Kitchen Rental Agreement

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_

Purpose of rental use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Terms**

* Kitchen rental shall be on a first come, first serve basis once rental agreement is one file
* All individuals and/or businesses must complete a kitchen rental form
* All cooks inside the kitchen must possess a current food handlers card
* Payment is due on the day of kitchen use
* Without incurring extra charges, kitchen use may be held during EKHTC hours at $20 per hour, with a 2 hour minimum. Hours of Operation: Tuesday-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 shall be provided a staff person to secure building
* If renters will be using the fryer they will be charged a $85.00 fee
* Proper notice of five (5) days is required for use of the EKHTC dishes ($75.00 dish fee applies if renter does not wash, dry, and put away dishes according to posted sanitary guidelines.)

**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 kitchen must be left in a neat, clean and orderly condition. If these conditions are not met, a Room Clean-up fee of $200.00 or the actual cost of cleaning, whichever is higher, will be charged and notice will be given to the group. Organizations holding events assume responsibility for any damage to the kitchen, contents or equipment used will be charged for any necessary repairs or replacement
* 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 the facility. Renter agrees to release indemnity and hold the EKHTC harmless of any such damages
* Renters of the kitchen facility must provide all proper permits prior to your first event
* The EKHTC is a drug, alcohol and smoke free facility

**Pricing**

**Requested Dishes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Plates** | **Bowls** | **Cups** | **Silverware** |
| **Amount:** | **Amount:** | **Amount:** | **Amount:** |

$20 per business hour \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $30 per weekend/after hour \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of hours requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total fees:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Checks payable to the Elwha Klallam Heritage Center. Cash or check only, credit cards cannot be accepted.**

**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 facility in the future.**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form must be returned as soon as possible in order to confirm your kitchen rental date and time.

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Thank you,

Elwha Klallam Heritage Center

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Port Angeles, WA. 98362

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F: 866.295.9460

Heritage.center@elwha.org

[www.elwha.org](http://www.elwha.org)