



Deer Harbor Community Club
 PO Box 57, Deer Harbor, WA 98243
 DHCC.US

DHCC Rental Agreement

Date(s) of Event _____ Time of Event (start/end) _____

Purpose of Event _____

Name of Applicant _____

Are you a current Deer Harbor Community Club (DHCC) Member? Yes No

Will you be attending this event? Yes No

Will this activity be open to the general public for participation? Yes No

Mailing Address _____

Phone _____ Email _____

Name and Address of Organization (if applicable) _____

Nonprofit: Yes No

The undersigned applicant agrees to accept the Use Restrictions as stated on the next page 2 of this agreement.

Please complete, sign, and return this agreement along with a check for the appropriate fee to:

Valerie Binford
 PO Box 310
 Deer Harbor, WA 98243

Questions? Contact our rental manager by email at rental@dhcc.us or leave a message at 360-376-3028. Our current rental manager is listed on our website contact page (dhcc.us/contact).

Signature of applicant _____ Date _____

Amount enclosed: \$ _____

FOR OFFICE USE ONLY

Before Event

Amount Received: Rental Payment \$ _____ Security Deposit \$ _____

After Event

Facility Check (initials) _____ Security Deposit Refund \$ _____

DHCC Rental Rates

| Event Type | 4 Hours or Less | Full Day | Cleaning & Damage Deposit |
|---|-----------------|----------|---|
| • Member Sponsored Community Event* | \$20* | \$40* | \$200 (refundable if DHCC is left clean and undamaged) |
| • Member Sponsored Private Event • Government • Nonprofits | \$50 | \$100 | \$300 (refundable if DHCC is left clean and undamaged) |
| • Non-Members • Private • For-Profits | \$100 | \$200 | |
| Parking Lot use only | | | To inquire, please send us an email: rental@dhcc.us |

*A **Community Event** is defined as a one-time or ongoing event for the benefit of the community. Examples include a yoga class, chess club, art class, music group, movie night, etc. To qualify for this special rate, the event must meet all of the following criteria:

- The event must be sponsored by a current DHCC member.
- The DHCC member sponsor must participate in the event.
- The event must be open to the public for participation.

NOTE: *Rental Rates are subject to change without notice.*

DHCC Use Restrictions

- Maximum capacity is 85 people.
- If alcohol is to be served or consumed, renter must obtain the following:
 - 1. Host Liquor Liability Insurance Policy.** Contact your own insurance company or go to TheEventHelper.com which provides one-day event insurance, usually for around \$100; and
 - 2. Banquet Permit** issued by the State of Washington, which is available online for \$10. Go to <https://lcb.wa.gov/licensing/online-banquet-permit>.
We will not provide access to the building until we have a copy of both the Insurance Policy and the Banquet Permit.
- The event cannot be or include a commercial activity; no merchandise may be sold at the event and participants cannot be charged a fee to participate.
- No candles or devices with open flames may be used due to fire hazard.
- Do not leave any leftover food from the event.
- Remove ALL trash and recyclables from the building immediately after the event concludes.
- After the event, you must put all the tables and chairs away, sweep the floor, clean all surfaces, lock the building, and in general leave the building as you found it, including turning off all lights and adjusting the thermostat.
- The DHCC board of directors reserves the right to deny use of DHCC to any individual or organization.
- The DHCC is a NON-SMOKING facility.

For more information and a list of frequently asked questions, visit our website at dhcc.us/rental.