



WASHINGTON COUNTIES BUILDING – RENTAL TERMS AND AGREEMENT

Washington Counties Building
206 10th Ave SE
Olympia, WA 98501
360-753-1886

Client/Business Name:
Address:
City, ST, Zip
Phone:

This Agreement is between the Washington Counties Building (WCB) and the _____ (Client) for use of the WCB Conference Room on MONTH, DAY, YEAR from HOUR to HOUR. The rental rate for this schedule is RATE, per Addendum A.

TERMS

By reserving the WCB Conference Room you are agreeing to the following terms of use.

PAYMENT

All payments must be made at least 10 business days in advance of the event date. Past due payments may result in reservation cancellations.

Payments may be made via check or credit card. You may mail a check payable to Washington Counties Building to 206 10th Ave SE, Olympia, WA 98501. Credit card payments may be made by calling 360-489-3017.

BUILDING ACCESS

Building hours are from 8:00am to 5:00pm. Your reservation time should include setup and clean-up time. For events needing additional setup or clean-up time before or after hours, accommodations for building access can be arranged. If a building key is issued to accommodate needs outside of normal business hours, a key drop box is located outside the main front entrance.

SETUP and CLEAN-UP

The Conference Room rental includes a standard setup of a hollow rectangle with 16 tables and 28 chairs. Changes to the configuration may be made at the Clients discretion with the original room setup returned upon completion of the event. The Conference Room holds up to 45 people, per fire code enforcement. Clients may request a specific room setup prior to the event and pay applicable setup fees.

Clients may use the downstairs back entrance for unloading and loading any additional equipment or supplies for their event. Any need for large garbage cans or need for large amounts of disposable items should be requested beforehand so access to the dumpster can be made. All spaces used must be returned in the condition given. The Client will be immediately informed of such cleaning needs or damages made and a cleaning or damage fee may be assessed.



FOOD, CATERING AND KITCHEN USAGE

The WCB has a small kitchen area with a refrigerator for client use. Client may also use the microwave, coffee (Keurig), toaster, sink, dishwasher and non-disposable utensils, plates, bowls, cups, pitchers, and serving trays. Client may also use disposable items, such as paper towels, soap, and nominal use of plastic cups or utensils. Please plan on bringing your own disposable plates, cups, or utensils if the party is larger than 10 attendees. Clients using the reusable items should clean and return the items as found. There is a water cooler in the hallway across from the conference room for guest use.

Events intending to use BBQ equipment must receive prior approval. The client is responsible for clean up of the bbq and any residuals. Additional fees for the use of the BBQ will apply.

ALCOHOL & SMOKING

Alcohol consumption is permitted with a banquet permit through the State of Washington. The Banquet Permit must be displayed in a conspicuous place. An alcohol deposit of \$200 must be paid in advance of the event.

No smoking of cigarettes, cigars, cannabis, or vaping products is allowed on premises or within 25 feet of building entrances.

DECORATING

The use of duct tape, packing tape, nails, or staples is not allowed on WCB walls. If decorations cannot be applied with the use of regular adhesive tape, please request prior approval for alternate ideas.

Only electric, flameless candles are permitted.

Confetti, glitter, or other small particles of decorating materials are not allowed unless prior permission is requested. The client will be responsible for additional cleaning needs from such items.

PARKING

There are 16 parking spots behind the WCB available for guests to use. For larger groups, there may be additional parking in the lot on the corner of Franklin and 10th Ave. Advanced approval is required for these spaces, they are not always available. Metered street parking is also available.

AUDIO/VISUAL EQUIPMENT

The WCB has A/V equipment available for use upon request and additional fees may apply, see Addendum A. Hard wired internet and wi-fi are available for Client use. The WCB does not guarantee onsite A/V support unless specifically requested and additional fees will apply. Clients may bring their own A/V equipment in. The WCB is not liable for any damages to personal A/V equipment used during the event. Any damage caused to WCB A/V equipment from misuse while rented will result in damage fees.

SECURITY AND LIABILITY

Except for liabilities arising out of WCB's indemnification obligations set forth below, WCB assumes no responsibility or liability whatsoever for personal injury to, or death of, or for damage to or loss of any article left by the Client or its officers, employees, attendees, guests, invitees, or independent



contractors on or in the WCB prior to, during, or after the event. All goods or materials brought into the WCB by the Client must be removed upon conclusion of the event, WCB has no storage facilities for this purpose.

The Client will provide insurance and liability coverage for the event. The WCB must be named as an “additional insured” on this policy. A copy of the insurance certificate, including the name, phone number of the insurance company, and agent must be provided to the WCB a minimum of 15 days before the event.

CANCELLATION

Cancellation of the event may be done with 30 days written notice to avoid cancellation fees. Cancellations made between 30 and 15 days notice are subject to a 10% fee of the total rental amount. Cancellations made with less than 15 days notice are subject to a 25% fee of the total rental amount. These fees may be waived if the event is rescheduled within 90 days.

This agreement will terminate without liability to either party if substantial performance of either party’s obligations is prevented by an unforeseen cause reasonably beyond that party’s control. Such causes include, but are not limited to, acts of God; regulations or orders of governmental authorities; fire, flood, or explosion; war, disaster, civil disorder, curtailment of transportation facilities or services necessary to hold the meeting; any delay in necessary and essential construction or renovation of Facility; strike, lockout; or work stoppage or other restraint of labor, either partial or general, from whatever cause. Cancellation fees will be waived in the event such circumstances occur.

INDEMNIFICATION

The CLIENT agrees to hold harmless, indemnify and defend the WCB, its officers, officials, agents, employees and representatives from and against any and all claims, costs, judgments, losses, liability or suits including attorney’s fees or awards for damage to property and/or for injuries, sickness or death of persons, including claims by Client’s own employees to which the Client might otherwise be immune under Title 51 RCW, arising out of or in connection with any willful misconduct of the Client, their officers, agents, guests, invitees, subcontractors or employees, in connection with the services required by this Contract, provided, however that the Client’s obligations to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole willful misconduct or negligence of the WCB, its officers, agents or employees.

DISPUTE RESOLUTION

Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the WCB and Client should first use their commercially reasonable efforts to informally and timely resolve any dispute. If parties are not able to resolve the matter within 30 days, the matter may be referred by either party to a mutually acceptable mediator.

Both parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal. The cost of mediation shall be shared equally by the parties of the dispute. In the event of any litigation arising out of this Agreement, the prevailing party shall be reimbursed for its reasonable attorney fees from the other party.



AGREEMENT

This Agreement, together with any referenced addendums or attachments, upon signature by both parties below, constitutes the entire agreement between the parties and may not be amended or changed unless done in writing and signed by the parties.

WASHINGTON COUNTIES BUILDING

CLIENT

Signature

Signature

Name

Name

Date

Date