

**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  N/A-Individual

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

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

Set Up and Take Down Times: Set-up \_\_\_\_\_ Take-down \_\_\_\_\_

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

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

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

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.

**APPLICANT RESPONSIBILITIES - TENT/BUILDING RESTRICTIONS**

1. All events must comply with local noise ordinances.
2. The facilities and areas are considered NON-SMOKING areas.
3. No candles or open flame are 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 Washington 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.
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 of Westport.

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## RENTAL FEE STRUCTURE

Rental fees are due to the City of Westport no later than 30 days prior to the event date.  
 Daily Rental Fee for Default Location (i.e. Tackle Box (TB) building located at 2681 N Westhaven Dr., Westport or Tent on lot adjacent to the Tackle Box building):

Facilities	Prices	Rental Days	Rental Fees
Tent-50qx 60q	\$ 500.00/day	_____	_____
Tent-50qx 80q	\$ 800.00/day	_____	_____
Tent-50qx 100q	\$1000.00/day	_____	_____
Lights	\$ 150.00 flat rate	n/a	_____
Tent w/Electricity/Water w/o TB	\$ 50.00 flat rate	n/a	_____
Tackle Box Building	\$ 250.00/day	_____	_____
Cleaning Fee	\$ 100.00 flat rate	n/a	_____
Additional Fees		_____	_____

## SECURITY/DAMAGE DEPOSIT AND CANCELLATION POLICY

A security deposit of \$500 is required to reserve the tent/Tackle Box for the desired dates. If only the Tackle Box is rented the deposit is \$250.00. If the deposit is not received within 7 days of the booking the reservation may be cancelled. The security/damage 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 after the end date of the rental.

If the event is cancelled more than 30 days prior to the event date, the deposit will be non-refundable but 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.

**City of Westport Use Only**  
**Payment Schedule**

Application Date: \_\_\_\_\_ Total Rental Fee: \_\_\_\_\_

Security Deposit      Amount: \_\_\_\_\_ Due On: \_\_\_\_\_ Received: \_\_\_\_\_

Rental Deposit        Amount: \_\_\_\_\_ Due On: \_\_\_\_\_ Received: \_\_\_\_\_

Final Payment:        Amount: \_\_\_\_\_ Due On: \_\_\_\_\_ Received: \_\_\_\_\_

**Cancellation Schedule:**

Cancel on or Before: \_\_\_\_\_ for full refund of rental fees.

# CITY OF WESTPORT EVENT FACILITIES RENTAL AGREEMENT

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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 or my group as an individual, 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 on vacant lot \_\_\_\_\_ Tackle Box Building \_\_\_\_\_ Vacant lot \_\_\_\_\_

Rental Duration: Start Day/Time \_\_\_\_\_ to End Day/Time \_\_\_\_\_

Rental fee Tent+Lights \$ \_\_\_\_\_ Tackle Box Building \_\_\_\_\_

Refundable damage deposit Tent/Tackle Box \$500.00 Tackle Box only \$250.00

Nonrefundable cleaning fee Tent n/a Tackle Box Building \$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 regarding these properties. The properties are used (not new) and the City of Westport does not certify that they have not been modified or altered from their original design. The City of Westport does not certify or warrant that these properties are 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, 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@ComeToWestport.com  
www.ComeToWestport.com

**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