damages, expenses and losses, including expenses of litigation, in any manner resulting from or connected with any loss or damage to any property or person caused by or resulting from any act or omission of the Renter or the Renter's guests or visitors during the event.