

# KENMORE COMMUNITY CLUB

7304 N.E. 175<sup>th</sup> Street, Kenmore, WA 98028

**Mailing Address: P.O. Box 82171, Kenmore, WA 98028-0171**

## CONDITIONS OF CLUB HOUSE USE

### RENTAL CHARGES and HOURS OF USE

1. **Sunday** through **Thursday** at the rate of Sixty Dollars (**\$60.00**) per hour with a **two (2) hour minimum**. Your event shall end by 11:00 P.M. and the building vacated by 12:00 midnight. (KCC member will arrive at closing of your event to monitor clean-up operations).
2. **Friday** and **Saturday** at the rate of Sixty Dollars(**\$60.00**) per hour, with a **Four (4) hour minimum for Friday** and a **Six (6) hour minimum for Saturday**. Your Event shall end by 12:00 midnight and the building vacated by 1:00 A.M. (KCC member will arrive at closing of your event to monitor clean-up operations)
3. New Years Eve will extend to 1:00 AM New Years Day and the building vacated by 2:00 AM. (KCC member will arrive at closing of your event to monitor clean-up operations)
4. **Holidays** shall be rented at the rate of Sixty Dollars (**\$60.00**) per hour, with a **Six (6) hour minimum**. (KCC member will arrive at closing of your event to monitor clean-up operations)
5. Rental fee may be paid by check up to two (2) weeks prior to the rental date, however if less then two weeks prior to the rental date, fee must be paid with cash, cashier's check or money order.
6. All contract signers shall be 21 years of age or older and provide current photo identification, (Washington State Drivers License, Washington State ID Card or Passport).

7. Kenmore Community Club (**KCC**) may, under certain circumstances as outlined by our insurance carrier, require renter to provide a Certificate of Insurance and proof of same at least one (1) week prior to your event.
8. The Board of Directors may by action modify Hours of Use.

### **RESERVATION DEPOSIT**

1. A Reservation Deposit in the amount of Two-Hundred Fifty Dollars (\$250.00) shall be posted when the contract is signed. If less than Two (2) weeks prior to the event the payment shall be in the form of cash, cashiers check, or money order. These funds will be deposited to KCC account.
2. The reservation deposit shall convert to a Damage Deposit on the date of use. The damage deposit shall be returned to the renter after the building; grounds and equipment have been inspected and found to be in good order and operation by a designated KCC member. The Damage Deposit will be returned via check and US Mail within Two (2) weeks. Any Damage Deposit money held shall be explained in writing.

### **LICENSES AND PERMITS**

1. There are many events and functions that require special licenses or permits and in some cases the application lead time is up to Thirty (30) days. KCC will not validate your use of the building or facilities unless you have the required licenses and/or permits and provide proof of same at least one (1) week prior to your event. All required licenses or permits shall be posted on the bulletin board in the front foyer on the day of your event.
2. Candle Permits are required and issued by the Northshore Fire Department, Contact can be made at 18073 73<sup>rd</sup> Ave. N. E., Kenmore, WA. Telephone contact at 425-486-2784 or on the Web at <http://www.northshorefire.com>. (There is a Fee charged by the Fire

Department).

3. Banquet and/or Liquor Permits are required as issued by Washington State Liquor Control Board, contact any state liquor Store. (The permits must be obtained by the same signature obtaining the KCC rental) 1. (Liquor Control Board Charges for Permits vary in cost.) (A photo copy of your Banquet or Liquor Permit shall be made available to a KCC representative one (1) week prior to your event).
4. On occasion the fire department and /or a state liquor control board inspectors may make a random inspection.

### **REFUSAL OF SERVICE**

1. KCC reserves the right to refuse service to anyone or the rental of their facility based on the experience and or problems associated with previous rentals. Rev: 12-2008

### **ALCOHOL USAGE**

1. KCC reserves the right to require a security officer when alcohol is to be served or consumed and/or on other occasions as they deem necessary based on experience. Security officers shall be hired by KCC at a cost to renter per the attached addendum page 11& 12.
2. Alcohol shall not be served to persons under the age of 21 years or persons who display signs of intoxication (slurred speech, staggering, loud or boisterous) Rev: 12-2008
3. KCC may require a licensed bartender. The licensed bartender shall be hired by KCC at a cost to renter. Costs vary per available bartender attached addendum page 13.
4. Alcohol served shall be limited to beer, wine, well drinks or liquor diluted in a punch

base.

5. Liquor consumption shall be limited to the building interior or within the fenced yard.
6. **No** liquor consumption shall be allowed outside the front entry way or within any area of the parking lot.
7. If Beer Kegs are used within the building, renter must supply an insulated outer drum to prevent condensation and excess water dripping on the hardwood floor. *(Insulated drums for beer kegs are available at rental supply outlets)* Rev: 12-2008

### **SMOKING**

1. KCC building is a **Non-Smoking Facility**. No smoking is allowed within the building or the FRONT ENTRY WAY at any time. An urn is provided at front entry to extinguish smoking materials upon entry. Rev: 12-2008
2. A **SMOKING AREA** is available under the covered porch on the north side of the building, cigarette receptacles are provided. *(If function is open to the public, then RCW 70.160.020 will enforce the 25 foot rule.)*

### **PIANO**

1. The Piano is provided with a protective cover. No food or beverages shall be placed on either the piano or its cover; it shall not be moved off the stage and not played unless prior authorization is requested and granted. *(The piano is kept locked and a \$25.00 (twenty-five dollar) fee is required for use).*

### **RULES OF OPERATION (General)** Rev: 12-2008

1. Children shall not be allowed to run or play on stage or in the horseshoe pits.
2. Clean all areas used with the equipment and cleaners provided by KCC.

3. All debris and trash generated by your event shall be removed at the end of your function and shall be placed in the provided trash bags.
4. Ice shall not be dumped in the flower beds, it may be dumped in the parking lot near the drain or small amounts may be dumped in kitchen sinks. Rev: 12-2008
5. The kitchen must be cleaned if used, all walls, counter tops and appliances wiped clean, dishes washed, sinks cleaned, garbage disposal must be cleared of any food, and the floor swept and mopped with provided equipment.
6. The main hall hardwood floor shall be swept (*with provided dust mops*) and mopped (*with vinegar water and provided mops*). Rev: 12-2008
7. Tables and chairs used must be wiped clean and placed parallel along the outer walls of the main hall (*as per drawing attached*) with extra tables returned to their storage area. Rev: 12-2008
8. Rest rooms will be cleaned by KCC, unless extremely dirty (*ie: vomit, urine or fecal matter*) then renter will be responsible for major clean up. (*Cleaning supplies and rubber gloves will be provided for your use*). Rev: 12-2008
9. International Fire Code Occupant Load as posted shall not be exceeded.
10. All exits shall remain unlocked and unblocked during use of building.
11. A KCC member will explain cleanup operation.
12. Renter agrees to comply with all applicable City of Kenmore Laws and Ordinances, Washington State RCW'S and Federal Laws. Rev: 12-2008

13. **NO ILLEGAL DRUGS** will be used or be in the possession of any person on KCC property.

## **DECORATION GUIDELINES**

1. Use only the **existing header board to attach your decorations.** The provided hooks and eye screws (*Tacks may be used in the eye screw header board*) shall be used to hold your decorations. **No tape, staples, nails or pins shall be used on the painted walls or woodwork.** Rev: 12-2008
2. Candles shall be used only in holders “approved by the fire department” prior to use at your event.
3. **We discourage the throwing of rice, confetti, bird seed, glitter, etc., on KCC premises,** soap bubbles may be used outside of building only. (*With exception to soap bubbles, a \$50.00 clean-up fee may be charged if the foregoing shall be used and create a cleaning condition for community club staff*). . Rev: 02-2009
4. Use the provided **ladders** (*not the tables or chairs*) to stand on when decorating. Damaged replacement cost of tables, chairs and other furnishings will be deducted from renter’s damage deposit. Rev: 12-2008

## **CANCELLATION OF RESERVATION**

1. If your reservation is cancelled anytime prior to Thirty (30) days of your event date you will receive full refund of your rental deposit and rental fee.
2. If your reservation is cancelled less than twenty nine (29) days before your event date you will forfeit your reservation deposit, rental fee will be returned.
3. An exception to the forfeiture may be considered upon written application to the KCC

Board, should an emergency interfere with your event.

### **HOLD HARMLESS AGREEMENT**

1. The person, group or organization using the KCC facilities agrees to hold KCC, Inc. its agents, members and officials, while acting within the scope of their duties, harmless from all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's members, or third parties on account of personal injuries, death, or damage to the renters property arising out of the premises or in any way resulting from the willful or negligent acts or omissions of the organization, it's agents, members or representatives.

### **VERBAL AGREEMENTS**

1. This contract shall stand as the agreement and no implied or verbal agreements will be valid.

### **GENERAL & EMERGENCY INFORMATION**

1. **For questions or contact please call; (425) 486 1555**
2. **In case of event emergencies and after Fire/Medical or Sheriff Authorities have been notified, contact of KCC manager is required, call number listed on bulletin board in foyer.**
3. **Call 911 for SHERIFF, FIRE or MEDICAL EMERGENCIES**

**ATTACHMENT FLOOR PLAN**

## Addendum 1

### **Renter Responsibility For Cleanup**

1. Sweep perimeter of main clubhouse floor with cloth dust mops prior to replacing tables and chairs.
2. With provided cleaner, clean tops and side edges of all tables used. Check underside for tape if used to hold table cloths. Hold 10 tables and 30 chairs for arrangement around perimeter of main club house floor as per diagram on page 8. Return remaining tables and chairs to storage room and stack as per diagram on page 10.
3. If bar was used, wipe top surface and check for tape and tacks used to hold decorations.
4. With table and chairs properly stowed, sweep the remainder of main clubhouse floor with cloth dust mops.
5. In the yellow mop pail, stored under kitchen sink, mix the pre-measured vinegar from plastic storage container located in mop pail with hot water to fill just below the wringer. Mop the clubhouse main floor with mops from rack on north wall of the kitchen. (*Mops should be wrung as dry as possible before mopping*).
6. Clean kitchen stoves, sinks and counter tops with provided disinfectant spray. Clean out refrigerator, wipe up any spills and clean handles including inside edge.
7. Sweep kitchen floor with provided broom located in broom/mop rack on the north kitchen wall.
8. In the oblong blue-gray bucket located below the sponge mop in the broom/mop rack mix all the pre measured spic-n-span in bucket with small amount of water and mop kitchen floor.
9. If used, wash coffee pots (*DO NOT IMMERGE*) in water. Dry completely or leave upside down in dish drainer to dry (*DO NOT PUT AWAY WET*). Wash all other KCC dishes, utensils used, dry and put away. (Hot Beverage urns may be left upside down in dish drainer to dry). Leave used dish cloths and/or towels on the counter.  
Rev: 12-2008
10. Garbage bags are provided for your use, they are heavy duty 3-mil plastic to help control raw garbage spillage, odor control and varmint attraction. Please do not use light weight bags for raw garbage, if someone does use a light weight bag, de-air it and place in the 3-mil bag for disposal. Take filled garbage bags to the trash dumpster. Make sure all bags are secured by tying a double overhand knot.

*(DO NOT PUT RAW – UNWRAPPED GARBAGE IN DUMPSTER).*

11. All cardboard boxes and plastic food holders must be crushed or cut up prior to disposal. (i.e. cake boxes, vegetable trays and lids, beverage cases or cartons).
12. At time of disposal, empty liquid from containers, leave caps off all containers (i.e. water bottles, pop, beer, juice containers & etc.) and toss into garbage or recycle.

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Addendum 2

**SECURITY OFFICER**

As of January 1, 2009, the off-duty hourly rates for commissioned King County Deputies and Sergeants shall be as follows, with a 4 hour minimum for each scheduled event:

**SCHEDULE -A-**

**General Security**

**For employers paying using W - 4:**

**Deputy            \$40.15**

**Sergeant        \$48.51**

**For employers paying using 1099:**

**Deputy            \$43.16**

**Sergeant        \$52.14**

**SCHEDULE -B-**

**General Security at events with live music and/or alcoholic beverages, traffic control and other hazardous events.**

**For employers paying using W - 4:**

**Deputy            \$48.18**

**Sergeant        \$58.21**

**For employers paying using 1099:**

**Deputy            51.79**

**Sergeant        \$62.58**

**Sergeant rate applies only when working in Class<sup>™</sup> as a Sergeant. This does not restrict**

**Sergeants from working out of class in an off duty capacity for Deputy Wages.**

**Deputies and Sergeants who work in an off-duty capacity on any of the holidays listed below are to be paid at one and one half times the rates listed in either Schedule A or Schedule B:**

- |                         |                         |
|-------------------------|-------------------------|
| <b>New Years Day</b>    | <b>Labor Day</b>        |
| <b>Independence Day</b> | <b>Thanksgiving Day</b> |
| <b>Christmas Eve</b>    | <b>Christmas Day</b>    |
| <b>New Years Eve</b>    |                         |

**In the event of a cancellation, the employer will be required to give the Deputy or Sergeant twenty – four (24) hours notice. In the event a twenty – four (24) hours notice is not received, the employer will be responsible for a minimum of four hours of pay.**

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Addendum 3

**BAR TENDER**

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