



the Friendly Meetinghouse

Event Rental Agreement

3201 Boston Harbor Road NE, Olympia, WA 98506 ~ friendlymeetinghouse.com ~ (361) 239-2708

We welcome community use of our building. **By signing this agreement, you understand:**

1. **Residential quiet by 10 PM** - Our building is zoned residential, so you are required to be quiet outdoors after 10 PM. Keep base notes quieter, doors closed, and talk quietly out-of-doors. Sound carries well in rural areas, and our neighbors have called police when they've been disturbed.
2. **We rent for non-alcohol functions only.**
3. **Tobacco and marijuana** - Smoking, vaping or chewing are prohibited inside, near windows and doors (must be at least 25 feet from doors and open windows), and around children's play areas, (swing, sandbox). There are two cigarette butt receptacles. If you or your attendees use them, please empty them. Please patrol for, pick up and dispose of all cigarette butts in outside garbage cans after being sure they are completely out.
4. **The classrooms down the hall from the foyer are not included in the rental** - A Quaker group might use them while you are in the building and may use the restrooms during that time.
5. **Damages** - The party signing this agreement is responsible for the actions of guests and agrees to reimburse Olympia Monthly Meeting (OMM) the replacement cost of any damage to the Meetinghouse or equipment beyond usual wear.
6. **Insurance** - Event insurance is available. Please consider it for large events. Alternatively, you may have coverage through your homeowner's insurance.
7. **Cleaning** - The party signing this agreement is responsible for cleaning up after the event including sweeping, resetting furniture, and correctly placing all garbage/food waste/recycling in marked outdoor receptacles. See the "Event Wrap-Up Checklist". If you generate more than one large garbage bag of waste, you commit to haul it off. This building does not have glass recycling, so take all glass home with you as part of cleanup.
8. **Not allowed inside or outside the Meetinghouse** - Beverage alcohol, silly string, or other items likely to cause damage or be difficult to clean up. *Please limit confetti to rice, birdseed, or flower petals. Do not use glitter, paper, sequins, or plastics.*
9. **Minors** - At least one adult chaperone per ten minors (under age 18) must be present during your event.
10. **Deposit (\$100)** - Due ASAP with this agreement to hold your date. Refundable unless: 1) there is damage 2) police are called to the property 3) incomplete Event Wrap-Up (e.g., excess garbage and recycling left behind, food left in kitchen, etc.—see Event Wrap-Up Checklist), or 4) you cancel less than 8 weeks before your event. If you cancel more than 8 weeks before your event, deposit is refundable minus a \$25 admin fee.
11. **Rent** - Due at least 8 weeks before your event. Refundable if canceled more than 2 weeks before your event.

Olympia Monthly Meeting (OMM) is not liable for any accidents or personal injuries occurring within or outside the building on our property. OMM is not responsible for any lost personal articles.

I have read this contract and agree to the terms.

Your name in block print: _____

Your contact information, and _____
best ways and times to reach you.

One alternate contact (name, phone, email) _____
who will be present at the event.

Your Signature and Date: _____

Event name: _____

Event date(s): _____

Start time including set-up: _____

End time including clean-up: _____

Rent price to be paid: \$ _____

Our treasurer mails a check to return your damage deposit.
Who should we issue check to & where should we mail it?