

GREATER HANSVILLE COMMUNITY CENTER RENTAL APPLICATION

1. Print and complete the entire 3-page form. Send with a check for rental fee and deposit, payable to: GHCC, P.O. Box 133, Hansville, WA 98340.
2. Application must be accompanied with proof of insurance naming GHCC as an additional insured
3. 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 by GHCC prior to the event.
4. If alcohol is served, the approved permit must be displayed in full view at your event.

Person responsible for Rental Event:	
Address:	City/State/Zip:
Phone Number:	Email:
If renter is a group, print group name:	

Event type: Wedding ___ Birthday ___ Dinner ___ Memorial ___ Other: _____	
Date for Setup (if needed): ___ / ___ / ___	Time for Setup: ___ am / pm - To ___ am / pm
Event Date(s): ___ / ___ / ___	Time of Use: From ___ am / pm - To ___ am / pm
Is there an entry fee for 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 resident of Greater Hansville? Yes ___ No ___ (Please refer to our Memorial Policy)	

Rental Rates ¹						
Please check all that apply	GHCC Member ² Individuals/Organizations ³			Non Member ² Individuals/Organizations		
	Morning 7 AM to Noon	Afternoon Noon to 5 PM	Evening 5 PM to 11 PM	Morning 7 AM to Noon	Afternoon Noon to 5 PM	Evening 5 PM to 11 PM
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 after 5 PM ⁴		\$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 W/O 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 up to 4 hours free of charge.
- 4 – Must enter the building after 7 AM and exit the building by 11 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 this rental application and a copy of liquor permit application if applicable.

Rental Rules and Renter's Responsibility Checklist

Please Read each item on the following list, and sign at the bottom to indicate that you agree to these conditions.

- (1) Individuals and organizations must be a GHCC member for a minimum of 3 months to qualify for the GHCC membership rate.
- (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.
- (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.
- (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.
- (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.
- (6) The premises may only be used for **legal** purposes.
- (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.
- (8) Pets or other animals are not allowed in the building. Exceptions are certified service dogs and assistance animals.
- (9) Renter must have adult chaperones for minors in attendance. Renter is responsible for guests' behavior.
- (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 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.
- (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.
- (13) All food belonging to renter must be removed per the Kitsap County Health Department from the facility at end of the function.
- (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 11:00 pm 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.
- (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.
- (16) 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

Confirmation Policy: confirm the facility's availability for your event with the rental coordinator by sending email to ghccrental@gmail.com or calling the rental coordinator at 360-271-6166 before publicly announcing your event date. Call the rental coordinator if you have any additional questions.

Cancellation Policy: Contact the Rental Coordinator at 360-271-6166 or send email to ghccrental@gmail.com if you need to cancel your event 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.

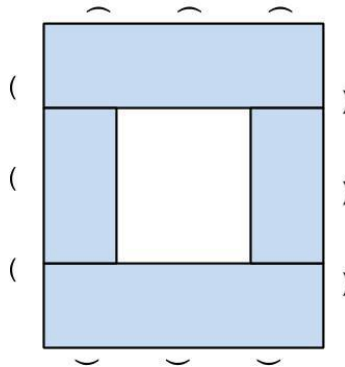
I have read the rental rules and will abide by all regulations governing the use of the Greater Hansville Community Center. I understand failure to do so may result in the loss of all or part of the rental deposit. I understand my responsibility to inspect the Greater Hansville Community Center upon 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.

Signature: _____ Date: _____

RETAIN A COPY OF THIS (3 PAGE) DOCUMENT FOR YOUR RECORDS.

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 application and agreement document, along with your payment for the deposit and rent payable to GHCC. Include proof of liability insurance and a copy of your event 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.