

**CITY OF WESTPORT EVENT FACILITIES RENTAL AGREEMENT**  
(Tent/Tackle Box Building)

Applicant Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Email: \_\_\_\_\_

Indicate Business Status:  Nonprofit  For Profit  Government

Date(s) Requested: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Set Up and Take Down Times: \_\_\_\_\_

Indicate Nature of the Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of People: \_\_\_\_\_ Tent Size Required: \_\_\_\_\_

Location Desired:  Westhaven Drive (Default Location)  Maritime Museum (address) \_\_\_\_\_  
Set up fee of \$3,000

Other \_\_\_\_\_

Will Alcohol Be Served?  No  Yes

*If Yes, attach copy of Banquet Permit or Special Event License, and proof of liquor liability insurance naming the City of Westport an additional insured*

**TERMS AND GENERAL RULES**

The tent is rented between the hours of 8:00AM and 1:00AM unless other arrangements have been approved by the City of Westport. Setup and cleanup outside the stated hours requires approval and may incur additional charges. All events must be concluded by 12:00AM unless other arrangements made with the City are confirmed in writing. All vendors, visitors, and event personnel must be out of the tent by 1:00AM. Applicant is responsible for removing all trash from inside the tent, as well as the area surrounding the tent after the event. Any damage to the tent is the sole responsibility of the Applicant, and should be reported immediately. The City of Westport reserves the right to bill the Applicant for any damages. Please see the attached checklist for a complete list of Applicant responsibilities.

**TENT/BUILDING RESTRICTIONS**

1. All events must comply with local noise ordinances.
2. The facilities area considered a NON-SMOKING facilities.
3. No candles or open flame is allowed in the tent.
4. Overnight occupancy and sleeping in the facilities is prohibited.
5. Use involving the sale of alcohol is regulated by City of Westport and Wa. State Liquor Cannabis Board standards. Permits must be obtained by the Applicant or caterer, and a copy must be provided to the City of Westport and posted at the event at all times.

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- 6. No alterations may be made to the tent structure. No tacks, adhesives, glues, removable fasteners or tape may be used on the walls, floors or trusses. Any decorations or lighting that is planned to be hung from the trusses must be approved by the City.

**TENT & LIGHTS RENTAL FEE STRUCTURE**

Rental fees are due to the City no later than 30 days prior to the event date.

Daily Rental Fee for Default Location:

50qx 60q      \$ 500.00  
50qx 80q      \$ 800.00  
50qx 100q     \$1000.00

Lights            \$ 150.00 flat rate

Building, 2681 N Westhaven Dr., \$250.00 per day

For locations other than the default location, there is an additional \$3,000.00 charge for set-up & take-down.

**SECURITY DEPOSIT AND CANCELLATION POLICY**

A security deposit of \$500 is required to reserve the facilities for the desired dates. If the deposit is not received within 7 days of the booking the reservation may be cancelled. The security deposit will be refunded in full if the facilities are vacated undamaged. If any damage is incurred during the rental of the facility/tent is more than the deposit, the actual repair cost will be the responsibility of the applicant. The refund will be mailed to the Applicant within 30 days from the end of the rental.

If the event is cancelled more than 30 days before the event the deposit will become non-refundable and any prepaid rental fees will be refunded. If the event is cancelled less than 30 days prior to the event date the rental fees and deposit shall be non-refundable.

**RENTAL APPLICATION AND PAYMENT SCHEDULE**

The rental application must be submitted and approved by the City of Westport. For reservations made less than 30 days prior to the event date, the deposit and total rental fees are due at the time of booking. For reservations scheduled more than 30 days prior to the event date, the deposit and 50% of the rental fees are due at the time of booking. The remaining balance is due at least 30 days prior to the event date. If full payment is not made by the due date, the reservation is subject to cancellation.

| <b>City of Westport Use Only</b>                           |               |                   |                 |
|--|---------------|-------------------|-----------------|
| <b>Payment Schedule</b>                                    |               |                   |                 |
| Application Date:  | _____         | Total Rental Fee: | _____           |
| Security Deposit   | Amount: _____ | Due On: _____     | Received: _____ |
| Rental Deposit   | Amount: _____ | Due On: _____     | Received: _____ |
| Final Payment:   | Amount: _____ | Due On: _____     | Received: _____ |
| <b>Cancellation Schedule:</b>                              |               |                   |                 |
| Cancel on or Before: _____ for full refund of rental fees. |               |                   |                 |

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I, the undersigned, certify that I am at least 18 years old, am authorized to enter into agreements on behalf of the Organization, and do hereby acknowledge that I have agreed to rent from the City of Westport, the property described below for the dates and amounts listed:

Property Description:            Event Tent \_\_\_\_\_ Building (Tackle Box) \_\_\_\_\_  
Rental Duration:                Start Day/Time \_\_\_\_\_ to End Day/Time \_\_\_\_\_  
Rental fee                         \$ \_\_\_\_\_,  
Refundable damage deposit    \$    500.00.  
Nonrefundable cleaning deposit \$    100.00

I hereby acknowledge that the City of Westport does not guarantee the condition of this above-described property in any fashion and that no warranty of any kind has been or is being made by the City of Westport as regards this property. The property is used (not new) and the City of Westport does not certify that it has not been modified or altered from its original design. The City of Westport does not certify or warrant that this property is safe or fit for any particular use and I rely wholly upon my own observations and inspection of the tent/building in determining its safe or unsafe condition. I recognize and acknowledge that the above-described property is being rented to me by the City of Westport in an ~~as-is~~ as-is, where-is-condition, without warranty as to its working condition, fitness for any particular purpose or safety and that any verbal representations to the contrary are invalidated by this document.

Any cost associated with using City of Westport property will be borne by me, at my expense. The City of Westport is responsible for any assembly required. I am responsible for any damage that occurs to City property while in my care. I will abide by all manufacturer's warnings and instructions for safe use of the tent.

I agree to provide a certificate of liability insurance with a minimum amount of \$1,000,000 per occurrence limits and an additional insured endorsement naming the City of Westport as an additional insured. If there will be alcohol at the event, I agree to also provide proof of Liquor Liability insurance and an additional insured endorsement naming the City of Westport as an additional insured.

Furthermore, in consideration of the City of Westport's agreement to rent this property to me, I, on behalf of myself, my heirs, assigns and personal representatives, waive and release any and all rights and causes of action for damages or injury which I may have or which may accrue to me hereafter, whether now known or unknown, against the City of Westport, its employees, officials, officers, agents and volunteers for any and all loss, damage or injury or claim or legal action thereof on account of any injury or death to me or my property arising out of or in connection with the use of the property described herein. I further agree to hold harmless, defend and indemnify the City of Westport, its employees, officials, officers, agents and volunteers from any and all claims of liability for injury or damage suffered by third parties or entities arising out of my use of the property described herein.

I HAVE FULLY READ THE ABOVE DOCUMENT, UNDERSTAND ITS CONTENTS AND AGREE TO ITS TERMS AND CONDITIONS ENTIRELY.

APPLICANT

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date

**APPLICATION PROCESS**

**Contact the Westport-Grayland Chamber of Commerce for booking availability at:**

2985 S Montesano Street, PO Box 306  
Westport, WA 98595  
(800) 345-6223  
info@westportgrayland-chamber.org  
www.westportgrayland-chamber.org

**Rental Agreement made with the City of Westport**

604 North Montesano Street, PO Box 505  
Westport, WA 98595  
(360) 268-0131  
public\_works@ci.westport.wa.us  
www.ci.westport.wa.us