



Impact Property
Management

NewHolly Gathering Hall Facilities and Lee House Rental Policy

NewHolly (206) 760-3296 FAX (206) 760-3290 3815 S Othello Street# 103, Seattle WA 98118

Whether you are planning a wedding, reception, tradeshow, class reunion, business meeting, retreat or birthday celebration, our beautiful facilities will be a great location. Our convenient access to major freeways helps make our location easy to find for your guests.

Included in this Rental Information Packet, you will find rules and regulations that govern the rental and use of the Gathering Hall and Lee House, and meeting spaces. Please take the time to read through this information to assist you in planning and running a successful event here at NewHolly.

RESERVATIONS & AVAILABILITY

Please direct all rental inquiries and submit all appropriate payments and paperwork to the Events Coordinator who can be reached at nadiyo.yusuf@seattlehousing.org or (206) 760-3280. This person will be your main point of contact for all dealings related to your event leading up to the actual event. Verbal agreements are not binding and do not guarantee a secured reservation at any time.

RENTAL TIME INCLUDES TIME NEEDED FOR SET-UP, DELIVERY OF ANY SUPPLIES, SET-UP FOR CATERING, TAKE DOWN OF DECORATIONS AND EQUIPMENT AND CLEAN UP AFTER EVENT.

Reader Board: If you have a community event and would like to advertise it to the public there is a reader board available. The fee to advertise an event is \$25. The advertisement must be approved by Management.

APPLICATIONS

To secure a reservation for the Gathering Hall or Lee House, Commercial Kitchen, or Meeting Break OutSpace, an application and liability release form must be submitted. Applications may be obtained through email, from our website at <http://newhollycampus.org/> or by visiting NewHolly Management office and requesting an application. Applications are considered on a first-paid, first-served basis and subject to space availability. Applications must be verified and approved by the Facility Events Coordinator.

Rental applications and payments are accepted in person Monday thru Friday from 9:00am-5:00pm at the NewHolly Management Office located at 3815 South Othello Street, Suite 103, Seattle, WA 98118. Please note that applications for hall rental must be completed and submitted within 30 days of the desired rental date, unless otherwise agreed upon by management. Space may be reserved up to 12 months in advance. All applications must be verified and approved by the Facility Coordinator

All rental applications require a non-refundable reservation confirmation fee of \$100 to secure rental dates. This fee will be applied to the final balance. The remaining balance payment PLUS the Damage Deposit (approved business check or money orders only) are **due one (1) month prior** to the event. Failure to pay the balance (1) month prior to the event will result in cancellation of the scheduled event and no refund will be given. Any exceptions to this must be approved by the facilities events coordinator. **NOTE: You will not receive a reminder notice for your balance due.**

Applications made less than 30 days in advance require FULL PAYMENT at the time of the application and must be made with an approved business check or money order.

CANCELLATIONS

Cancellation of the Gathering Hall may result in a non-refundable cancellation fee. Rental facility is subject to cancellation if rental fee and balance is not paid within the time period.

DATE AND TIME CHANGES

Date and time changes will be accepted up to 30 days prior to the scheduled event. If notice is given less than 30 days the reservation will be treated as a cancellation. All applicable cancellation fees will apply. All date and time change requests will be subject to room availability.

RENTAL FEES AND DAMAGE DEPOSIT

Please refer to the attached Fee Sheet at the back of the Rental Information Packet for specific fees and damage deposit amounts.

A damage deposit is required for all rentals Please refer to the attached fee sheet at the back of the rental information packet for specific fees and damage deposit amounts. The damage deposit is due at the time of full payment.

Damage deposits are 100% refundable as long as the following conditions are met:

1. The rented room and adjacent facility (including outside areas) are left in a clean and orderly manner as stated in the Rental Clean-Up Checklist.
2. Use of the space does not exceed the scheduled time.
3. All equipment is accounted for and undamaged.
4. Additional staff time is not required as part of the rental.
5. Damage to the building or premise has not occurred.
6. All rules/guidelines governing alcohol consumption as stated are met.
7. All rules/guidelines governing rental usage of the Gathering Hall are met.

Please allow at least 2 weeks for damage deposit to be returned. The full amount will be returned provided that all of the guidelines have been adhered to and no damages were incurred during the rental period. The renter must contact the rental office and the deposit can be picked up in the management office or mailed to renter upon request.

If room usage exceeds time reserved, a Minimum charge of one (1) hour or actual exceeded time used, whichever is higher, will be assessed and deducted from the deposit.

DAMAGES

Any damages caused by the renter during use of the facility will be deducted from the damage deposit. Any cost beyond routine event cleaning of the facilities (both inside and outside) or damages to floors, carpet, walls, kitchen, bathrooms, furnishings, landscaping and the like, will result in a deduction or forfeit of the Damage Deposit. If the amount of damages exceeds the damage deposit, the applicant is responsible for and agrees to pay all costs to return the hall to its original condition, including the replacement of any damaged appliances or electronics and any missing supplies.

CLEANING THE FACILITY

The rental applicant is responsible for cleaning the Gathering Hall in accordance with the Rental Clean-Up Checklist. To help ensure the return of the damage deposit, please complete a post-event inspection at the conclusion of the rental. Failure to follow the Rental Clean-up Checklist may result in forfeiture of the damage deposit and additional charges and could also result in denial of future rental usage. Any cleaning and/or repairs that require staff time and/or materials will result in costs deducted from the damage deposit and/or charged to the renter.

Cleaning time is to be included in the event rental time. If rental time is exceeded due to cleaning, there will be charge for the additional time and/or it may deduct from the damage deposit. **Minimum charge is one (1) hour.**

KITCHEN INFORMATION

The kitchen may be reserved for rental use in conjunction with rental of the Gathering Hall. Kitchen is rented on a first-paid, first-served basis based on availability. A kitchen orientation is available one (1) week prior to event. This orientation must be scheduled in advance by contacting the Facility Events Coordinator at 206-760-3280.

Appliances available for use include ice machine, refrigerator and freezer space, commercial stove/oven.

It is the responsibility of the rental applicant to provide all other cooking/eating and/or serving items not listed above. **Items may not be stored in the kitchen prior to or after scheduled event.** Management is not held responsible for any items left in the building.

It is the responsibility of the rental applicant to clean the kitchen by the conclusion of the rental period. Countertops, sinks, and surrounding areas must be washed, ovens and microwaves must be cleaned, floors swept, and trash placed in the outside dumpster located in the parking lot. Do not leave excess food, condiments, or leftovers in refrigerator or freezer. Please refer to the attached Clean-Up Checklist.

DECORATIONS AND ROOM SET-UP

NewHolly Staff will set up the Gathering Hall according to the completed Set-Up form the applicant submitted. This form may be obtained at the time of booking. It is the responsibility of the rental applicant to complete the Set-Up form and submit it to Management 30 days prior to scheduled event. If the form is not received, a generic Set-Up will be provided. When completing the Set-Up form, exit doors may not be blocked due to fire code. Tables and chairs provided by the Gathering Hall are not allowed outside of the facility.

Please be aware of the hardwood floors when moving equipment. Do not drag tables and/or chairs across the floors. Damage that occurs to the floor is the responsibility of the rental group and may result in forfeiture of the entire damage deposit.

Decorations: Freestanding decorations are permitted. Do not affix any items to the ceiling, doors, columns, walls, partitions, light fixtures, or windows that will cause damage to the facility. No glue, tape, nails, tacks, screws, staples or the like may be attached to the walls,

woodwork, ceiling, doors, floor or any part of the facility. Violation will result in forfeiture of damage deposit. Any decoration...including balloons...left at the facility after event will result in a charge.

Prohibited Items: Violation will result in forfeiture of damage deposit.

- Candles & Open Flame Items/Materials
- Fog/Smoke Machines
- Fireworks
- Rice, Birdseed, Dance Wax, etc.

ADDITIONAL INFORMATION

Smoking: The Gathering Hall is a smoke-free facility. Smoking is prohibited inside the Gathering Hall and within 25 feet of any entrance. Please use the provided receptacles for proper disposal. Any violation of this policy may forfeit your damage deposit and incur additional fees.

Barbecues:

The use of barbecues is restricted to the grass area immediately adjacent to the patio next to the room that they have rented. DO NOT use barbecues on the cement/paved area. The only types of barbecues that are permitted are the home-type, kettle-style or propane style barbecues. The use of a commercial-style barbecue is not allowed. It is the responsibility of the rental applicant to dispose of the ashes and briquettes at a location OTHER THAN the NewHolly Property. The rental applicant will be held responsible for any and all damage in relation to the use of a barbecue.

EQUIPMENT INCLUDED IN THE ROOM RENTAL

EQUIPMENT	GATHERING HALL		LEE HOUSE		CLASSROOM MEETING BREAK OUT SPACE	LIBRARY MEETING SPACE
CHAIRS	266		59		31	20
TABLES	Round 25	Rectangle 30	Big Rectangle 5	Small Rectangle 3	Rectangle 6	5
SCREEN	2 LARGE SCREEN		NO		NO	YES
AUDIO SYSTEM	YES		NO		NO	NO

Audio Equipment: The Gathering Hall is equipped with a sound system composed of speakers built into the ceiling and ONE microphone. Once the equipment has been handed over, it is your responsibility to ensure that the equipment is not stolen, damaged, or otherwise harmed. You are responsible for any damages, loss, or theft related to the equipment until it is returned to NewHolly management.

Additional equipment is available for rent. Please ask for details

ALCOHOL

All applicants that wish to distribute, serve, or consume alcoholic beverages during any use of the Gathering Hall Lee House must meet all obligations, rules and regulations set forth below:

RULES AND REGULATIONS

1. Alcohol service and consumption is restricted to **beer, wine, and champagne** that is sold commercially. **Kegs of beer are prohibited.** Home brewed alcohol or Liquor (i.e. whiskey, scotch, vodka, rum, etc.) and drinks containing liquor are prohibited.
2. A **Washington State Banquet Permit** must be obtained and *displayed* in the room during the event. It is the sole responsibility of the applicant to obtain and post such permit.
3. Alcohol is only allowed in the Gathering Hall and kitchen. **Alcohol is prohibited in all other parts of the facility (including the reception area, the exterior of the building, parking lot, hallway, restrooms and other rooms).** **Use of reception area for serving alcohol will result in loss of damage deposit.**
4. The applicant is responsible for the conduct and behavior of the participants and guests involved in the rental activity. Underage drinking (under 21 years of age) is strictly prohibited.
5. Serving/consuming alcohol without proper approval, outside the approved conditions, and/or in violation of any of the above rules and guidelines may result in a citation by Police, immediate cancellation/shut down of event, forfeiture of Damage Deposit, and or additional fees/penalties.

SECURITY

ALL EVENING EVENTS REQUIRE SECURITY WHICH IS INCLUDED IN RENTAL FEE

The party signing this agreement agrees to contact our staff/security personnel and designate an alternate contact person for any questions or concerns regarding the event.

Staff: 206-571-7187 or 206-380-8019 Facility Event Coordinator

On Site Maintenance Staff: 206-571-7187

Patrolling Security: 206-510-9922

Campus Security 206-510-0107

If the event is terminated and/or additional Security staff or the Seattle Police Department is needed due to any improper actions of you or your guests, or in violation of any laws or of these policies rules and guidelines result in forfeiture of the damage deposit and additional charges and could also result in denial of future rental usage. Additionally, any expense incurred by Management to provide additional security services will be billed to you, if the cost exceeds the Damage Deposit.

DAY OF EVENT

On the day of the scheduled event, the facility will be open at the time specified on the Facility Rental Agreement Application form. The facility may be rented to multiple groups on a particular date. **Enter the facility only at the designated** rental time and depart when scheduled. Bring any applicable permits with you.

On the day of the scheduled event, the hall will be opened and closed by a management representative or a security officer. Management shall have access to the facility at all times and shall not be excluded for any reason.

SECURITY FEE

Events scheduled after 10pm, Monday through Saturday; and all day Sunday will be required to have security. The hourly rate is \$40 per hour.

I (We), the leasing party, have read these rules and guideline and agree to adhere to them.

Renter (Print Name)

Date

Signature

Email

Address: _____

Contact Number

Alternate Renter (Print Name)

Address: _____

Contact Number

NewHolly Management Representative

Date

WE HOPE YOUR EVENT IS A PLEASANT ONE!

THANK YOU

NEWHOLLY MANAGEMENT

RENTAL CLEAN-UP CHECKLIST

Renter's Responsibilities:

Room

- Remove all decorations and items brought with you to the hall, including any items left behind by event attendees. We are not responsible for any items that are lost or stolen. Any items left will be discarded.
- Mop up all spills (clean hot water only).
- Place all garbage in garbage cans.
- Empty garbage cans into dumpster located in the parking lot.

Kitchen

- Turn off equipment.
- Remove food from all appliances.
- Wipe down all surfaces with disinfectant spray and clean towel.
- Mop up all spills on floor (clean hot water only).
- Place garbage in garbage cans.
- Empty garbage cans into dumpster located in the parking lot.

Hallways

- Mop up all spills on floor (clean hot water only).
- Place garbage in garbage cans.
- Empty garbage cans into dumpster located in the parking lot.

Restrooms

- No Damage to restroom or additional mess beyond normal usage.

Staff Responsibilities:

- Stack chairs, fold tables and return to storage room.
- Return all equipment to storage room.
- Sweep entire floor.
- Final check and clean of facility.

Renter's Name: _____ Date of Event: _____