



Lake Union Park Rental Brochure



Lake Union Armory



North Room

**Seattle Parks & Recreation
Facility Scheduling Office
860 Terry Avenue N.
Seattle, WA 98109**

**(206) 684 7254—phone
(206) 684 4853—fax**

**sluevents@seattle.gov
www.seattle.gov/parks**

**Lake Union Park &
Naval Reserve Building
860 Terry Avenue N.
Seattle, WA 98109**



Great Hall



Officers Club

Rental Fees & Charges

Damage Deposit: \$500

*deposits are refundable unless damages or time overages occur

Hourly Room Fees:**Great Hall 2009 \$100/hour****Great Hall 2010 \$110/ hour**

Occupancy: 250-1144 13,500 s/f

This large hall is ideal for large weddings, corporate meetings, auctions and concerts. Rental of this space includes use of the second floor mezzanine which can be used for additional seating, silent auction items, etc/ That hall has a classic wood floor and the north doors open onto the historic ships wharf.

8 hour minimum rental

Officers Club 2009 \$60/hour**Officers Club 2010 \$65/hour**

Occupancy: 50-100 1,200 s/f

Ideal for meeting and small receptions, this room has a fire place (non-functional), beautiful hardwood floors and offers amazing views of Lake Union.

8 hour minimum rental

East Room 2009 \$30/hour**East Room 2010 \$35/hour**

Occupancy 10-20 378 s/f

2 hour minimum rental

North Room 2009 \$45/hour**North Room 2010 \$50/hour**

Occupancy: 10-30 450 s/f

*2 hour minimum rental

Additional Fees:

Staff Fee (+1) \$20/hour/staff person

*number of staff is dependant on size/type of rental.

Average rental requires 1-2 staff. More may be required at Parks discretion.

Maintenance Fee \$250.00 (Great Hall Only)

Alcohol Fee \$60.00 (if applicable)

Booking Fee \$20.00

Onsite Sales Fee *10%

*All onsite sales are subject to a 10% fee. This includes any admission fees paid onsite, and sales of food, beverages, alcohol, items and services made on Parks property. Fees are due within 10 days of rental.

Required Permits and Paperwork:

Event Insurance:

Certificate of insurance with the City of Seattle added as additional insured for primary and non-contributory limits.

The mere statement of additional insured on the certificate is not acceptable: a copy of the actual additional insured policy or endorsement wording must be attached to the certificate.

Surplus line certificates must be issued and stamped by a Washington State licensed surplus line broker. PLEASE NOTE THAT "SOLE NEGLIGENCE" WORDING IS UNACCEPTABLE.

Minimum coverage and limits of liability are \$1,000,000 per each occurrence Commercial General Liability insurance, including Host Liquor Liability if alcoholic beverages are served at no charge. If alcoholic beverages are sold \$2,000,000 each common cause Liquor Liability is required.

(All limits and coverage may be adjusted to meet exposure as determined by the City of Seattle Risk Manager)

At your request, the Indoor Event Scheduling Office can provide a list of resources that may be able to arrange for insurance coverage.

Markel American Insurance Company cannot provide the sufficient requirements the city demands for the Liability Insurance. Policies issued through WedSafe.com or using Markel American Insurance Company are not accepted

Alcohol Permits:

Required to serve or sell alcohol.

Banquet Permits: Required for the service and consumption of liquor at a private, invitation only banquet or gathering.

Special Occasion License: Issued to non-profit organizations to sell alcohol on-premise for a specific date and location.

MAST Training and Mixologists licenses: All paid or volunteer staff involved in the sale, serving or pouring of alcoholic beverages must be MAST trained and hold CLASS 12 Mixologist licenses as required by the Washington State Liquor Control Board.

Applications can be obtained at a Washington State Liquor Store,
or by calling (360) 664 1600

Fire Permits:

May be required for use of candles, flame, onsite cooking and events with unusual layout or decor.

Seattle Fire Department Permit Office: (206) 386 1331
www.seattle.gov/fire

SEATTLE PARKS FACILITY RENTAL FAQ'S

What does my Rental include?

Rental includes use of the room reserved and the bathrooms. Rental of the Great Hall includes use of the second floor mezzanine.

What equipment is onsite for my use?

There are tables and chairs at each site which are included in your rental. Equipment is not permitted for use outdoors.

35 60" round tables

35 72" rectangular tables

485 Chairs (various types)

What outdoor spaces are available for rent within the park?

Currently, the Armory Lawn and South Lawn areas are under construction and unavailable for use.

What other events may occur in the park on the day of my rental?

Anyone planning an event at the facility should be aware that other events, such as meetings, do occasionally occur onsite. Many offices are also located within the Armory Bldg and may have business during all hours.

Is it possible to reserve parking for my event?

No. All parking is public and operates on a first come first serve basis.

Can I come in the day before my event to set up?

Depending on availability you may be able to schedule set-up rental time on the day prior to your event. There is a minimum time rental of 2 or 4 hours depending on the facility and this must be arranged at least 10 days prior to the date of the event.

How can I arrange to see the facility prior to my event?

Tours can be arranged Monday through Friday from 8am until 5pm. In order to make an appointment please call (206) 684 7254.

How do I change the date or hours of an already scheduled event?

Depending on availability you may be able to alter the day or times of a booked event. For information call (206) 684-7254, changes must be made at least 10 business days in advance of your rental.

What paperwork do I need to send in and where do I send it?

Although it may vary, paperwork usually includes: contract, attachment 1, banquet permit, fire permit (for outdoor cooking) and certificate of insurance. Some events may require an attachment 2 document or other licenses/permits. Please check with the scheduling office for specific requirements for your event.

All information can be sent to:

South Lake Union
860 Terry Avenue N
Seattle, WA 98109

fax: (206) 684-4853
phone: (206) 684-7254

How do I acquire permission to serve alcohol?

In order to serve alcohol at your event you must pay the \$60 alcohol fee, you must also purchase a banquet permit and provide a copy of this and your certificate of insurance to the Event Scheduling Office located at South Lake Union. (Events wishing to sell alcohol must submit additional documents, please check with the scheduling office for details)

Please note that alcohol at your event is only permitted to be served and consumed within the facility. No alcohol is allowed in any outdoor location of the park. As a renter it is your responsibility to monitor your guests and to post signs stating “No Alcohol Beyond This Point” at all exits. See page 3 for some specific license information.

Preferred Caterers:

The Seattle Parks Departments' preferred catering list offers a number of options for your event! Each of the preferred caterers has intimate knowledge of and experience in working at the various venues. They can provide you with excellent service and assistance in making your event successful!

<p>Blu Water Elizabeth Williams (206) 344 4757 www.bluwaterbistro.com</p>	<p>Precise Catering Helen Stewart/Larry Brooks (425) 687 6528 www.precisecatering.com</p>
<p>Epicurean Todd Jones (425) 827 5700 www.crabcracker.com</p>	<p>Daniel's Catering Main Line (206) 689 7300 www.schwartzbrothers.com www.danielscatering.net</p>
<p>Foodz Shelby Sewell (206) 297 9634 www.foodzcatering.com</p>	<p>Upper Crust Jim Lustig (206) 783 1826 www.theuppercrustcatering.com</p>
<p>Lisa Dupar Callie Meyer (425) 881 3250 www.lisaduparcatering.com</p>	

Use of a preferred caterer is recommended but not required. You are welcome to use a different caterer of your choice or prepare the food yourself.



Rental #-

Seattle Parks & Recreation LAKE UNION NAVAL RESERVE ARMORY RENTAL APPLICATION

The Lake Union Park Armory Building is undergoing a transition of ownership and will no longer be certain of the availability after December 31, 2010. For all events occurring after December 31, 2010, we will still process applications and will proceed with permitting events on tentative basis until further notice. It is up to the renter's discretion to proceed with this booking knowing full well that any events past December 31, 2010 has the possibility of getting canceled with little or no notice. Canceled events by the Seattle Parks Department will not be subjected to our cancellation fee's. This is not applicable to events occurring before December 31, 2010.

Return To: Seattle Parks & Recreation
Indoor Facility Rentals
860 Terry Ave North, Seattle, WA, 98109

Phone: 206-684-7254
Fax: 206-684-4853

This application must be completed, signed and received by the Indoor Facility Rental office before availability can be confirmed or prices quoted.

EVENT INFORMATION	EVENT NAME:						
Event Type:	<input type="checkbox"/> Concert <input type="checkbox"/> Auction	<input type="checkbox"/> Private Party <input type="checkbox"/> Meeting	<input type="checkbox"/> Public Party <input type="checkbox"/> Conference	<input type="checkbox"/> Fashion Show <input type="checkbox"/> Theatrical	<input type="checkbox"/> Trade Show <input type="checkbox"/> Fundraiser	<input type="checkbox"/> Athletic Event <input type="checkbox"/> Other: _____	
Event Description	Please describe your event in detail:						
Rooms requested at Armory	Great (Main) Hall? Yes No	Officers Club? Yes No	North Room 127C? Yes No	East Room 122? Yes No	Wharf? Yes No		
Event Dates: (Dates/Times OPEN to attendees)	Start Day/Date:	End Day/Date:	Hours: Open until Closing Each Day:	Starts:	Ends:		
Setup/Take Down Dates:	Start Day/Date:	End Day/Date:	Setup/Take Down Hours Daily:	Starts:	Ends:		
Event Size:	# of Staff/Volunteers:	# of Attendees:	# of Participants:	# of Spectators	Maximum Total onsite attendance expected:		
Has this event been produced before? Yes No		Is this an annual event? Yes No	Previous Name(s) of event:		How many years?		
What location was event held previously?							
Is this event open to the public or is it a private event?		If open to the public, please check all methods by which the event is advertised: <input type="checkbox"/> TV <input type="checkbox"/> Radio <input type="checkbox"/> Internet <input type="checkbox"/> Billboards <input type="checkbox"/> Posters <input type="checkbox"/> Other:					
APPLICANT INFORMATION	Sponsoring/Producing Organization Name:						
Mailing Address City, State, Zip							
Primary Contact: (Name/Title)				Secondary Contact: (Name/Title)			
Ph:	Cell:		Ph:	Cell:			
Fax:	Email:		Fax:	Email:			
Organization/Event Website:							

FEES AND PROCEEDS	Admission Fee? Yes No	Amount? \$ _____	Will you have vendors selling goods or services onsite? Yes No		
Items to be sold:	<input type="checkbox"/> Food <input type="checkbox"/> Beverages	<input type="checkbox"/> Souvenirs <input type="checkbox"/> Clothing	<input type="checkbox"/> Books <input type="checkbox"/> Music/CD's	<input type="checkbox"/> Services <input type="checkbox"/> Arts/Crafts	<input type="checkbox"/> Other _____
<i>10% of all sales (food, beverages, admissions, souvenirs and services) on Parks property is part of the rental contract/rental fees and must be tracked accurately and remitted to Seattle Parks and Recreation within 10 days following your event.</i>					

FOOD	If you're planning to sell food or have food vendors at your event, King County Health department permits may be required for each food vendor or caterer. Fire department permits may be required for any cooking that utilizes open flame, propane or indoor cooking.		
Do you plan to sell food at your event? Yes No	Will food be prepared and cooked onsite? Yes No	Name of Caterer:	

ALCOHOL	The sale and consumption of alcoholic beverages is subject to additional laws, permits, regulations and potentially higher insurance limits may be required. Additional permits may be required to serve or sell alcohol at your event. Please describe below any planned alcohol sales, serving or consumption at this event. All servers that are mixing, serving or selling alcoholic beverages must be MAST trained and possess a valid Washington State Liquor Control Board Class 12 mixologist or Class 13 servers license.		
Will alcohol be sold or consumed:	Consumed? Yes No	Sold ? Yes No	Name of the organization that holds the WSLCB Special Occasions License for the sale of alcohol. _____
Will minors be allowed into this event? Yes No		What is your plan for checking for identification for legal age of alcohol consumers?	
Describe intended or requested sale and/or consumption of alcoholic beverages at your event: _____ _____			
<i>10% of all alcohol sales on Parks property must be accurately tracked and remitted to Seattle Parks and Recreation</i>			

TRASH AND RECYCLE	Washington State law requires vendors and organizers for festivals, sports facilities, special events, and official gatherings to provide recycling containers at events where beverages in cans and/or bottles will be sold. See RCW 70.93.093 for complete language.		
Will beverages in cans or bottles be sold at your event? Yes No	Are you providing recycling containers at your event? Yes No	How many recycle containers will you have at your event? _____	
How many waste containers will you have at your event? _____	Will you be managing your own waste and recycle or hiring an outside vendor?		
If you are hiring an outside vendor, please indicate which company you are working with and include onsite, weekend or emergency numbers for them. _____ _____			
<i>The Lake Union Naval Reserve Armory is equipped with trash and recycle collection bins. If you estimate fewer than ten (10) bags of trash and less than 25 lbs of recycled materials, the onsite bins may be used. Generation of more than this amount of trash and recycle will require your event to manage it's own waste and remove it post-event.</i>			
Please describe your waste and recycling plan. Attach a separate sheet if necessary. _____ _____			
<i>Please include information regarding collection of recyclables including cans, bottles, cardboard, paper, food and other compostables if applicable.</i>			

STAFF & SECURITY	Staff and Security may be required for special events at the Lake Union Naval Reserve Armory including (but not limited to) concerts, dances, athletic events, parties, all events with alcohol or events with minors in attendance. One Parks Dept rental staff is required for each 100 attendees up to 500 total (including staff and volunteers), and one for each additional 150 over 500 in attendance. Maximum building occupancy is 1150 and is reduced by the number of tables, chairs and other structures set up.
	Licensed and bonded security may be required for events that meet the above criteria. For events with greater than 300 attendees (including staff and volunteers) or events that are planned for later than 11:00 pm in the evening, the Parks department may require the event organizer to hire additional off-duty Seattle Police officers to provide additional interior and exterior security at the organizers expense.

FIRE DEPT	Large special events may require fire permits. The cost of those permits is not included in the building rental fees. Fire permits may be required for tents/canopies, candles open flame cooking, generators, propane tanks and other items. The event organizer must make contact with the Seattle Fire Department and provide information and building layout at least 60 days prior to the event. The Parks department will not refund any fees as the result of a cancellation due to an event being unable to secure the appropriate permits.
------------------	---

AMPLIFIED SOUND/MUSIC	Event s with amplified sound (PA System or music), may only take place after 5pm Monday through Fridays due to offices in the building. Set up may be allowed prior to these times, but PA sound checks must be brief and no musical sound checks are permitted until after 5pm.		
Will your event have an amplified PA system? Yes No	Will your event have amplified music and entertainment? Yes No		

LAYOUT & DECOR	Please attach a separate document defining the intended layout of either the Great (Main) Hall or the Officers Club. Include with the layout a narrative describing any structures, décor or equipment that will be used for this event.		
Will you be using candles? Yes No	Will candles be in protective glass enclosures? Yes No	Do you intend to use pipe and draping? Yes No	
Will you be hanging any equipment from the ceiling or railings in the building? Yes No	Do you intend to cover the windows? Yes No	Will the building's lighting system be used or are you bringing in alternative lighting?	

ELECTRICAL NEEDS	The Lake Union Naval Reserve Armory is an historic building with aging electrical systems. Rentals with extensive electrical needs may need to have a generator onsite to boost available power, which may require a separate permit.		
Will your event require electricity? Yes No	Do you know your electrical needs? If yes, please describe:		

PARKING	Parking at the Lake Union Naval Reserve Armory is limited and undergoing construction. Other events in the area may impact parking at the building. No reservations for the parking lot are permitted, it is first come first served.		
Will your event have valet parking onsite? Yes No	If yes, what valet company are you using?	What parking lot has the valet company secured to operate valet parking from?	

OTHER SETUP	Please check all boxes that apply:			
<input type="checkbox"/> staging/Scaffolding	<input type="checkbox"/> Generators	<input type="checkbox"/> Portable Restrooms	<input type="checkbox"/>	
Please list the outside company/vendor that you'll be using for any of the checked boxes above. <i>Has your organization been listed as an additional insured by all necessary vendors?</i>				

INSURANCE	Evidence of insurance must be provided to the Indoor Event Scheduling office no later than thirty (14) days prior to the commencement of the event. <i>A Event Permit will not be issued until all insurance requirements have been received, verified and approved.</i>	
Contact your insurance agent to provide the insurance documents according to the Special Event Insurance Transmittal Sheet. Or you may want to consider obtaining special short term event insurance. Listed below are some possible resources that may be able to assist you.		
GALES CREEK Website: www.galescreek.com Telephone: 503-227-0491, Ext 34	INSURE EVENTS Website: www.insureevents.com Telephone: 310-216-9152	DIVERSIFIED RISK INSURANCE BROKERS Website: www.eventinsure.com Telephone: 510-547-3203
If you do have questions about the insurance requirements, please contact Keith Ayling, Risk Management Analyst, at 206-386-4531 or by email: keith.ayling@seattle.gov		

OTHER	If there is additional information about your event that we should know, please use this area to include more detail or attach additional pages.

I certify that the information that we have provided on this application is true and accurate to the best of my knowledge. If our plans change, we will submit a revised application accordingly.

Primary Contact Signature	Primary Contact Printed Name
Title	Date

Seattle Parks Facility – General Terms and Conditions

ATTACHMENT I -- GENERAL TERMS AND CONDITIONS

- 1) **Cancellation, Relocation by Department:** The Lake Union Park Naval Reserve Armory Facility is scheduled for construction to become the new home of the Museum of History and Industry in May or June of 2010. For all events commencing May 2010 or later, we will still process applications and proceed with permitting events on tentative basis until further notice as this project could be delayed. All rentals will be scheduled with the understanding that Parks & Recreation reserves the right to cancel these events with as little as thirty (30) days notice to the renter. Events scheduled for May 2010 and beyond that are canceled by the Seattle Parks Department will not be subject to any cancellation fee's and all deposits will be refunded in full.

The Department may, without liability, upon giving as much advance notice to the User as practical, cancel or terminate this Permit or relocate a scheduled use to a nearby available location if the premises are closed for repairs, necessary utilities or services cannot be supplied or a supervening order of a governmental officer or agency makes it necessary.

- 2) **Laws and Rules:** Renter shall not allow any lewd or illegal conduct on the premises. The User shall comply with all state laws, City ordinances, regulations of the Superintendent of Parks and Recreation applicable to activities in City parks, and any lawful order of a Departmental representative made to prevent injury or damage. No lewd conduct or gambling devices are permitted on the premises.
- 3) **Liquor:** No liquor shall be allowed in or about the assigned premises without prior approval, permit, and proof of insurance, if applicable. When permitted liquor is allowed inside the facility only, it is against the law for liquor to be consumed in the outdoor park. All catering employees or volunteers that pour, serve, distribute or sell alcohol must have on their person a Washington State Liquor Control Board Class 12 Mixologist Permit. No exceptions will be made to this. Parks Dept staff have the right to request to see and examine these permits at any time.
- 4) **Rental Hours:** Rental time must be pre-scheduled and begins at the start of setup and ends when the last person related to the event leaves the building. *Events that go beyond the scheduled time will be subject to time-and-a-half costs for room and staff charges.*
- 5) **No Smoking Indoors:** There will be no smoking allowed inside facilities or within 25 feet of doorways and windows. All cigarette butts must be picked up and ashtrays emptied from any outdoor smoking areas.
- 6) **Condition of Premises:** The User accepts the premises upon entry into possession. The User may inspect the premises at an earlier, mutually convenient time. Upon expiration or termination of the Permit or an earlier revocation, the User shall promptly return the premises in as good condition as received, reasonable wear & tear excepted, in a clean appearance, ready for use by another.
- 7) **Set Up/Take Down:** Renters are responsible for set-up and take down of the event and for clean up of the event.
 - A) No tape, including duct tape or masking tape, may be applied to any floor in the building except tape specifically defined as painter's tape. Painter's tape is blue.
 - B) The person(s) responsible for clean up must accompany the facility supervisor on a walk-through of the facility, *when take down is nearly completed but clean up crew is still available*, to ensure that clean up is complete and to identify any damage that might have occurred. Failure to satisfy this obligation may result in forfeiture of part or all of the renter's damage deposit.
 - C) All rented equipment that the renter may bring in for the event must be removed from the premises at the end of the specified time on the rental agreement.

- 8) **Approval Required:** The following activities are NOT ALLOWED without advanced written approval of the Parks Department: the sale of food, beverages, goods or merchandise; use of any sound amplification; charging admission or fees for services. Any advanced writing approval will be included in the Contract or Attachment II of this Permit/Contract

- 9) **Changes to contract:** Should any changes occur prior to your requested use of the facility, notify staff at the facility immediately so that changes can be made to your rental agreement. Changes may increase or reduce fee amounts, prior to actual use of the facility. Changes must be made 5 business days in advance of scheduled use.

- 10) **Holding Deposit:** A holding deposit of \$500 shall be required to reserve space. This deposit is partially refundable; if at any time up to 60 days prior to the scheduled event the renter decides to cancel their event, 90% will be refunded. If the renter should cancel their rental between 60 days and 31 days prior to the scheduled date half of the deposit shall be returned. If the event is cancelled with 30 or fewer days notice, the entire deposit shall be retained by Seattle Parks and Recreation.
- 11) **Fees and Charges:** Fees and charges are detailed in the Permit/Contract and are *not* refundable. Full payment of all fees and charges (except the 10% of gross receipts, if applicable) are due 14 days prior to the first day of the scheduled event.
- 12) **Damage deposits** will be refunded, less the costs of any repairs due to damages to the facility or unpaid balances owed by the renter to the Parks Department. Damage deposits may be held by the department until the renter has paid agreed upon portions of sales, admissions or catering charges (as specified in Attachment II).
- 13) **Responsibility:** The User assumes responsibility for all activities conducted on the premises, including but not limited to supervision and control to prevent injury or damage; maintenance of the premises during the use; picking up bottles, debris and refuse; and providing security to maintain order. The Department disclaims any liability from, and the User agrees not to hold the Department liable for, any occurrences arising from the event as described in this permit.
- 15) **Revocation:** The Department may revoke a permit and/or stop a use in progress if the User fails to comply with any State laws, City ordinances, including Seattle Municipal Code 25.08.520 regarding noise in public places, rules and regulations of the Superintendent of Parks and Recreation, and the terms of this permit. The Department may also revoke a permit and/or stop a use in progress if the User fails to secure a necessary permit, disregards a lawful order of an authorized representative of the Department, or engages in activity that may cause injury to the public or damage to the premises.
- 16) **No Assignment:** This permit and the permission granted may not be assigned, nor the premises sublet, without the prior written consent of the Department.
- 17) **Motorized Vehicles:** All motor vehicles must remain in public parking spaces and are not authorized in any other portions of the park. All unloading and loading of equipment must be done from public parking spaces only. Parking is first come first serve, **Parking Cannot be Reserved.**
- 18) **Post No Signs:** Signs are not allowed to be taped, hung, stapled, or nailed to any tree, sign post or exterior of a building without written permission.

Please Sign Initials _____

19) **Indemnity:** The User shall indemnify and hold the City harmless from any and all claims, actions, losses and damages to person or property (including but not limited to attorneys fees and expenses) suffered as a consequence of or arising or resulting, directly or indirectly, from any act or omission of the User on or about the premises.

In the event that any lawsuit based upon any such claim, action, loss, damage or cost is brought against the City, the User, after being notified that such lawsuit has been started, shall

defend such lawsuit at no expense to the City; and if, in such lawsuit, a final judgement is rendered against the City, or against the City and the User, jointly, the User shall promptly satisfy such judgment.

The User's liability under the indemnification agreement shall not be reduced by any City negligence; provided, that nothing shall require the User to indemnify the City against the sole negligence of any City officer, employee or agent acting within the scope of such person's employment.

20) **Insurance:** The User shall be required, at its sole cost and to secure and maintain continuously a policy or policies of insurance during the term of the Contract, known as: per accident; **Commercial General Liability (CG 00 01)/Comprehensive Personal Liability (HO3) as applicable to User**, and written on an insurance industry standard occurrence form as referenced, or equivalent, including premises/operations; products/completed operations; personal/advertising injury; contractual liability; and independent contractors liability, Liquor Liability/Host Liquor Liability (if applicable).

The policy(ies) minimum limits of liability for bodily injury and property damage shall be \$1,000,000 each occurrence and \$1,000,000 general, products/completed operations aggregate; If any vehicle is used in the conduct of the User's business, a policy **Automobile Liability (Business/Personal)** - written on an insurance industry standard form (ISO form CA 00 01) or equivalent, to include coverage for owned, non-owned, leased or hired vehicles. The minimum limits of liability for Bodily injury and property damage shall be \$1,000,000; The insurance as provided under items (1) and (2) above shall be endorsed to include The City of Seattle, its officers, elected officials, employees, agents and volunteers as an Additional Insured on ISO form CG2026 (or equivalent), and shall not be reduced or cancelled without forty-five (45) days prior written notice to the City; The User's insurance shall be primary as respects the City, and any other insurance maintained by the City shall be excess and non-contributing with the User's insurance; Evidence of Insurance - Property Use will not be permitted until the Department receives a certificate of insurance and the appropriate additional insured endorsement(s) in connection with the described work.

Subcontractors - User shall include all subcontractors performing any work included under this contract as an insured under its policies **or shall furnish** separate evidence of insurance as stated above for each subcontractor. All coverage for subcontractors shall be subject to all the requirements stated herein and applicable to their profession.

I, as a renter, have read and understood this agreement and have accepted responsibility for the terms listed. I accept responsibility for any damages to equipment or to the facility that occur in association with my use of the facility. I understand that any Facility Supervisor has the right to close the facility during a rental if he or she determines a situation to be unsafe.

Renter

Signature: _____ **Date:** _____

Print Name: _____