



TOWN OF WINTHROP
P.O. Box 459, Winthrop, WA 98862
509-996-2320

WINTHROP BARN RENTAL AGREEMENT

Carefully read, complete, sign and return Rental Agreement with Reservation Deposit within seven (7) days following date of booking. The signee, hereafter, shall be referred to as Renter. An authorized signature is verification that RENTER has read and accepted responsibility for all conditions set forth in this Agreement.

RESERVATION DEPOSIT consisting of the Damage/Cleaning Deposit is required to schedule rental date.

Such Reservation Deposit is non-refundable for cancellation within 90 days of event.

Damage/Cleaning deposit will be refunded after inspection by Barn Manager if there are no signs of damage to Barn or equipment and no additional cleaning is required. Barn, its contents and equipment must be cleaned to specifications of the Town of Winthrop.

FULL RENTAL FEE is due and payable **45 days** prior to date(s) reserved. This Agreement will be void and Reservation Deposit forfeited if Renter fails to pay rental fee.

CONDITIONS

RENTER agrees to the following and agrees to share the content of this Agreement with event organizers:

1. Pay Reservation Deposit and all rental fees.
2. Provide licenses and liability insurance naming the Town of Winthrop as additionally insured, and in the minimum amounts as required by the Town.
3. If applicable, provide the Special Occasion Alcohol License or Banquet Permit that is obtained from the Washington State Liquor Cannabis Control Board and make sure it is visible at event.
4. Assure that NO GLITTER of any kind will be used inside or outside of building.
5. No tables or chairs will be used outside of building.
6. Accepts fiscal responsibility, and will reimburse or pay to the Town of Winthrop all costs associated with damage to the Winthrop Barn or its contents, resulting from attendee behavior or any negligent acts of the Renter, its employees, agents, guests or attendees.
7. Accepts responsibility for damage and/or clean-up costs, more than required deposit. Excess costs will be billed to the Renter, and the Renter shall pay such billed costs within ten (10) days of Renter being billed by the Town of Winthrop.
8. Accepts responsibility for occupancy control, which is not to exceed capacity listed in Rental Agreement.
9. Ensure that EXIT lights are visible during event and outside fire lanes be always kept clear.
10. Use gates provided to keep children off stairs, balcony, and stage. It is the responsibility of Renter to adhere to this precaution and safety of children and their supervision.
11. Promptly report, to the Barn Manager, any personal injury or physical damage to the Barn and contents.
12. No nails, staples, or permanent, damaging fasteners to be used.
All decorations and fasteners must be removed. Nothing is to be taped to painted and/or acoustical walls. Existing metal eyes are available to fasten decorations or lights. Do not remove Barn pictures, plaques, and Barn décor from walls.
13. Return all cleaned tables, chairs, and kitchen equipment to original location.
14. Remove all food, decorations, and Renter equipment, not belonging to the Barn. All garbage, cardboard boxes or waste are to be put into the dumpster outside. Re-line garbage barrels with bags found in custodian closet. Barn is not responsible for anything left in or near the building. Costs of disposal of said items will be charged to Renter.

15. Renter is responsible for cleaning all areas of use. Custodial/cleaning fee of \$50/per hour is charged if cleaning is not complete.
16. Close and lock all EXTERIOR DOORS when vacating premises. Failure to do so could result in forfeiture of Damage/Cleaning Deposit, at the discretion of the Town of Winthrop. Loss or failure to return key could result in a charge to Renter to re-key all doors of the Barn, at the discretion of the Town of Winthrop.
17. \$100 additional charge will be charged to Renter if linens from the Barn are not cleaned, folded, and returned within 48 hours.
18. All Washington State COVID regulations in place at the time of the event will be strictly followed.

OCCUPANCY : Main Hall: 300 w/tables & chairs, 425 w/ chairs only, or 568 standing .

Balcony: 48 w/tables. & chairs, 100 w/chairs only.
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Downstairs Meeting Room: 36 w/tables & chairs, 60 w/ chairs only. (5-6 tables, 6 per table)

Upstairs Meeting Room: 60 w/tables & chairs, 100 w/ chairs only. (8 – 10 tables, 6 per table)

PLEASE COMPLETE THE FOLLOWING:

I, (Print name) _____, have read the Rental Agreement and its Conditions, and, by signing; hereby agree to and accept the responsibilities and Conditions as stated. I acknowledge, by so doing, I am solely responsible for carrying out the Conditions contained herein. Delegation of any or all of these responsibilities to other parties does not relieve me of any liability incurred herein. I agree to reimburse or pay the Town of Winthrop for any and all damages or costs pursuant to this Rental Agreement, in the times stated. In the event of any litigation regarding the enforcement or interpretation of this Rental Agreement, I agree that the prevailing party shall pay the non-prevailing party their reasonable attorney's fees and costs incurred, and that venue shall be in Okanogan County, Washington. .

Authorized signature: _____

Date: _____

CANCELLATION POLICY:

Cancellation of Rental Agreement must be submitted in writing to the Town of Winthrop at least 90 days prior to date(s) reserved for a full refund of any and all monies paid. Cancellations made less than 90 days prior to event will result in forfeiture of Reservation Deposit.

Date Deposit Received: _____

Amount Received: \$ _____