



## The Mansion on Broadway Event Agreement

**Party Tacoma Inc.** (hereinafter known as Lessor) of the Banquet facilities located at 539 Broadway Tacoma, WA 98402 (hereinafter known as the Facility), hereby rented to (hereinafter referred to as Renter), the building for the use, pursuant to the following terms:

**Purpose.** The facility is to be used by the renter for \_\_\_\_\_ and it shall not be used for any other purpose.

**Date of Event** \_\_\_\_\_

**Time of Event** From: \_\_\_\_\_ to \_\_\_\_\_

**Catering Deposit;** Twenty five percent (25%) of the total package price is required (sixty) 60 days prior to the event date. If not, \$500.00 booking damage deposit will be forfeited and, said booking date shall be lost and said date shall be deemed open and available to the public.

**Booking/damage deposit.** Upon execution of this agreement, Renter shall deposit with Lessor \$500.00, to be deposited into Lessor's account to confirm date and as security for the faithful performance by the Renter of all terms and conditions of this agreement. Lessor may use the deposit to reimburse itself for any expenditure, or damages or loss from the Renter's use of the building or the Renter's failure to perform the terms and conditions of this agreement. Such reimbursement by the Lessor shall not prejudice the right of the Lessor to recover the full amount of expenditures, damage or loss from the Renter. If there are no damages to the building or it's contents the Renter has faithfully performed all the terms and conditions of this agreement, the \$500 shall be returned within ten (10) working days of the event.

### **Cancellation.**

A. If the event is cancelled by Renter without (30) thirty written days notice, the catering deposit of twenty five percent (25%) will be forfeited.

B. If Lessor is in breach of this agreement the Renter agrees to accept 110% of all deposits paid by Renter to Lessor as damages.

**Guarantees.** A Final guarantee for attendance is due one week prior to the beginning of the function. Guarantees are not subject to reduction. If no guarantee is received, the original head count will be used Your bill will be based, either on your guarantee or the actual number of guests, whichever is greater.



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**Payment.** Payment in full is required one week prior to the event. Any addition above and beyond the contract will be paid at the conclusion of the Renter's event. Payment in full is due and payable upon receipt of statement.

**Food Service.** If catered food is to be used, the services of Party Tacoma Inc. must be used.

**Decorations.** Decorations will be restricted to balloons attached to chairs, crepe paper and banners attached with painters tape, at locations appointed by Lessor. Confetti, Bird Seed, Rice or decorations of that size will not be allowed or \$100.00 of your booking/damage deposit will be forfeited for extra clean up.

**Alcohol Services.** Alcoholic beverage service is allowed only through the bar service of the Lessor.

**Indemnity.** Each Renter, jointly and severally, shall indemnify the Lessor for, defend the Lessor against and hold the Lessor harmless from any liability, loss, cost, injury, damage or other expenses that may occur or be claimed by or with respect to, any person or property on or about the Building located at 539 Broadway and resulting from the use or misuse of said Building by the Renter or the Renter's agents, Renter's invitees or guests or from the conditions of said Building. Each Renter jointly or severally, shall be liable to the Lessor for any and all loss or damage to said Building and its contents, resulting from the use of the Renter, Renter's agents, invitees or guests of the Renter. ***Coverage can be added to most homeowner's insurance policies for a small fee by contacting your insurance agent.***

**Assignment.** Renter shall not assign this rental agreement or sublet the facility.

**Compliance with laws.** Renter shall comply with all laws, ordinances, rules, regulations and requirements applicable to the building and its use, of all federal, state, county and municipal governments.

**Termination.** In the event the renter fails to perform any of the terms or conditions of this agreement, Lessor shall terminate all rights of the Renter under this agreement.



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**Payment Guarantee.** I \_\_\_\_\_ agree to be personally responsible for all payments due on this contract.

Name of Renter \_\_\_\_\_

E Mail \_\_\_\_\_

Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Business Phone Number \_\_\_\_\_

Organization Name \_\_\_\_\_

Number of Guests \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Agreement.** This rental agreement contains the entire agreement between the parties and cannot be altered except by written instrument subsequently executed to this rental agreement this \_\_\_\_\_ day of \_\_\_\_\_ 2011

Renter \_\_\_\_\_

Renter \_\_\_\_\_

For Party Tacoma Inc. \_\_\_\_\_