

# GREATER HANSVILLE COMMUNITY CENTER RENTAL APPLICATION

- Print and complete the **entire 3-page form**. Send completed application with a check for **rental fee and deposit**, payable to: GHCC, P.O. Box 133, Hansville, WA 98340.
- Application must be accompanied with **proof of insurance** naming GHCC as an additional insured.
- If alcohol is served, a **copy of the Washington State Liquor Control Board permit application** must be included with the rental application and a copy of the approved permit must be received prior to the event.
- If alcohol is served, the approved permit must be displayed in full view at your event.

Person responsible for rental: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Activity: Wedding \_\_\_\_\_ Birthday \_\_\_\_\_ Dinner \_\_\_\_\_ Memorial \_\_\_\_\_ Other: \_\_\_\_\_

If renter is a group, print group name: \_\_\_\_\_

Date for setup (if needed): \_\_\_\_/\_\_\_\_/\_\_\_\_ Time for setup \_\_\_\_\_ am / pm - to - \_\_\_\_\_ am / pm

Rental Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Use \_\_\_\_\_ am / pm - to - \_\_\_\_\_ am / pm

Is there an entry fee for the event? \_\_\_\_\_ Yes \_\_\_\_\_ No Is event open to the public? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you selling anything? \_\_\_\_\_ Yes \_\_\_\_\_ No Will alcohol be served? \_\_\_\_\_ Yes \_\_\_\_\_ No

For memorials: was the decedent a current legal resident of Greater Hansville area? \_\_\_\_\_ Yes \_\_\_\_\_ No

Rental Rates <sup>1</sup>						
Check all that apply	GHCC Member <sup>2</sup> Individuals/Organizations <sup>3</sup>			Non Member <sup>2</sup> Individuals/Organizations		
	Morning 7am- Noon	Afternoon Noon-5pm	Evening 5 - 11 pm	Morning 7am- Noon	Afternoon Noon-5pm	Evening 5-11pm
West Room	\$75 <input type="checkbox"/>	\$75 <input type="checkbox"/>	\$75 <input type="checkbox"/>	\$150 <input type="checkbox"/>	\$150 <input type="checkbox"/>	\$150 <input type="checkbox"/>
East Room	\$20 <input type="checkbox"/>	\$20 <input type="checkbox"/>	\$20 <input type="checkbox"/>	\$50 <input type="checkbox"/>	\$50 <input type="checkbox"/>	\$50 <input type="checkbox"/>
Kitchen use	\$50 <input type="checkbox"/>			\$75 <input type="checkbox"/>		
Previous night setup <sup>4</sup>	\$50 <input type="checkbox"/>			\$75 <input type="checkbox"/>		
Television	\$25 <input type="checkbox"/>			\$50 <input type="checkbox"/>		
PA System	\$25 <input type="checkbox"/>			\$50 <input type="checkbox"/>		
Piano	\$25 <input type="checkbox"/>			\$50 <input type="checkbox"/>		

**Published rental rates and terms are subject to change without notification.**

1 - **A Refundable Damage Deposit of \$200** is required of all users for rental of the entire building or any part of the building. One deposit covers any and all rented facilities and equipment.

2 – Individuals and organizations must be a GHCC member for a minimum of 3 months to qualify for the GHCC Member Rate.

3 - Greater Hansville Area Non-Profit 501(c) (3) Organizations may use the East Room once per month for a meeting up to 4 hours free of charge. Does not apply to events.

4 – 5 to 10 PM. Must exit the building by 10 PM

Your reservation is not confirmed until your payment of the rental fee, damage deposit and proof of liability insurance coverage naming GHCC as additional insured is received along with ALL 3 pages of rental application and copy of liquor permit application if applicable.

## Rental Rules and Renter's Responsibility Checklist

Please Read and Initial each Item on the following list:

- (1) Individuals and organizations must be a GHCC member for a minimum of 3 months to qualify for the GHCC membership rate. **Initial here:** \_\_\_\_\_
- (2) Refundable damage deposit does not cover repair or replacement costs. **Renter is responsible for replacement and/or repair** of all damages to facility and equipment. **Initial here:** \_\_\_\_\_
- (3) Damage deposit will be refunded if facility is left in its original condition. Delayed clean-up will be accepted ONLY with advanced written approval from the rental coordinator on a case by case basis for each event. Additional rental fees may apply for delayed clean-up time. A per hour cleaning fee of \$30 will be deducted from the damage deposit if facility is found in unsatisfactory condition. **Initial here** \_\_\_\_\_
- (4) Empty ALL garbage cans (bags provided). Remove empty cardboard boxes and food containers from the building. Use the garbage and recycling dumpsters in the parking lot. **Initial here:** \_\_\_\_\_
- (5) NO smoking or vaping allowed in the building or within **25'** of all exterior doors by state law. Candles and other flame producing devices are against Kitsap County fire codes and must NOT be used. **Initial here:** \_\_\_\_\_
- (6) The premises may only be used for **legal** purposes. **Initial here:** \_\_\_\_\_
- (7) Use ONLY 3M removable tape for applying decorations. DO NOT apply tape to plastic surfaces. The hooks provided above each window may be used. DO NOT HANG ANYTHING FROM THE CEILING OR THE CEILING LIGHTS. **Initial here:** \_\_\_\_\_
- (8) Pets or other animals are not allowed in the building. Exceptions are certified service dogs and assistance animals. **Initial here:** \_\_\_\_\_
- (9) Renter must have adult chaperones for minors in attendance. Renter is responsible for guests' behavior. **Initial here:** \_\_\_\_\_
- (11) A **Washington State Liquor Control Board Permit** must be obtained and displayed during the event if alcoholic beverages are to be served.  
**A copy of the Washington State Liquor Control Board Permit must be received by GHCC prior to the event** at: [ghccrental@gmail.com](mailto:ghccrental@gmail.com) or mail to: GHCC, Attn. Rental Coordinator: P.O. Box 133, Hansville, WA 98340. Contact Washington State Liquor Control Board in advance of event to apply for permit. **Initial here:** \_\_\_\_\_
- (12) Food handlers and banquet permits are required for any advertised event serving food to the public. For additional information, contact Kitsap County Health Department, (360) 337-5236 and Washington State Liquor Control Board, (360) 664-1600. **Initial here:** \_\_\_\_\_
- (13) All food belonging to renter **must** be removed per the Kitsap County Health Department from the facility at end of the function. **Initial here:** \_\_\_\_\_
- (14) Return the room to the **standard set-up** shown on page 3. The building **MUST** be cleaned and vacated by **11:00 pm**. The **alarm will activate at 11:00pm sharp**. Turn off ALL interior and exterior lights before leaving the facility. Turn off heat on wall heater timers. It is YOUR responsibility to verify ALL exterior doors and windows in the entire facility are locked. **Initial here:** \_\_\_\_\_
- (15) **Before leaving you must complete a GHCC Check-Out Sheet** located in the West and/or East rooms on the coffee bar. Return the completed sheet where you found it. Failure to follow all check out rules and complete the check-out sheet will result in a forfeiture of all or part of your deposit. **Initial here:** \_\_\_\_\_

\*\*The Greater Hansville Community Center (GHCC) assumes no responsibility for any property placed in the building by the renter.

**\*\*If the facility should become unavailable for use due to any reason beyond GHCC's control, GHCC shall not be held responsible for any damages or liability beyond refund of the rental fee and damage deposit.**

# RENTAL AGREEMENT

Please confirm the facility's availability for your event with the rental coordinator by sending email to [ghccrental@gmail.com](mailto:ghccrental@gmail.com) or calling the rental coordinator at (808) 345-4724 before publicly announcing your event date. Call the rental coordinator if you have any additional questions.

I have read the rental rules and will abide by all regulations governing the use of the Greater Hansville Community Center. I understand failure to do so may result in the loss of all or part of the rental deposit. I understand my responsibility to inspect the Greater Hansville Community Center upon arrival and will call if any problems are found. I understand my responsibility for proper notification of cancellation and agree to abide by the cancellation policy.

Cancellation Policy: Call the Rental Coordinator (808) 345-4724 if your event will be cancelled so we may have the chance to rent the facility to others. If the Rental Coordinator is informed 30 days before the event, all payments will be refunded. After that time the damage deposit will be refunded but rental fee will be forfeited.

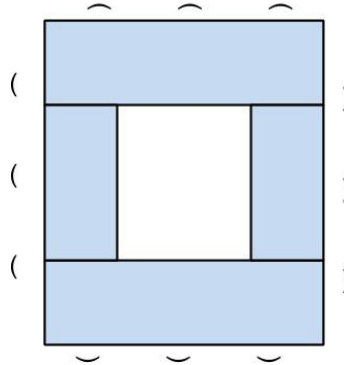
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Retain a copy of this (3 page) document for your records.

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### Standard Room Layout – West Room

Leave two 8-foot and two 6-foot tables, set up in a rectangle with 12 chairs as shown, in the middle of the room.



Please return this 3 page rental agreement with your payment for the deposit and rent payable to GHCC, include proof of liability insurance and copy of liquor permit if applicable to:

Greater Hansville Community Center  
Attn: GHCC Rental  
P.O. Box 133  
Hansville, WA 98340-0133

If alcohol is to be served a copy of the **Washington State Liquor Control Board Permit** must be mailed to the above address and received prior to the event and displayed in full view at the event.