

# BAY View Padilla Civic Hall Rental Agreement

12615 C. Street Mount Vernon, Washington 98273 (Do not mail)

[bvpca.com](http://bvpca.com) [facebook.com/BVPCA/](https://facebook.com/BVPCA/) [bvcivichall@gmail.com](mailto:bvcivichall@gmail.com)

The Bay View Civic Hall is a great venue for weddings, bridal and baby showers, classroom space, or business and community meetings. Built in the late 1930's in the lovely town of Bay View on Padilla Bay, the hall is the perfect spot for your next gathering.

## Your Event

Rental Day(s) of the Week ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

<b>Date(s) of Event:</b>		<b>Time of Event</b> Between hrs of 9am and 11pm	
Approximate # of Guests:			

<b>Contact Name</b>	
<b>Phone(s)</b>	
<b>Email</b>	
<b>Organization</b>	
<b>Mailing Address</b>	
<b>Type of Event</b>	

Requested Rental Period	Please choose	Cost
Full Day Weekend (Fri, Sat, Sun)	<input type="checkbox"/>	500.00
Full Day Weekday (Mo, Tu, We, Th)	<input type="checkbox"/>	250.00
1-5 hour Weekday	<input type="checkbox"/>	150.00
Holiday	<input type="checkbox"/>	275.00
Saturday + Sunday	<input type="checkbox"/>	750.00
½ Friday + Saturday + Sunday	<input type="checkbox"/>	800.00
Bay View Memorial Service	<input type="checkbox"/>	200.00
<b>BVPCA Member (in good standing) Discount</b>	<input type="checkbox"/>	-25%

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### Summary of your event rental costs – Check or Money Order Only

Fees and Deposits	Amount	\$ Due/Date	\$ paid/Date
Cost of rental period chosen**			
Administration Fee due at the time of booking** (Nonrefundable)	50.00	At time of booking-to confirm booking	
Damage/cleaning deposit <u>due at the time of booking</u>	500.00	At time of booking-to confirm booking	
Minus 25% Member (in good standing) discount			
<b>Total of Deposits and Fees:</b>			

We plan to use the Bar-B-Que Pit - **Please circle Yes/No \***  
(renter provide racks and water hose).

\*Renters are required to maintain a charged water hose close by while using the BBQ Pit.

\*\*A 25% Member (in good standing) discount to be applied \_\_\_\_\_ to  
Administration Fee and Rental

Make Checks payable to **Bay View-Padilla Civic Association**

Please send payment and completed contract to: →→→→

**MAIL TO: Susan Halvorsen  
12814 Josh Wilson Road  
Mount Vernon WA 98273**

**Your Reservation is confirmed at time the full deposits/administrative fees are received. Full payment must be received 6 weeks prior to your event to avoid cancellation.**

### Alcohol

Will alcohol be served/allowed at this event? ☐ Yes ☐ No If yes, I understand the banquet permit number must be provided to the Bay View-Padilla Civic Association three (3) days prior to the event and the banquet permit must be posted in the facility during the event [See Conditions of Use #6.] \_\_\_\_\_ **initial**

**Banquet Permit Number:**

Contract effective 2/22/2025

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## Conditions of Use

1. **Deposit** - A \$500 (Five Hundred Dollar) deposit and a \$50.00 (Fifty Dollar) nonrefundable fee is due at the time of booking. Any cancellation, damage or cleaning fees if required will be deducted from the deposit. If the damage exceeds \$500 the renter will be required to pay the difference. If the hall is left in satisfactory condition after the event, the full deposit will be mailed to the renter within fifteen (15) business days.
2. **Set Up and Clean Up** - A door code will be provided to allow access during the rental period including time requested for setup and cleanup. Renter is responsible to leave the hall, and the grounds of the hall, in the condition in which it was found. Renters are to bring their own paper products  
(Toilet paper, paper towels, etc.)
  - Wipe down all tables and chairs with a damp cloth and allow to dry completely before returning them to their racks.
  - Sweep Floors. Please wipe up any spills as soon as possible.
  - Remove all trash from premises.
  - Turn off all inside lights.
  - Set thermostats to OFF.
  - If the kitchen is used, please see Conditions of Use #5 for kitchen clean up. Replace garbage bags.
  - Clean up and **remove any trash** from the outside of the building.
3. **Insurance** - The Renter will be required to procure and maintain for the duration of the Agreement, Special Event insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the Hall. This may be obtained from the Renter's rental or homeowner's insurance company for a small fee. The Renter shall provide the Hall with a certificate of insurance evidencing One Million dollars of General Liability insurance covering the premises, products completed operations and contractual liability. The Bay View Civic Hall shall be named as an insured on the Renter's General Liability insurance certificate. For events with alcohol, please add Liquor Liability Coverage, and be sure to add the Bay View Civic Hall as an additional insured. Please submit a copy of the insurance declaration of coverage, including insurance company/agent contact information, with your final payment.

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### 4. Manner of Use

- a. **Doors** - Both sets of doors must remain unlocked when people are in the hall for safety and insurance purposes. Please lock both sets of doors upon completion of your event.
- b. **Music and any other Noise**, including outside noise that might disturb neighbors must end at 10:00 pm. Failure to end music and other noise by 10:00 pm may result in a deduction of \$250 from the deposit at the discretion of the Hall's agent. The renter is responsible for noise from or caused by their guests. All guests must leave the Hall no later than 11:00pm.
- c. **No Smoking/Vaping/E-cigarettes** - Smoking of any kind is **not allowed** anywhere in the building and is not allowed within 25 feet of the building. Please properly dispose of any cigarette butts found outside the hall.
- d. **Occupancy Limit** - The Renter understands that the building occupancy is limited by law to a maximum of 100 persons and this number shall not be exceeded.
- e. **Furniture** - All furniture moved or used by the Renter shall be returned to the location where found. **Furniture shall not be moved by dragging items across the wood or other floors.** Damage to the finish of the wood floors will result in a deduction from the deposit.
- f. **Wood Floors** - Wipe up any spills immediately. Floors must be swept after your event.
- g. **Decorations** - Please do not remove the pictures from the walls. No tape, tacks, nails, screws, or other fasteners are to be used in the walls or woodwork for any purpose, including display, decoration or posting any material. Ceiling panels not to be removed for any reason and nothing to be attached to the ceiling framework. No glitter or pinatas in the Hall. No confetti inside or outside the Hall.
- h. **Garbage Removal** - all of your garbage must be removed. Please do not remove the garbage cans. **I understand that \$150 will be deducted from my deposit for garbage disposal if not removed.** \_\_\_\_\_ *initial*
- i. **Parking** - Please park in designated areas. Parking is **not** allowed on the asphalt at the Fire Hall. Parking is allowed on the grass only.
- j. **Picnic Tables** - Please do not move the picnic tables.

5. **Use of Kitchen** - The Renter understands that use of the kitchen area is for heating, serving, and clean up only. The kitchen is not to be used for actual food preparation, as we are not a licensed commercial kitchen. The kitchen equipment and dishes may be used, provided that after such use:

- The kitchen is cleaned, to include:
  - All equipment, cookware, dishes, flatware is cleaned, dried and returned to the appropriate location.

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- Counters are wiped down
  - All spills are cleaned up
  - Stove is turned off
  - All food must be removed from the hall.
  - Towels are to be left together in a pile on the counter for washing.
  - Renter will be responsible for all breakage and damage done to the furniture, appliances, cookware, flatware, and dishes.
- 6. Alcohol** – Alcohol is permitted with a Banquet permit available at <https://lcb.wa.gov/licensing/special-licenses-and-permits>. The Bay View-Padilla Civic Association must have the permit number three (3) days prior to the event. The permit must be posted in the facility. Caterers may post their class 1 license in lieu of a banquet permit. Alcohol is permitted outside the building only in accordance with the permit. No minors are to be served, or are allowed to drink anywhere on the premises. When you purchase your banquet permit online, an email copy of it is sent to the local liquor enforcement office. Officers can visit gatherings, so it is important that you sign and post a copy of your permit at the location where you will be serving alcohol at your event. The Renter shall indemnify and hold the Hall and its agents harmless from any liability for improper serving, furnishing or use of alcoholic beverages. Kegs are not permitted inside the hall.
- 7. Conduct** - Renters are responsible for the conduct of their guests and any damages or loss caused by guests. Performer conduct and performance content, whether live or recorded, must be appropriate for general audiences. Profane, lewd, indecent or slanderous conduct or content is unacceptable.
- 8. Cancellation** - Notice of cancellation must be received twelve (12) weeks in advance. Rental cancellations made less than twelve (12) weeks will result in a cancellation fee 50% of your deposit. Cancellations made with less than three (3) week notice will not be refunded.
- a. The Association may cancel this agreement due to emergencies such as damage to the building or health and safety concerns. If this cancellation occurs prior to the event, this rental agreement will be terminated and all paid deposits and rental fees will be refunded. If the rental agreement must be terminated during the course of an event and the Renter has not violated the conditions of the rental agreement, the Renter will be charged only for the time the facility is actually used. By signing the rental agreement, the Renter gives up any claims for damages if the rental agreement must be terminated under these conditions.
- 9. Assignment** - The Renter shall not assign this Rental Agreement or sub license the Hall to another party without the expressed written approval of the Hall.

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**10. Compliance with Laws** - The Renter shall comply with all laws, ordinances, orders, rules, regulations, and requirements applicable to the Hall of all Federal, State, and County governments.

**11. Termination** - In the event that the Renter fails to perform any terms or conditions of the Rental Agreement, the Hall may terminate all rights of the Renter under this Rental Agreement.

**12. Total Agreement** - This Rental Agreement contains the entire agreement between the parties and cannot be altered except by written instruction subsequently executed by the parties hereto.

### RENTAL AGREEMENT AND INDEMNITY

I hereby agree to the rental arrangements herein. I have read and agree to the Conditions of Use, understand the requirements, and agree to comply with all conditions. I state that I have the authority to enter into this Agreement for the applicant or organization, agree that the applicant or organization will observe all applicable conditions of use and will exercise the utmost care in the use of the facility and premises. Further, I hereby release, indemnify and promise to defend and hold harmless the Bay View-Padilla Civic Association, its officers, or agents from and against any and all liability, loss, damage, expenses, actions and claims, including costs and reasonable attorney's fees incurred by the Bay View-Padilla Civic Association, its officers, and agents in defense thereof, asserting or arising directly or indirectly on account of or out of or incident to Renter's use of the Bay View Civic Hall pursuant to this Agreement. The renter will reimburse the Bay View-Padilla Civic Association for any damage resulting from the use of the Hall.

After the event, the hall will be checked and if the facility has not been left in the same condition as it was found, and the Bay View-Padilla Civic Association has to pay for cleaning, garbage removal, and/or missing items, an estimate of costs will be made and deducted from the deposit.

**Signature of Renter** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Print Name:** \_\_\_\_\_

**Signature of Treasurer** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Print Name:** \_\_\_\_\_

If you experience problems with the hall during the rental contact:

**Norman (360) 757-1589 or Jim (360) 708-7142**