**BELLTOWER -** EVENT FACILITY and SERVICES AGREEMENT

Mailing Address: 107 S Grand, Suite F Pullman, WA 99163

(509) 334-4195

info@belltowerpullman.com

[www.belltowerpullman.com](http://www.belltowerpullman.com)

Today’s Date:

**Section I: CLIENT/EVENT Information**

**CLIENT INFORMATION**

Contact Name:  Phone:  Email:  Bride Name:

Company/Organization Name:  Groom Name:

Address:  City:  State:  Zip:

The “**CLIENT**”, agrees to rent the indicated space(s) below from **BELLTOWER Event Venue, located at 125 SE Spring St., Pullman, WA,** for the stated **Date(s)** and **Rental Entry/Exit Times**, in accordance with the terms of this Rental Agreement. The space(s) will be available to the **CLIENT** during the times stated on the face of this Agreement only; therefore, **CLIENT** should include sufficient time for set up/take down and cleanup. **Event Facility and Services Fee(s)** are based on the entire rental time, which includes time needed for set up/take down and clean up.

**EVENT INFORMATION**

**Event Name:       Day: Date:       Rental Entry Time:       Exit Time:       Total:       Hrs**

**Room Needed:**  **Actual Event Start Time:       End Time:**

Event Type:  Event Description

Estimated Attendance:     Setup Instructions:

**Section II: Event Facility and Services Fee(s) Schedule/payment**

 **Amount Payment Date Amount**

**Event Facility and Services Fee: $****­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

**Other Fees:**

      $

       $

**$**

 **$**

 **$**

 **$**

 **$**

 **$**

 **$**

 **Total other Fee’s Due: $**

**Security/Damage Deposit: $**

**CLIENT Initial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**bELLTOWER**

**Credit Card Authorization\***

**(\*If WSU Department has a Purchasing Card Exception)**

Name (as it appears on card):

Billing Address of card:

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code:

Phone: Email:

Credit Card Type: Visa MC Discover Bank Debit\_\_\_

Credit Card Number: Card Number will be provided by phone or fax Exp. Date:

CVC (Security Code-located on back of card):

# Contact Name: Contact’s Phone:

# Event Date:

Amount authorized to charge:

Reason for charge:

 i.e.deposit / partial payment / final payment

I hereby authorize the payment of my account in the manner as I have indicated above. This authorization shall remain in effect until I revoke by written notice. I understand that it is my responsibility to ensure that sufficient funds are available in my account at time of payment.

 **Authorized Signature Print Name/Date**

If you have any questions please call 509.334.4195 or email: info@belltowerpullman.com

**Section Iii: Event Facility and Services Terms**

In consideration of the **Event Facility and Services** Fee Payment, and of the **CLIENT’s** compliance with this Agreement, **BELLTOWER** agrees to make the space indicated above (along with corresponding **BELLTOWER** supplied tables, base linens, chairs, trash cans and other equipment/services indicated in this Agreement) available to the **CLIENT** for the **date(s)** and **time(s)** set forth above. By signing this Agreement, **CLIENT** agrees to the following:

**CLIENT INITIAL *(Please initial each section, indicating your Agreement to comply with all statements therein.)***

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1. **Payment**
2. Event Facility and Services Booking/Reservation Fee. **CLIENT** will pay a **Booking/Reservation Fee** equaling 25% of the **Event Facility and Services Fee** stated in this Agreement, unless other arrangements are made and agreed upon in the Payment section of this Agreement.
3. Event Facility and Services Fee(s), Balance of Fees. The remaining **Event Facility and Services Fee** balance and all other fees stated on this Agreement (or subsequently added) become due **after the completion of the event**. All final settlement fees will be reconciled at the end the event on the **Event Date (date of use)**, and will be:
	* \_\_\_\_\_\_\_ Invoiced to CLIENT after the event, payable by check within thirty (30) days of receipt of the invoice.
	* \_\_\_\_\_\_\_ Charged to the credit card on file after the completion of the event.
4. Returned Checks. There will be a $40.00 fee for any returned check.
5. Cancellation.
	* The **CLIENT** must notify **BELLTOWER** in writing or by email if it becomes necessary to cancel.
	* If **CLIENT** cancels more than **42 days** before the **Event Date (date of use)**, **CLIENT** will forfeit the 25% Event Facility and Services Booking/Reservation Fee.
	* If **CLIENT** cancels within **42 days** of the **Event Date (date of use)**, **CLIENT** forfeits the 25% Event Facility and Services Booking/Reservation Fee and owes **BELLTOWER** the remainder of the **Event Facility and Services Fee**.
	* If **CLIENT** cancels within **21 days** of the **Event Date (date of use)**, **CLIENT** forfeits the 25% Event Facility and Services Booking/Reservation Fee and owes **BELLTOWER** the remainder of the Event Facility and Services Fee plus any additional fees actually incurred by **BELLTOWER**.
	* **BELLTOWER** reserves the right to deny or cancel any event in an emergency situation or if it is deemed that persons or property might be endangered and/or the event might in any way be prejudicial to others, or not in the best interest of the **BELLTOWER** and/or the community. In the event of such a cancellation, **BELLTOWER** will refund to **CLIENT** all fees paid to **BELLTOWER** to the time of cancellation.
6. Excess Time Fee.**Event Facility and Services Fee(s)** are based on the stated **Actual Rental Entry/Exit Times** which includes time needed for any/all CLIENT related decorating, set-up and take-down, that is not provided in this Agreement by **BELLTOWER**. If the **CLIENT**, their guests, or 3rd party caterers exceed the block set forth above for any reason, unless such excess is agreed to, in advance, in writing, by a **BELLTOWER** Manager, an Excess Time Fee of $125.00 an per hour will be assessed, and billed in ½ hour increments.

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1. **Security/Damage Deposit & Insurance**
2. Security/Damage Deposit. The Security/Damage Deposit amount noted in this Agreement is due no later than **21 days** prior to **Event Date (date of use),** and will be:
	* \_\_\_\_\_\_\_ Payable by check.
	* \_\_\_\_\_\_\_ Charged to the credit card on file.
3. Facility Damage. To the extent permitted by the State of Washington Self-Insurance Liability Program (RCW 43.19.766 et seq.) and the Tort Claims Act (RCW 4.92.060 et seq.), **CLIENT** is responsible for any damage to the facility or equipment caused by the **CLIENT**, the **CLIENT**’s guests, the **CLIENT**’s service providers or any individual connected with the **CLIENT**’s event. This includes any damage to the technical equipment. If such damage occurs, repair costs will be assessed and deducted from the Damage/Security Deposit, and if damages exceed the deposit the **CLIENT** will be billed for the additional amount. **CLIENT(s)** agrees to pay the amount in full within thirty (30) days’ of invoice. If no damage or other clean up related charges are assessed, the Damage/Security Deposit will be fully refunded within 30 days after the event.
4. Insurance. Unless pre-arranged and waived by **BELLTOWER** management, **CLIENT** must procure and maintain in force at the time of the event(s), without expense to the **BELLTOWER**, a general liability insurance policy or self-insurance, covering bodily injury and property damage, with limits of not less than $1,000,000 per occurrence. **CLIENT** must provide the **BELLTOWER** with a certificate of insurance 30 days prior to the event date. **Note: Please contact BELLTOWER for Insurance Waiver information. Affordable 1-day Insurance policies can be obtained, or a 1-day rider can be added to an existing Home Owners policy.**

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1. **Facility Access and Regulations**
2. Total Event Hours. Facility charges begin at the time the first person associated with the event enters the reserved facility and ends at the time the last participant leaves the facility. The total event hours must include time needed by the **CLIENT** and/or **CLIENT**’s designee for **CLIENT** related set up and clean up. This includes **CLIENT**’s own A/V setup, distribution of materials or items, event registration, decorating, non-approved 3rd party catering, and any other related functions that require **CLIENT** time to administer.
3. Event Supervision. **CLIENT** agrees to have a sufficient, competent adult present for the entire rental period, and/or special supervision to be provided by **CLIENT** at the **CLIENT**’s expense.
4. Final Event Settlement. Final event charges will be calculated to the next closest half-hour from entry to exit. Refunds will not be made for events that run shorter than the Agreement time.
5. **CLIENT** Contact Person. Each **CLIENT** must designate one person as the contact person who will have final responsibility for event decisions.
6. Parking. In addition to **BELLTOWER** private parking, **CLIENT(s)** may use public on-street and city off-street parking areas, all located within short walking distance of **BELLTOWER**.

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1. **Food, Alcohol and Catering**
2. Outside Food/Beverage. No outside food or beverages are permitted at **BELLTOWER** without prior approval. If approved, all related clean up is the responsibility of **CLIENT or the CLIENT’s** designee**.**
3. Outside Catering. If **CLIENT** chooses to use an outside caterer, other than BELLTOWER or BELLTOWER’s Partner Caterer’s, a **$450.00 Outside Catering fee** will be added to the “other fees” of this Agreement, and become due **21 days** before the **Event Date (date of use),** and will be charged as provided above. All outside catering must be performed by licensed caterers with liability insurance coverage. **BELLTOWER** requires that a copy of the Caterer’s License and Certificate of Insurance be made available for its files **21 days** before the **Event Date (date of use). Under no circumstances will a client be allowed to self-cater.**
4. Alcohol/Bar Service. **BELLTOWER** has an In-House/Full-Service Wine, Beer and Spirits Liquor License, and reserves the right to handle any and all Alcohol Sales/Service at all events, private or public. If a bar is desired, a **$ Zero if not otherwise indicated) Bar Minimum will be charged, and the difference (less), if any, will be due at the end of the event.** With prior BELLTOWER approval, **CLIENT** provided wine is allowed with a **$15.00 bar corkage fee (per 750ml bottle).** No WSU funds will be used to pay for alcohol. The individual attendees will pay for any alcohol.
5. Concessions. **BELLTOWER** reserves the right to operate, license or permit others to operate any and all concessions in **BELLTOWER** facilities with events which are “Open to the Public”. **BELLTOWER** reserves the right to handle Alcohol Sales and Service at all events, private or public, where alcohol service is desired.
6. Sales Tax and Service Fee. State Sales Tax and a 18% service fee will be added at final settlement on all additional BellTower provided services.

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1. **Decorations**
2. Candles. Enclosed votives, tea lights, floating candles, and chafing dishes are acceptable. Pillar or taper flame must be enclosed by hurricane glass or other approved enclosures. Open flame is strictly prohibited by fire code.
3. Fireworks. The use of sparklers, fireworks or pyrotechnics inside or outside of the building is strictly prohibited.
4. Hazardous Chemicals. Hazardous chemicals and materials are prohibited.
5. Decorations. Pins, tacks, nails or other puncturing devices are prohibited. Scotch, masking, duct tapes and glue are not allowed on any surface. All other adhesives and attachment methods must be approved. Glitter, confetti, sand or any substance that causes litter or debris inside the facility or on the grounds is prohibited.
6. Violation Charge. Violation of these rules may result in a minimum assessment of $250 charge, and/or an additional damage/cleaning.

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1. **Smoking, Substance and Firearm Policy**
2. Smoking. Smoking is prohibited by Washington State Law, accept as permitted outdoors 25 feet from any door or window. **CLIENT** agrees to use smoking receptacles provided. Additionally, **BELLTOWER** prohibits the use of any/all alternative nicotine/vapor devices, except in approved outdoor smoking areas.
3. Controlled Substances/Firearms. The use or possession of controlled substances and the possession of firearms or weapons of any kind are strictly prohibited on or about **BELLTOWER** facilities or grounds, including parking areas.
4. Security. **CLIENT**, at the **CLIENT**’s expense, may be required to provide additional security at events where alcohol is provided or sold.

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1. **Set Up/Take Down and Cleanup Rules and Regulations**
2. Set Up. Prior to the start of the event, **BELLTOWER** will set up all tables, base linens, chairs and AV equipment as previously arranged with the **CLIENT** in this Agreement. All set-up and audio visual details must be confirmed in writing by **CLIENT** to **BELLTOWER** a minimum of ten (10) business days prior to the event. **BELLTOWER** staff will not be responsible for the moving, setting up, or taking down of any equipment brought in by or for the **CLIENT** and/or Caterer, unless specifically stated so in this Agreement.
3. Clean Up/Take Down. The event, including take down and cleanup, must be concluded by the end of the Agreed event time, to avoid additional “Excess Time” fees. The premises must be left in as good a condition and repair as found at the beginning of the rental period. All food, beverages, equipment and rented supplies must be removed from the premises immediately after each use of the facilities AND NO LATER THAN THE EXIT TIME STATED IN SECTION I ON THE FACE OF THIS AGREEMENT, or you will be charged an excess fee. All catering areas used must be cleaned and left in an “as found or better” condition. All trash must be placed in the BELLTOWER provided receptacles or removed from the building. **CLIENT** must immediately take care of any major spillage. If **CLIENT** is unable to remove spillage, **BELLTOWER** will have area professionally cleaned at **CLIENT**’s expense.
4. Personal Materials/Items Left Behind. All personal materials, equipment and furnishings must be removed at the conclusion of the event, in the designated time of use. Unless prior arrangements have been made and included in this Agreement, the **CLIENT** may be assessed a minimum $50 per day fee for items left at the conclusion of the event.
5. Lost, Stolen or Damaged Items. **BELLTOWER** is not responsible for damaged, lost or stolen items. Found items will be held for up to seven (7) business days after the event.

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1. **Facility Use**
2. Compliance. **CLIENT** agrees that any use of **BELLTOWER** facilities will comply with all statutes, ordinances, rules and regulations issued by Federal, State and Municipal Governments, including all rules of the Pullman Police and Fire Departments, and the Washington State Liquor Control Board.
3. Licenses & Payments. **CLIENT** agrees to obtain or collect and to pay and deliver to the proper governmental agency or regulating authority, any and all license fees, permits, royalties and taxes required in connection with the use of the facilities.
4. Hazardous Material. **CLIENT** agrees not to bring on to the premises any material, substance, equipment or object which is likely to endanger the life of, or cause bodily injury to any person or property, or which is likely to constitute a hazard.

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1. **Responsibility, Indemnity, Waiver**
2. Conduct. **CLIENT** also accepts all responsibility for any injury to person(s), loss of or damage to property, or theft of personal property or artistic content on **BELLTOWER** premises during the rental period, or resulting therefrom, to the extent of the Client’s coverage under the Washington Self Insurance Liability Program, which provides coverage for the negligence of the State, its employees, agents and officers acting in good faith and in the scope of their official duties. Failure by any individual or group to follow all applicable rules and regulations will be cause for eviction. **BELLTOWER** retains the right to evict objectionable persons from the premises. Repeated violations may result in denial of future reservation requests.
3. Indemnity. **CLIENT** shall release, indemnify, keep and save harmless, **BELLTOWER**, its agents, officers, or employees from any and all responsibility or liability for any and all damages or injury of any kind or nature whatever (including death) to all persons, whether agents or employees of the **CLIENT** or persons attending the events for which the premises have been leased, and to all property damage proximately caused by, incident to, resulting from, arising out of, occurring in connections with, the use by the **CLIENT** of the premises to the extent of the Client’s coverage under the Washington Self Insurance Liability Program, which provides coverage for the negligence of the State, its employees, agents and officers acting in good faith and in the scope of their official duties. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs and expenses.
4. Waiver. If **BELLTOWER** facilities are destroyed or damaged by fire or any other cause or unforeseen occurrence that shall make the fulfillment of the Agreement impossible, then this Rental Agreement shall terminate, payments will be returned and **CLIENT** waives all rights to any claims against **BELLTOWER**.

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1. **Security**
2. Police Protection. Different uses of the facilities have different needs concerning security. Each **CLIENT** should consider providing a minimum of one off-duty officer from the police department or private security company for any public event and any time alcohol is served.
3. Building Security. **BELLTOWER** is not responsible for any valuable items left in the facilities. **BELLTOWER** should be locked when not in use, but others may use the facilities during this rental period and parts of the buildings may be open to the public. The **CLIENT** should take necessary precautions to protect valuable personal property and arrange with **BELLTOWER** for keys and closing procedures when using the facilities after regular working hours.
4. Building Safety. The **CLIENT** will not sell or distribute tickets to events in excess of the maximum capacity of the stated use or admit a larger number of persons than can safely and freely move about in the rented areas for the type of event. No portion of any passageway or exit shall be blocked or obstructed in any manner and no exit door shall be locked, blocked or bolted while the facility is in use. All designated exits shall be maintained in such manner as to be visible at all times.

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1. **Other**

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**By signing this Rental Agreement, the CLIENT acknowledges having read and comprehends this Agreement, and understands that this Rental Agreement is binding on both parties and the organizations they represent.**

**CLIENT**: **BELLTOWER Event Venue:**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Direct Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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