

South Gate Masonic Hall Association  
1004 SW 152nd St.  
Burien, WA 98166  
206-433-9945  
[www.southgate100.org/hall-rental](http://www.southgate100.org/hall-rental)  
[southgaterentalmanager@gmail.com](mailto:southgaterentalmanager@gmail.com)

## **Facility Rental Agreement**

1. **Landlord Name and Address:** South Gate Masonic Hall Association, Inc. whose mailing address is PMB 337 Suite C100 126 SW 148th St Burien, WA 98166. For the premises located at 1004 SW 152nd St. Burien, WA 98166. Event Manager: Rick Chapman [southgaterentalmanager@gmail.com](mailto:southgaterentalmanager@gmail.com)

2. **Renter Name and Address:**

Name \_\_\_\_\_ email \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**Premises Rented:** \_\_\_\_\_ Kitchen and Dining Room

\_\_\_\_\_ Lodge Room

\_\_\_\_\_ Other (ie Parking lot)

3. **Damage/Cleaning Deposit: \$500.** Date Received \_\_\_\_\_

Receipt # \_\_\_\_\_ Check \_\_\_ Cash \_\_\_ MO \_\_\_\_\_

The Renter has deposited the sum of \$500 as a Damage and Cleaning deposit. All or a portion of such deposit may be retained by SGMHA and applied against any damages or costs incurred due to Renter's failure to comply with the terms hereof. If Renter has performed all obligations, hereunder, said deposit shall be returned to the Renter within 14 days of the end of the rental period.

**4. Rental Term**

- A. Type of Usage: \_\_\_\_\_
- B. Date of Usage: \_\_\_\_\_
- C. Hours Of Use    START: \_\_\_\_\_    ENDS: \_\_\_\_\_

The Renter promises to pay to SGMHA by thirty (30) days or more prior to the rental date the sum of \$ \_\_\_\_\_. This will be retained by the Owner for rent of the Hall property as stated above. The Renter agrees to pay a cancellation fee of \$200.00 if the event cancellation is more than thirty (30) days in advance of the rental date. The renter further agrees that if the date of the event is cancelled within 30 days of the event date, SGMHA will retain the entire prepaid security deposit as a cancellation fee.

**5. Conditions of Usage**

Renter agrees that premises will be used for the foregoing purpose as listed in paragraph 4A and for no other purpose. Renter also agrees NOT to use the premises or any part thereof for any illegal purpose and to comply with all City of Burien, King County and State of Washington codes, statutes and regulations concerning the use of said premises and facilities. Renter also agrees not to enter or occupy the building, or any portion thereof on any date other than the date that is specified in paragraph 4B. Renter will not occupy said premises at any time other than the time specified in paragraph 4C.

**6. Security/Damage Deposit**

Renter has, in order to secure an event specific date, has placed with the SGMHA the amount of \$500.00. These monies will be held by the SGMHA and returned to Renter within 30 days after the rental date, provided Renter has complied with all conditions, rules, regulations and time frames of this agreement.

**7. Utilities.** All utilities will be paid by SGMHA. This includes electricity, water, sewer and heat as supplied to the premises. This is included in the rental fee.

**8. Subletting.** The Renter agrees to neither sublet or assign this agreement or any part thereof, to another party, individual or group without the written consent of SGMHA.

**9. Keys.** Renter agrees to not duplicate the key, should one be issued, nor allow the same to happen. Any and all keys issued to Renter must be returned upon the completion of this agreement.

**10. Damage Repair of Premises.** Renter agrees to pay for the repair of any and all damages done during the periods of time of their occupancy of the demised portion of the premises. Renter will use precaution against freezing, clogging or other stoppage of water and waste pipes and will be fully responsible for the repair due to neglect as well as the damages incurred thereby.

**11. Renter Obligations.** Renter agrees to:

- A. Properly dispose of all trash, rubbish, garbage and recycle in a clean and sanitary manner at the end of scheduled event in the appropriate can provided. An additional fee of \$50 will be retained from the security deposit if trash is placed in the recycle bin.
- B. Properly use and operate all electrical, gas, heating and plumbing facilities, fixtures and appliances.
- C. Neither negligently nor intentionally destroy, deface, impair or remove any part of the premises, not the appurtenances, facilities, equipment, furniture, furnishings or appliances, not permit any member of the Renters group nor its invitees, licensees or other persons acting under its control to do so.
- D. At the conclusion of the scheduled event, all equipment, supplies, including tables and chairs, should be wiped clean and properly stored. Floors in Kitchen and Dining hall should be swept and mopped. The building exterior should be free of any bottles, cups, balloons, bottle caps or any other trash associated with the scheduled event. SGMHA assumes no responsibility for any kind of equipment, supplies or personal belongings of the Renter, its agents, employees, invitees or guests and have no liability for the same under any circumstances. Should the scheduled event exceed the rental time for any purpose, you will be charged \$100 per hour with a one-hour minimum.
- E. Sign and abide by the further Rules and Regulations as a required addendum to this lease agreement.

**12. INSURANCE.** All Renters must have a Certificate of Insurance (COI) for the date of the event that they have signed a contract. Insurance can be obtained from the special events insurance company at [www.theeventhelper.com](http://www.theeventhelper.com). SGMHA and the Rental Manager will be listed as additional insureds.

This policy will be \$1,000,000 per person and \$2,000,000.00 per occurrence. Renter must provide the COI for the event to the Rental Manager before keys will be given for the event.

**13. Surrender of Premises** At the conclusion of the period of occupancy specified, Renter agrees to quit and surrender said premises to SGMHA or as designated by an authorized representative thereof. This provision applies to both the expiration of time or in the event of default in payment of any installment rent. Renter further grants to Landlord a lien upon any equipment, supplies or personal belongings left behind at the conclusion of the schedule period of occupancy for 30 (Thirty days) following written notice of the same to Renter at the address on this document.

**14. Hold Harmless.** Renter agrees, on behalf of its members, agents, employees, guests and invitees to defend and hold harmless, SGNHA from any causes, claims, demands or causes of actions or suites, brought by or on behalf of itself, its agents, employees, guests and invitees, whether for property damages, personal injury, or wrongful death, allegedly cause in whole or in part.

**15. Costs and Attorney's fees.** If, by any reason of any default or breach of the terms of this rental agreement, or failure to perform of any of the provisions thereof, which results in the retention of counsel by either party, closing party agrees to pay all reasonable costs and attorney's fees incurred in connections thereof. It is further agreed that the venue of any legal action brought under the terms of this agreement will be in the Superior Court of King County, the county in which the premises are located.

IN WITNESS THEREOF, SGMHA, by its Agent and the Tenant, have executed this agreement for the date indicated.

LANDLORD: South Gate Masonic Hall Association, Inc.

By: \_\_\_\_\_

Title: Rental Manager as designated by SGMHA, Inc.

Name: Rick Chapman

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

RENTER:

By: \_\_\_\_\_

Name: \_\_\_\_\_

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

## Rental Addendum

### Rules and Regulations of South Gate Masonic Hall

1. There is to be no tape, pins, tacks, putty, glue or any other item or substance used on the walls at any time. There are hooks and wires installed for all decorations.
2. If Alcohol is served during your event, (beer, wine or spirits) Renter should have a Washington State Banquet permit displayed on the front bulletin board. Said permit can be obtained online at:  
<https://lcb.wa.gov/licensing/online-banquet-permit>
3. All Alcohol must be consumed inside the premises at all times.
4. Children must be supervised by an adult (person 18 or older) while playing outdoors.
5. Children cannot play outside after dark.
6. Children will not jump on, off or mistreat the outdoor furniture.
7. Children will stay only in the front yard of the hall and not in the Caretakers yard. They will be mindful of all sidewalk/street area and be cautious of those using the sidewalk and street.
8. The Piano is never to be moved from its location.
9. Nothing should ever be placed on the piano.
10. The stairway is not a playground at any time.
11. The electric chair is off limits to all. You will forfeit your entire deposit if the chair has been altered from its position or any keys for chair are removed or missing.
12. All cleaning for events must be completed at the end time on the contract or you will forfeit your deposit \$100 for every 30 minutes over the end time of your event.

Signed and Agreed on this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_

Renter

\_\_\_\_\_

Landlord/Agent