Fraternal Order of Eagles North Kitsap Aerie #3586
20884 Holt Rd NE
P.O. Box 776
Poulsbo, WA 98370
360.779.7272

The signatories to this contract shall be known as:

The Aerie: The owners of the facilities – Fraternal Order of Eagles North Kitsap Aerie #3586

The Renting Party: The individual or organization renting the facilities

Name: _____

Address: _____

Phone number: _____

Affiliation: Member GAID # _____ Non-profit ID #_____ Other_____

Rental Date: _____ Start Time: _____ End Time: _____

Facility:	**Rental Fees:**	**Charges:**
Large Hall	$ 700 non-member / $ 525 Aerie member	
Kitchen	$ 200 non-member / $ 150 Aerie member	
Damage Deposit	$400 non-member ($150 non-refundable) / $0 Aerie members	
Bartender (2)	$35/hour for the duration of the event	
Cleaning Fee	$300 non-refundable	
Other		
	Grand Total	$

Initials **Terms and Conditions**

_____ 1. This contract must be filled out and a damage deposit paid to reserve the date for the event.

_____ 2. All remaining fees are due 7 days prior to the event.

_____ **3. No outside liquor is permitted on the grounds or in the building.**
The $300 damage deposit will be forfeited if any outside liquor is brought onsite.

_____ 4. No alcohol is to be taken outside the premises, other than the patio area.

_____ 5. The Aerie retains the right to access the event to enforce safety, security, laws, rules, and regulations. A Trustee or designee will be present at all times during the event.

_____ 6. When renting a hall, common areas (restrooms, kitchen, hallways, patio, lounge, etc.) may be in use by other parties. The Rental Party will not have exclusive use of the premises.

_____ 7. No catering is allowed without permission and approval of the Aerie.

_____ 8. The kitchen is not to be used prior to the event without permission.

_____ 9. No tacks, nails, pushpins, screws, or scotch tape are allowed on the walls. Tape that will not damage walls when removed may be used. No confetti, rice or bubbles are allowed in the building.

_____ 10. With prior permission the Rental Party may decorate prior to the event if the hall is not in use. Otherwise, decorating must be done on the day of the event.

_____ **11. Children must be supervised. They are not allowed in the lounge or spaces not rented. No running is allowed in the building. Do not cross the line of yellow cones and trespass into our neighbors property.**

_____ 12. The Rental Party agrees not to sublet or otherwise assign the rented space to another person or party for any reason.

_____ 13. If the Aerie is required to cancel an event due to unforeseen circumstances, the event can be rescheduled, or all money will be refunded.
_____ 14. All decorations and tablecloths must be removed at end of event.
_____ 15. The Rental Party must empty all trash containers that were used.
_____ 16. If the Rental Party used the kitchen, all dishes must be washed and put away with nothing left soaking. Counters must be wiped down. Floors must be swept and mopped. Stove, ovens, fryer, dishwasher and coffee maker must be turned off.
_____ 17. Before leaving the premises, the Rental Party must confirm with the Trustee or designee that all post-event requirements have been met.
_____ 18. If the Rental Party does not vacate the premises within 90 minutes of the contracted end time, the Rental Party will be charged an additional $300.00.
_____ 19. The Rental Party agrees to reimburse the Aerie for any loss as a result of damage or theft to the premises and/or contents.
_____ 20. The Rental Party and their guests, helpers, employees and/or contractors hereby agree to hold harmless the Aerie and F.O.E and representatives for any and all claims, liability, causes of action, or damages whatsoever, which may be asserted or otherwise arise during or as a result of access, occupancy, use or exit of the premises. All liability rests with the Rental Party.
_____ 21. The Rental Party and their guests agree to obey the 10 MPH speed limit on Holt Road.

Rental Party agrees to the Terms and Conditions:

Renting Party signature: _____ Date: _____
Aerie signature: _____ Date: _____

Damage deposit received: Amount $ _____ Date _____
Received by _____

Balance due received: Amount $ _____ Date _____
Received by _____

Damage deposit refunded: Amount $ _____ Date _____
Received by _____

Official use only:

Trustee signature: _____

Trustee/designee on site: _____

Notes: _____

- ☐ Tables needed _____
- ☐ Chairs needed _____
- ☐ Hall cleaned
- ☐ Restrooms restocked