



Duwamish Longhouse & Cultural Center

FACILITY EVENT AND RENTAL AGREEMENT

Thank you for choosing the Duwamish Longhouse & Cultural Center to host your special event. This is an application and rental agreement between Duwamish Tribal Services (DTS) and _____ to for the conditional use of the facility space located at the Duwamish Longhouse. The terms and conditions of use, the undersigned parties agree as follows:

DUWAMISH TRIBAL SERVICES INC (DTS)
4705 WEST MARGINAL WAY SEATTLE, WA 98106

Client: Person responsible and signing this agreement,

PRINT FULL NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

General Rental Information *The total number of hours needed for Set up, event in progress and Cleanup will determine the fee costs

Type of Event _____ # of Attendees _____
(Wedding, Meeting, Funeral, Birthday) (Max Capacity 194)

Will you need parking for 25 cars or more? YES OR NO

If yes, how many cars do you anticipate? _____ *please see page 8 for parking information

Event Date(s): _____

My event will begin at _____ AM/PM and will end at _____ AM/PM*

Do you need "SET UP" time to Decorate, Prep food, meet the Caterer? YES OR NO

What Time will you need to have access to the building or kitchen the day of your event? TIME: _____

How many total hours will your event last from Set up to Exit the Building? # Of Hours _____

*A fee will be assessed against the rental deposit for exceeding the end time including clean-up time. Initial _____



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FEE SCHEDULE

Rentals available: 8am- 9pm (Tuesday-Saturday)

1-4 hours 4-8 hours

Longhouse Only: Indigenous shed design of traditional longhouse wrapped in red cedar supported by yellow cedar poles. Displayed River Canoe underscores the uniqueness of this sacred space. Price Includes 16 wooden tables and 100+ chair with surrounded by Additional cedar raised bench seating Spectacular and unique meeting area for corporate gatherings, birthdays, retreats, weddings Includes Podium, Microphone, Film Screen & Projector.

\$800*

\$1,000*

Longhouse & Kitchen

Space includes 16 wooden tables and 100+ chairs in Longhouse and 5 additional display tables for bar station, Hors d' Oeuvres table, staging. Includes all Audio/Visual: Podium, Microphone, Film Screen & Projector. Full use of Kitchen area with huge stainless prep table, 6 burner gas stoves Double convection oven, subzero freezer and walk in cooler.

\$ 1,200*

\$1,500*

Non-Operating Days (Sunday & Monday) *

If you wish to have your event outside of our normal operating days (Tuesday- Saturday), we will add an additional fee on top of the rental prices to cover costs of having a staff member present and available.

\$ 100

\$250



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Refundable Building Security Deposit

A \$500 Building Security Deposit is required to “hold the date” of your event on our calendar. The security deposit is a conditional deposit based on further rules explained in this agreement. The security deposit will be refunded within 10-14 business days after your event. Deposit Receipts must be attached to make this rental agreement valid. Rental agreements are not valid unless a security/damage deposit is received in advance of your event.

How are you paying for your Building Security Deposit?

Check # _____ Dated _____ Amt. _____

- Attach Copy of Check to this Agreement _____ Staff Initial

Cash Receipt # _____ Dated _____ Amt. _____

- Attach Copy of Receipt to this Agreement _____ Staff Initial

Credit Card Authorization Form

Please complete all fields. You may cancel this authorization at any time by contacting us. This authorization will remain in effect until cancelled.

Credit Card Information	ATTACH RECEIPT	AMOUNT \$ _____
Card Type:	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA
Cardholder Name (as shown on card):		
Card Number:		
Expiration Date (MM / YY):		CVC#
Cardholder ZIP Code (from credit card billing address):		

I, _____, authorize Duwamish Tribal Services to charge my credit card above for the agreed upon fee. I understand that my information will be saved on file future transactions to my rental agreement unless otherwise instructed.

Customer Signature

Date



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Rental Deposit

Deposit: A rental deposit of \$500 is due at the time of “booking” the date of your rental. **Please note, the rental deposit is a separate charge than the rental fee.** The Deposit will be returned to the Client after satisfactory inspection of the Longhouse and Kitchen areas. A walk through will be performed with you at the beginning and end of your rental. A portion of the deposit can be retained in the event that there are damages to equipment, chairs, tables or other fixtures including observable cleanup leftover from the event, such as garbage, recycle, or food left by the renter, or any 3rd party vendors.

Rental Fee: The rental payment fee is due in full at least 60 days prior to the date of the rental. If the rental date is less than 60 days, the rental fee is due upon submission of rental application.

Security Deposit Returned Checks: We have the right to charge an additional processing fee of \$36.00 for any returned checks for non-sufficient funds on rental deposits made by check.

Cancellation/Refund: If cancelling your event is necessary, please contact us immediately. If your event is cancelled more than 90 days before it is scheduled, your rental deposit and any fee paid for your rental will be returned at 100%. However, if your event must be cancelled less than 60 days leading up to your event, DTS has the right to retain 50% of the rental deposit or \$250.

Return of Rental Deposit: Security Deposits will be returned between 10-14 business days after your event to the name and address indicated on this form. Please provide clear deposit refund instructions. You must provide the name and address of where the rental deposit will be mailed to. Refunds will be made by check only. We cannot refund back to a credit card.

RETURN MY DEPOSIT TO:

Full Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number _____

Email: _____



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Set Up, Food, & Catering Questionnaire

Are you having food at your event? YES OR NO

How will the food be prepared or cooked?

CIRCLE ONE: Yourself/Volunteers _____ Delivered already made _____ Catered onsite _____

Are you renting the kitchen area for prepping, cooking and plating food? YES or NO

Do you or will have a designee with a valid food handler permit for cooking food? YES OR NO

Will you be using chaffing dishes with Sterno Fuel*? YES or NO **Sterno Fuel ONLY in kitchen area*

Do you need coffee/Tea Service equipment*? Equipment only, coffee not provided YES or NO

Is Alcohol being served? YES OR NO ** You must provide a copy of your liquor Permit to this agreement*

Do You Have a Floor Plan? (See attached) YES OR NO

Will you require help with set up of your floor plan YES OR NO?

How Many Tables do you need for your event? {Rectangle - Seats 6 or 8} # _____ (Limit of 24 – 6 ft Tables)

How Many Chairs do you need for your event? # _____ * Limit of 190

Will you be supplying your own linens? YES Or NO **WE DO NOT SUPPLY TABLE LINENS*

Where are you renting your Linens: Name? _____

Person in Charge of Kitchen _____

Caterers Business Name _____ Phone _____

Contact Person _____ Email: _____

Address _____ City, St, Zip _____

Volunteer Names/Numbers for Parking _____

Weddings Only.

2 Hours of wedding rehearsal time is included with the Full rental fee. Wedding rehearsals must be scheduled in advance and cannot be scheduled at a time that would conflict with any other DTS rentals. Will you require Rehearsal time as part of this rental agreement YES OR NO?

What is your preferred Rehearsal Date: _____ TIME: _____ # of Attendees _____ ?



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Destruction and Damage

If anyone in Renter's party damages the facilities, restrooms, gallery area or artwork during the rental period, Renter shall pay for all necessary repairs. This includes any damage to the audio/visual or technical equipment, when operated by anyone other than those authorized by DTS or Longhouse staff.

Force Majeure

The ability to execute this Agreement by either party is subject to the Acts of God, including but not limited to hurricanes, flooding, earthquakes, fires, power outages, etc., as well as any government intervention, civil disorders, terrorism, or other emergencies. Should the event be canceled through a Force Majeure event, all fees paid by Client to DTS will be returned to Client within thirty (30) days.

Facility Use

Compliance. Renter agrees that any use of the Longhouse facilities will comply with all statutes, ordinances, rules, and regulations issued by Federal, State, and municipal governments, including all rules of the Seattle Police and Fire Initials _____

Conduct

The longhouse is a sacred space to the Duwamish Tribe. The longhouse is a house. Please respect the space as if it were your own house. The conduct of all guests while on DTS property shall be the responsibility of the Renter. Renter also accepts all responsibility for any injury to person(s) or property, or loss of or damage to property or theft of personal property or artistic content on the Longhouse premises during the rental period or resulting therefrom. Failure by any individual or group to follow all applicable rules and regulations will be cause for eviction. The longhouse retains the right to evict objectionable persons from the premises. Repeated violations may result in denial of future rental requests. The Duwamish Tribe (DTS) has the right to revoke this agreement at any time.

Indemnity: Renter shall release, indemnify, keep and save harmless, DTS and Longhouse agents, officers, or employees from any and all responsibility or liability for any and all damages or injury of any kind or nature whatever (including death) to all persons, whether agents or employees of the Renter or persons attending the events for which the premises have been leased, and to all property damage proximately caused by, incident to, resulting from, arising out of, occurring in connections with, the use by the Renter of the premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs, and expenses, including reasonable attorney's fees. Initials _____

Security

Police Protection. Different uses of the facilities have different needs concerning security. Each Renter should consider providing a minimum of one off-duty officer from the police department for any public event and any time alcohol is served. It is the Renter's responsibility to contact local law enforcement and to ensure sufficient security for the situation. Please contact the police department regarding your event (206)763-8740 or visit www.seattlesecurity.com give them the date, time, place and expected number of guests.



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Building Security:

A minimum of one DTS Staff will be onsite during your rental or event. DTS and its staff are not responsible for any valuable items left in the building by the renter, its agents, or guests. Parts of the building not used as part of this rental agreement will remain open to the public during normal business hours. The Renter should take necessary precautions to protect valuable personal property. Initials _____

Building Safety Capacity:

The Renter will not sell or distribute tickets to events in excess of the seating capacity (194) or admit a larger number of persons than can safely and freely move about in the rented areas, or in excess of the capacity stated in your attendee's total on page 1 of this agreement. DTS has the right to terminate the rental event at any time if the capacity in the building exceeds Seattle Fire Department and City of Seattle capacity limitations. Initials _____

Exits:

No portion of any passageway, or exit shall be blocked or obstructed in any manner and no exit door shall be locked, blocked, or bolted while the facility is in use. All designated exits shall be maintained in such manner as to be visible at all times. Initials _____

Tobacco: No smoking is permitted in any part of the Longhouse facility. Smoke in designated areas only.

Set-Up:

Access to the building for "set up", decorating, unloading of rented event equipment, deliveries of catering and other supplies and services such as D.J or Photographer will start at the time you designate on Page 1 of this agreement under (SET UP TIME). You must describe your set up plan/schedule/layout at least (10) days before the event so that the proper number of tables, chairs, staffing etc. can be made available. The Duwamish staff will make every effort to have tables and chairs accessible for use in advance of your arrival for set up. If you require assistance with set up of chairs and tables, you must submit a layout plan, at least 7 -10 days before your scheduled rental and designate on Page 1, that you need our staff to place tables and set up chairs. Initial _____

Clean-Up:

The premises including the kitchen area must be left in an "as found or better" condition at the end of your rental. All garbage, food, beverages, rented equipment, supplies and services must be removed from the premises by the end of the rental time AND NO LATER THAN THE (EXIT TIME) STATED ON PAGE 1 OF THE AGREEMENT, or you may be charged an excess rental fee. All trash must be removed from the building and placed outside in the appropriate dumpster or recycling bin. All floors must be swept or lightly mopped for spillage, after use of the space. Initial _____

The kitchen must be cleaned and left in an "as found or better" condition. All garbage must be removed, and any food must be taken out of the walk-in cooler after your event. Please do not leave any leftover food. The Kitchen area must be cleaned (including stove top), swept, lightly mopped for spillage and counter tops must be wiped down. Renter must immediately take care of any major liquid or food spillage. If Renter leaves spillage of any kind, DTS has the right to retain a portion of the rental deposit up to the full amount of the rental deposit to hire staff or have the area professionally cleaned. Initial _____



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PLEASE READ CAREFULLY AVAILABLE PARKING & REQUIREMENTS

- Duwamish Longhouse - Parking is available at the Longhouse Main Parking Lot and two North parking lots (approx. 75 spaces) Free
- Herrings House Park – Across the Street (approx. 10 additional spaces) Free
- T107 Duwamish Access Park – Across the Street and 1 block South (Approx. 10 spaces) Free
- SPU Parking* – Across the Street – (Approx. 25-50 additional spaces) **By Request Only**

SPU Facility Rental*

For events over with 75+ required parking spaces - *30 Day advance notice from date of event*

Approval from SPU is not guaranteed

3 Volunteers Parking attendants required

Offsite parking will depend on the size of your event. Groups of over 75 will need to have overflow parking factored into the cost of their rental fee. We need to work together to resolve your parking needs for your event or rental. All of these parking options must be articulated in your plan for your rental or event so that we can communicate this in advance with. Initial _____

You or someone you designate from your event is responsible for providing a volunteer (s) from your group to be a Parking / Pedestrian Crossing Attendant for large events or gatherings that require offsite parking.

While we strive to offer additional parking to accommodate larger events, we require your assistance in making the event safe for those parking offsite. We take pedestrian safety very seriously. Safety is a priority! A staff member will be responsible for handing out protocol information to your volunteers for pedestrian crossing best practices and will check to make sure and, in some instances, assist your Parking Volunteers during your event. DTS will put out directional signage, Flagging Signage and safety cones for guests crossing from one side of West Marginal Way to the other.

SPU contracts with DTS to provide up to 50 spaces across the street. SPU parking contracts require the following:

- Request the use of SPU Parking with a 30-day advance notice
- A Volunteer (provided by renter) must be stationed at the entrance to SPU Gate for security during the event.
- SPU Parking is only available on weekdays after 4pm
- SPU Parking is available on Weekends – Saturday or Sunday events only.

You must provide (3) Volunteers to choose this option. Stations 1: SPU Gate and Station 2 Pedestrian Crossing guards.

I have read and Understand the Parking Requirements for my Event. Initial _____



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Decorations:

Absolutely NO CANDLES are permitted in the Longhouse. Renter shall not cause or permit the facilities to be injured, marred, or in any manner defaced or changed; place nails, hooks, tacks, screws or other fasteners into any part of the cedar walls, poles, or benches or facilities; place or permit to be placed signs on painted walls in any part of the facilities. NO decorations such as posters, pictures or banners are to be fastened to the walls, woodwork, or benches, inside or out. Initial _____

Rented Equipment:

All rented equipment supplies, and services must be delivered the day of the event during the hours specified on the face of this application, and picked up before the end of your event, as stated by the hours specified on the face of this application. Rental equipment deliveries to the Longhouse outside the time frame of your intended rental or event, must be made, coordinated, and approved by the Duwamish Rental Coordinator. DTS cannot be held responsible for any rented equipment that is delivered to or picked up at the Longhouse facility. The responsibility lies solely between you and any person, business or 3rd party provider/vendor. Initial _____

Caterers & Equipment:

Caterers must have proper licenses and liability insurance coverage. There will be NO preparation of raw food or re-frying of fully prepared foods in the kitchen--Health Department Regulations. The Duwamish Longhouse requires that a copy of the Caterer's Certificate of Insurance be made available for its files at least (2) two weeks before the catered event.

All Caterers' equipment must be removed the day of the event. The Duwamish Longhouse is not responsible for any lost or stolen Caterer's or Renters' property, or equipment rented for use by the Caterer or Renter. Initial _____

Sterno and Chaffing Dishes: Open flames pose an extreme safety danger. If using chaffing dishes with sterno cans, someone must be watching the banquet tables at all times. A fire extinguisher must be in place next to the banquet tables during the event. I have read and understand the use of Chaffing dish sterno fuel and will have a fire extinguisher near my banquet tables and have someone watching the tables at all times. I Understand and Have read the conditional use for Sterno Fuel: Initial _____.

Food, Beverage and Products

Alcohol: You must obtain a banquet permit through the Washington State Liquor Control Board which may be obtained through any local liquor store. Washington State Liquor Control Board's customer service desk at (360) 664-1600. Your required permit should be obtained at least 30 days prior to your event. You can get a banquet permit for \$10 at any local liquor store or agency.

Food and Beverage: Food and beverages are only allowed in the Great Room of the Longhouse.

Concessions: The longhouse reserves the right to operate, license or permit others to operate any and all concessions in the Longhouse facility. If Renter receives permission to operate concessions in the Longhouse, all sales will take place in the Great Room only and the Longhouse will make no provision for storage for any money or products.



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I have read the terms and conditions in this agreement between Duwamish Tribal Services for the rental facility called the Duwamish Longhouse and Cultural Center, and I do acknowledge and agree to each specific conditions having initialed each, within this agreement for emphasis and stated purpose.

I agree and acknowledge that I will provide staff or volunteers in the event that my rental requires additional offsite parking to accommodate offsite parking and to the best of my ability will abide by the pedestrian safety protocols and recommendations made to me to protect pedestrians crossing from offsite parking to the facility.

The Undersigned does hereby agree to hold harmless and indemnify the same and further release them from any liability or responsibility for accident, damage, injury, or illness to the Undersigned or to any family member, volunteer, spectator, invitee or attendee accompanying the Undersigned on the premises. The signer of this agreement agrees to release and hold harmless the owners, employees, and associates of DTS, their heirs and executors in the event an injury should occur to any guest. The signer of this document assumes all liability for the conduct of his/her guests. The signer of this document also assumes all financial responsibility for damage and vandalism that could occur at the hands of his/her guest.

By Signing Below, you agree with all rules and regulations.

Signature _____ Date of Signing _____

Printed Name: _____

Send to:

Rental Coordinator: rentals@duwamishtribe.org

Checks made out to: Duwamish Tribal Services

Mail: Duwamish Longhouse & Cultural Center
c/o Rental Coordinator

4705 West Marginal Way SW Seattle, WA 98106

Phone (206) 431-1582

Rehearsal or Rental Notes - Special Instructions