



ELWHA KLALLAM HERITAGE TRAINING CENTER CONFERENCE ROOM RENTAL AGREEMENT

Name _____ Date _____

Group Name _____

Mailing address _____ Phone _____

E-mail _____

Date(s) requested _____ to _____ Time _____ to _____

Purpose of rental use _____

Approximate attendance: _____

The maximum occupancy of the Elwha Klallam Heritage Training Center (EKHTC) Conference Room is 49 people.

Booking 6+ events in 12 months will give renters a 10% discount if payment is received prior to first event.

Terms

- Room rental shall be on a first come, first serve basis once rental agreement is on file
- Room availability is Monday-Sunday 7:00 a.m.-9:00 p.m.
- The Elwha Klallam Heritage Training Center reserves the right to terminate contract as we see fit
- All individuals and/or businesses must complete a room rental agreement form
- Payment is due on the day of the conference room use
- Cancellation must be done one week prior to the scheduled event or the renter will be penalized for half of the total fee of the rental
- The conference room will be set up with tables and chairs to your specifications by the EKHTC staff. A \$25 set-up fee applies to all events
- The EKHTC is a smoke-free building
- Audio visual requirements will be set up to your specifications, which will be included in your rental fee
- Without incurring extra charges, events may be held during EKHTC hours at \$45 per hour. Hours of Operation: Monday-Friday: 8:00 a.m.-5:00 p.m.
- After hours and weekend rentals shall be an additional charge of \$10.00 an hour. Renters will be provided a staff person to set up, tear down, and secure building
- The Events Coordinator will provide a list of caterers in the area if you would like to serve lunch or light refreshments
- If serving food you must possess the proper permits prior to your event (if the event is open to the public)

Regulations

- Renters are responsible for any damage to the facility and/or contents of fixtures. All damages must be reported to EKHTC staff immediately
- The room must be left in a neat, clean and orderly condition. If these conditions are not met, a Room Clean-up Fee of \$100.00 or the actual cost of cleaning, whichever is higher, will be charged and notice will be given to the group. Individuals holding events assume responsibility for any damage to rooms, contents of equipment used will be charged for any necessary repairs or replacement.
- Renters understand that nothing shall be attached to the walls, ceiling, or any of the fixtures.
- It is understood that the EKHTC is in no way responsible for any personal injuries, property damages or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold the EKHTC harmless of any such damages

401 East First Street, Port Angeles, WA 98362 • (360) 417-8545



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Additional Fees

- The kitchen may be used to gather food and beverages for a fee of \$25.00. Equipment available for use includes a refrigerator, microwave, coffee maker and toaster. **(For full kitchen access please fill out the kitchen rental agreement).**
- A dish fee will be charged if you use the cookware/flatware provided by the EKHTC. Your fee will be based on the attendance of your group.
- Overstay Fee of \$75.00 per hour applies to those rentals that are booked to end when your contract specifies. If the renter stays past the contract time, this fee will be charged.
- Copying fees; B&W .15, Color .25 per page

Room set up Instructions: (please indicate if you require a specific set up):

Available equipment (please circle what you will need):

Wireless microphone Projector Dry erase board Podium

Pricing Non-profit rates please speak to Event Coordinator

\$45 per business hour	X	=
\$55 per weekend/after hours	X	=
\$25 Kitchen prep	X	=
\$25 set up fee (all events)	+\$25	=
	Total fees:	\$

Checks payable to the Elwha Klallam Heritage Training Center

By signing and returning this form the patron hereby agrees to the rental policies set forth. If violation to any of these conditions set forth in this agreement occurs, the patron may be subject to monetary penalties and will lose the privilege of renting this meeting facility in the future.

Signature _____ Date _____

The form must be returned as soon as possible in order to confirm your meeting room date and time.

Return completed form to:

Jesse Antioquia, Events Coordinator
Elwha Klallam Heritage Training Center

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