THE GATHERING PLACE

RENTAL AGREEMENT

Renter Name_____

Organization Name (if applicable)_____

5013C? Yes/No_____

Event Date_____

Event Time (be sure to include set up/clean up time)_____

_____

Renter's Email Address_____

Renter's Phone number_____

Renter's mailing address *(deposits paid via check will be refunded to this address)*_____

_____

How many people are expected to attend? Please select one option:

- N/A
- 1-24
- 25-50*
- 50-100*
- 100+*

**Insurance may be required. See the Rental Policy, #6 for more information.*

Which space do you want to rent? Please select one option:

- Hall $50 /hour
- Commercial Kitchen $30 /hour
- Hall + Commercial Kitchen $80 /hour
- Wedding (all spaces) $2,000

If you are renting the kitchen, how many plates will be served? Please select one option:

- N/A
- 1-24
- 25-50
- 50-100
- 100+

Please specify how many tables and chairs you need. *We have six round tables and 13 eight foot rectangular tables.* _____

_____

Do you have other set up needs/requests/ questions?_____

_____

_____

Will you be doing any of the following? Select all that apply

- Serving Alcohol
- Serving Food/non-alcoholic drinks
- Having the event catered
- Charging for Entry
- None of these

PAYMENTS & COST

We take online payments through our website*:

WWW.LIGATHERINGPLACE.COM/RENTALS

Service fee ($9) applies to online deposit payments and may take up to 14 days to receive the refund

Check payments should be made out to:
"The Gathering Place" and mailed to:
PO BOX 6, LUMMI ISLAND, WA 98262

TOTAL COST= $250.00 deposit + $_____ Fee

All groups and organizations are required to abide by The Gathering Place Rental Policy. A signed copy of The Gathering Place Rental Policy is required.

Release of Liability/Agreement to Hold Harmless:
Those using The Gathering Place (TGP) facilities agree to release, protect, defend, indemnify, and hold harmless The Gathering Place and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses, including attorney's fees, directly or indirectly arising out of their use of any part of The Gathering Place facilities. In the event of damage to the property or facilities, those using any TGP facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by The Gathering Place Board or their designee and shall pay for such repair and replacement costs upon demand.

Insurance:
The Renter may be required to provide proof of a minimum $1,000,000 liability insurance for the event naming "Lummi Island Congregational Church dba The Gathering Place" as additional insured. This certificate can be obtained by the user through their homeowner's or renter's insurance, or one day event insurance may be purchased online at https://www.theeventhelper.com/. Our office staff will explain insurance requirements and assist you.

Deposit/Payment:
Payment of all fees and deposits must be made in advance of the function. Checks should be made out to The Gathering Place. All deposits are refundable in full after the rental unless it is determined that the terms of the agreement were not kept, and/or extra cleanup was necessary. The deposit will also be forfeited if the event is cancelled with less than 7 (seven) days notice.

Agreement:
The Renter enters this contract accepting of all conditions laid out in this Rental Application and Agreement and the TGP Rental Policy and will be held accountable for all items included in these agreements. The Renter has also provided accurate contact information for the person in charge of overseeing the compliance with these agreements. Fees are quoted from information provided by user. Additional set up, rooms, etc. may cost more. We reserve the right to charge more if event varies from what is stated on this agreement.

By signing below, I understand and agree to all the Terms and Conditions as they have been laid out in this agreement.

Rental Party or Authorized Representative	The Gathering Place Representative
Print Name:_____	Print Name:_____
Sign Name:_____	Sign Name:_____
Date:_____	Date:_____

Adopted 4-19-23
Updated 9-9-26

The Gathering Place
Rental Policy

The overall principle for The Gathering Place (TGP) Rental Policy is to responsibly make the greatest use of the facility as a service to the island and surrounding communities. This policy recognizes that The Gathering Place is available to all without regard to religion, gender, race, ethnicity, economic or social status, sexual identity, or sexual orientation. The Gathering Place Rental Policy is to be followed by all who use the facilities.

General Use Policies

1. All groups or individuals requesting use of TGP facilities, must complete and submit a TGP Rental Form. TGP reserves the right to approve or decline any request for usage.
2. Reservations must be made seven days prior to the event. However, every effort will be made to accommodate scheduling requests.
3. All renters shall appoint at least one contact person(s) identified as such on the TGP Rental Agreement. The Gathering Place will identify a representative who will serve as an Event Host.
4. The Event Host is responsible for allowing building access to renters and ensuring the facility is locked after the event. If an Event Host is unavailable, the provided contact person(s) will be trained in Event Host procedures. The contact individuals will also act as the point of contact for any questions, issues, situations which may arise, and will be able to respond appropriately in the event of an emergency.
5. A deposit is required to hold the date for the event and to cover any extra cleaning. Users are financially responsible for the costs of any damage or extraordinary cleaning needed resulting from their use of the facility.
6. The Gathering Place will not be responsible for any accidents, injuries or the loss/damage of personal property that may occur on the premises. Any use of the facility requires the user to sign a "hold harmless agreement". The user may be required to provide proof of a minimum $1,000,000 liability insurance for the event. A certificate of insurance may be requested through a user's homeowners insurance, or one day event insurance may be purchased online at https://www.theeventhelper.com/ . Our office staff will explain insurance requirements and assist you.

Building Use Rules

1. The use of drugs, tobacco, or alcohol shall be consistent with State of Washington and Federal laws. No smoking indoors or within 25 feet of any building. Refer to the Alcohol, Drug and Tobacco Policy.
2. Activities are confined to the space and time reserved and/or assigned in the Rental

Agreement and shall not exceed the capacity limits of requested facility areas.

3. No alterations to the walls (tacks, nails, tape, etc), fixtures or furniture are allowed.
4. Clean-up is the responsibility of the user unless prior arrangements are made. All facility areas must be left in the same condition as found.
5. Thermostat settings are not to be altered by anyone other than the Event Host.
6. Payment of all fees and deposits must be made in advance of the function.
7. Failure to notify less than seven days ahead of cancellation will result in forfeiture of deposit.
8. Users must, at all times, provide safe and responsible supervision of children.
9. Children must always be in the eyesight of a parent or childcare provider.
10. Kitchen use training is required for all kitchen renters. Contact persons must receive kitchen use training prior to event and oversee kitchen activity during event.
11. The use of spaces not requested on the Rental Form will result in additional fees being charged.
12. Use of tables, chairs and TGP on-site equipment is included in the rental fee. Prior approval is required to take any equipment outside.
13. All activities conducted in the facility must not disturb the neighborhood nor violate any noise regulations. The individual or group reserving the facility will be responsible for any noise violations that may occur.
14. Alcoholic beverages are allowed in accordance with the Alcohol, Drug and Tobacco Policy. Renter is responsible for and required permits.
15. Follow all posted signs, including instructions related to the facility.
16. Set up of renter's equipment or decorating must be pre-approved by the staff and is the responsibility of the user. The use of glitter is prohibited.

By signing below, I understand and agree to the Terms and Conditions as they have been laid out in this form.

Rental Party or Authorized Representative

Print Name:_____

Sign Name:_____

Date:_____

The Gathering Place Representative

Print Name:_____

Sign Name:_____

Date:_____

Lummi Island Congregational Church
dba The Gathering Place
Alcohol, Drug, and Tobacco Policy

Lummi island Congregational Church (LICC) owns the property located at 3913 Legoe Bay Road, Lummi Island, Washington. LICC owns, maintains, and operates the historical Church building, The Gathering Place (TGP) building, the adjacent beach, and all ancillary structures including but not limited to the well house, the fire suppression pump house, water reservoirs and septic system on the property, hereinafter known as the "Premises."

1. Drugs and Tobacco. Use of drugs and tobacco by any members, friends and guests while on the Premises shall be consistent with State of Washington laws. No smoking indoors or within 25 feet of buildings.

2. Alcohol. Alcohol may be served and consumed during any event held by any individual or organization on the Premises in a completely responsible manner and as follows:
   (1) Event sponsor must have an approved Rental Agreement and signed Rental Policy;
   (2) Seven days prior to the event, event sponsor must present to LICC/TGP a copy of approved permits (banquet, MAST) from the State of Washington allowing alcohol to be served at the event;
   (3) Event sponsor must have a signed Rental Application and Agreement and proof of a minimum $1,000,000 liability insurance for the event naming "Lummi Island Congregational Church dba The Gathering Place" as additional insured; and
   (4) Event sponsor must give a name, address and cell phone number of a designated individual who shall be responsible to ensure that no one is over served and at no time is alcohol taken off the Premises.

Adopted 4-19-23
Updated 12-14-23

The Gathering Place (TGP) Fee Schedule

Rental fees are listed below. Rental duration includes set up and clean up time.

Rental Space	Cost	Additional Hours	Examples
Hall + Kitchen	$80/hr	n/a	food prep; funeral reception; board retreat; non-profit benefit; anniversary party; birthday party; family reunion; etc.
Hall only	$50/hr	n/a	Same as above without food prep
Kitchen only	$30/hr	n/a	
Weddings (8am-10pm)	$2,000	n/a	All day, all spaces, includes additional cleaning

Notes:

- A $250 refundable damage deposit + 50% of the rental fee and a signed Rental Agreement is required to secure a reservation. Final payment of all fees and deposits is due 7 (seven) days in advance of the event, along with proof of insurance.

- TGP is expected to be in the same condition after use as when it was rented. A market value custodial fee will be charged (deducted from deposit) if additional cleaning, repairs, and staff time are required after a rental.

- Rental includes on-site equipment (tables, chairs, sound system, flat screen TV).

- Fees are intended for single or short-term use of the facilities. Recurring needs may be addressed through a contract and negotiated on a case-by-case basis.

Adopted 4-21-23
Updated 9-9-26