



Town of Coulee Dam

300 Lincoln
Coulee Dam, Washington 99116-1434
(509) 633-0320 FAX (509) 633-3252

BALLROOM RENTAL AGREEMENT (Revised 1/25/2022)

Ballroom Rental:

Rates for rental of the Town Hall Ballroom shall be as follows:

Per Day Rate

Monday-Thursday

(8:00 a.m. - 8:00 am.)

\$150.00 Plus \$10 non-refundable sanitation fee

Weekend use

Friday 8:00 am. - Monday 8:00 am)

\$300.00 Plus \$50 non-refundable sanitation fee

NO ONE DAY RENTAL ON WEEKENDS.

Cleaning, Security Deposits:

- 1. A total cleaning security deposit of \$300.00 is required per rental.*
- 2. \$100 of the \$300.00 security deposit is required to secure reservation of facility and is non-refundable, should the event be cancelled.*
- 3. The Rental Agreement is required to be signed at the time of securing the reservation of facility.*

Event Day Check-in procedures:

- 1. **Total Rental Fee and remaining deposit is required during normal business hours on the day of rental.***
- 2. Staff will conduct a ballroom inventory along with review of the facility, with the responsible party. This must be completed prior to town keys being released or the setting up of facility.
*Please allow at least 1/2 hour for this procedure prior to close of Town Hall business office.**
- 3. If alcohol is being served at event, a special liquor license is required, and a copy must be submitted to Town Hall upon Check-in. You must also post special liquor license in of visible location during the event.*

Event day set-up

1. Rental of Ballroom only includes property listed on rental agreement inventory No other town equipment or property is available for public use.
2. Town Hall does not provide any of the following supplies which may be needed to set up facility or needed for the event.
 - * Ladder
 - * Cleaning supplies for facility (dish soap, paper towels, garbage bags, etc.)
 - * 3 prong electrical adapters
 - * Electrical cords
 - * Projector screen
 - * Use of town hall business phones
 - * Any other items which may be needed but not listed.
3. During business hours, when setting up for the event, please do not allow children to be unattended.
4. Use two people when setting up tables. Do not use legs to prop table upright.
5. Use hand cart to move stackable cloth chairs to location needed. Do not drag chairs or tables on floor as they will scratch and Damage floor.
6. Any tables and chairs not needed for the event, you may store at the south end of the hallway.
7. DO NOT USE STAPLES, NAILS, TACKS, TAPE (anything that will leave holes, or peel the paint off walls, ceiling or post)
8. DO NOT HANG ANYTHING FROM CEILING.

Clean-up after Event

1. All areas (including outside) must be exactly as found when rented.
2. Stack Cloth chairs by 5's, use hand cart to move and return to where directed.
3. Folding chairs cleaned and stacked on carts.
4. Long tables must be cleaned and properly stacked on cart.
5. Round tables must be cleaned and properly placed where directed.
6. All garbage inside and out must be bagged and placed in dumpster.
7. Refrigerator must be cleaned, and all items removed.
8. Use of Stove, RECOMMENDED USE FOR WARMING ONLY.
9. Sweep all areas.
10. Mopping floors is required for all areas of spillage. (USE WATER ONLY).
11. Mopped Water is to be disposed of outside not in the Utility or Kitchen Sinks.
12. Carpet Sweep carpet area.

13. *Check bathrooms to ensure cleanliness and no damage.*
14. *Use of AC or heat- turn off before leaving building.*
15. *Turn off all lights in all areas.*
16. *Check to make sure windows are all closed and front and back doors locked.*
17. *Return of Keys must be returned to Town Hall by 8:00 a.m.
(May be placed in envelope and put in utility drop box or Slot in door of Town Hall office).*

Return of cleaning, security deposit

1. The total \$300.00 cleaning deposit shall be refunded in full no later than 5 business days after rental, if facility is clean and the use of town property is undamaged.
2. Deduction of deposit will be imposed upon responsible party depending on condition of ballroom after departure as follows:
 - Cleaning of facility \$50.00 per hour
 - Lost or damage property \$Replacement Value
 - Key Lost or not returned \$300.00
2. If additional cleaning or damage has incurred that exceeds the initial deposit, the responsible party will be charged for all additional costs associated with the event.
3. A nonrefundable sanitation fee will be required and due on the day of the rental. \$50 for weekend rental and \$10 for day rental

Conference Room Rental:

1. Rates for rental of the Town Hall Conference Rooms shall be as follows:
 - Monday- Thursday \$50.00 per day per room
(8:00 am to 4:00 pm)
 - NO rental on weekends.
2. Cleaning, Security Deposit.
 - No deposit is required but room must be cleaned and left in its original state at time of rental. If additional cleaning is needed or damage has incurred, the responsible party will be charged for all additional costs associated with the event at the same rates listed above in return cleaning, security deposit.
3. Sanitation Fee.
 - A \$10.00 nonrefundable sanitation fee will be required and due on the day of rental.

Inventory Prior to Event:

Inventory After Event:

Chairs _____
Tables _____
Round Tables _____
Wet Mop & Bucket _____
Large Broom _____
Mop Broom _____
Carpet Sweeper _____
Dustpan _____

Chairs _____
Tables _____
Round Tables _____
Wet Mop & Bucket _____
Large Broom _____
Mop Broom _____
Carpet Sweeper _____
Dustpan _____

I have read and understand the above rules and regulations,
thereby accepting the terms and conditions of the Rental
Agreement.

Signature _____
Name _____
Address _____

Date _____
Phone# _____
Date of Event _____

For office use: Deposit 001-382-10 (300.00) Rent 001-362-40

Date Deposit paid _____ Check/cash. _____

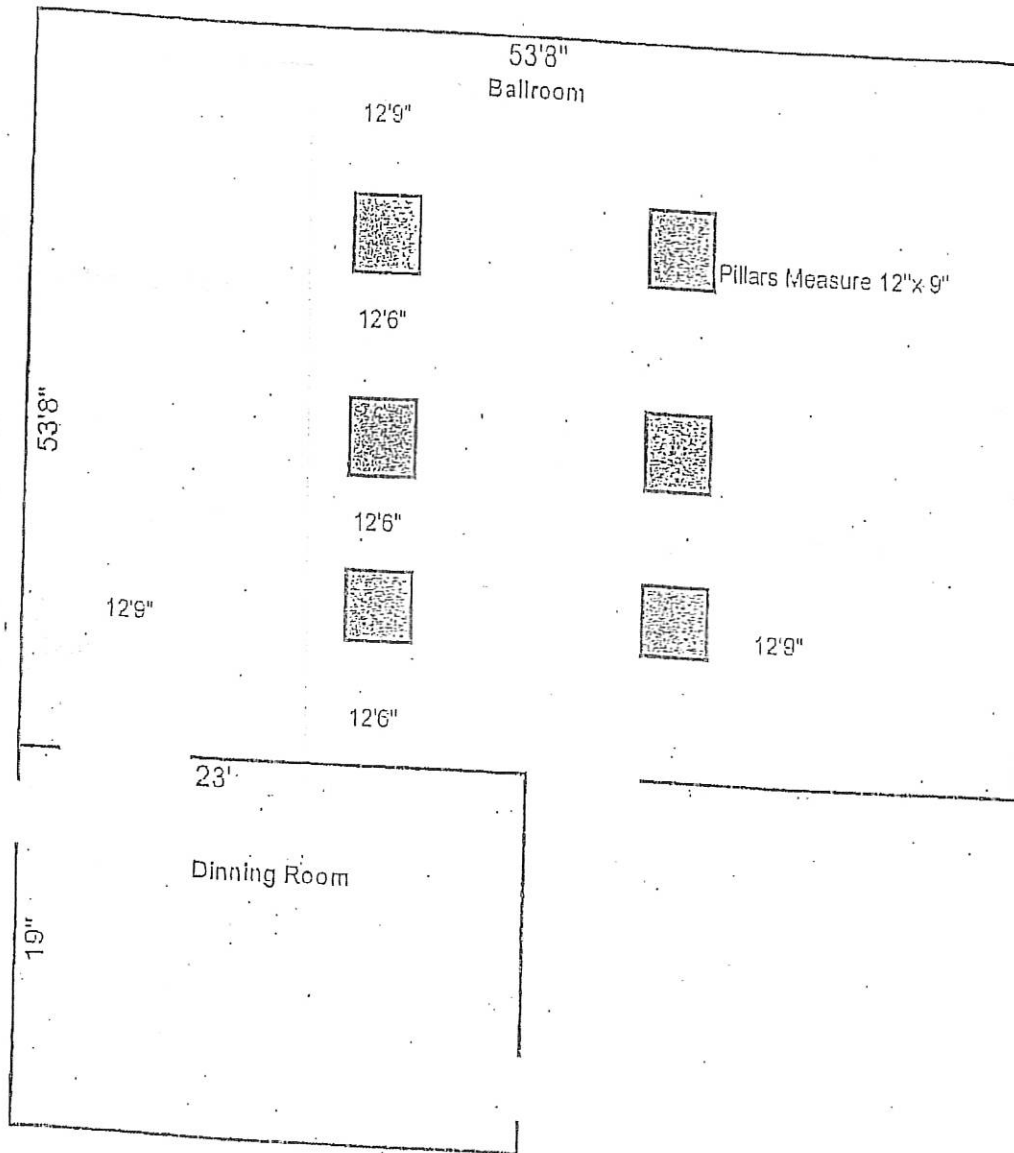
Date Rental paid _____ Check/cash. _____

Monday - Thursday \$150.00 per day plus \$10.00 non-refundable sanitation fee

Weekend Use (no one day rental) \$300.00 plus \$50.00 non-refundable sanitation fee

Coulee Dam Town Hall Facility Measurements

Capacity: 400 people



*Table and chair's accessibility subject to change without notice:

Round Tables: ^{54"} 49" seats 4 people 12 Round Tables

Rectangle Tables: 8' x 2.5" 12 tables

2 Lg Tables (dinning room): 41" x 95.5"

Ballroom Clean-up After Event

- ___ 1. All areas (including outside) must be exactly as found when rented.
- ___ 2. Stack cloth chairs by 5's use hand cart to move and return to designated area.
- ___ 3. Folding chairs cleaned and properly stacked on cart.
- ___ 4. Long tables must be cleaned and properly stacked on carts.
- ___ 5. Round tables must be cleaned and properly placed in designated area.
- ___ 6. All garbage inside and out must be bagged and placed in dumpster.
- ___ 7. Refrigerators must be cleaned and all items removed.
- ___ 8. Use of stove, recommended use for warming only.
- ___ 9. Sweep all areas
- ___ 10. Mopping floors is required for all areas of spillage. (Use Water only)
- ___ 11. Mopped water to be disposed of outside not in Utility or Kitchen sinks.
- ___ 12. Carpet sweep carpet areas.
- ___ 13. Check Bathrooms to ensure cleanliness and no damage
- ___ 14. Use of air conditioner or heat-turn off before leaving building.
- ___ 15. Turn off lights in all areas
- ___ 16. Check to make sure windows are all closed and front and back doors locked
- ___ 17. Return of key must be returned to Town Hall by 8:00 a.m. (May be placed in envelope and put in utility box)