



**Chairs:** 107 wine upholstered, 50 metal folding **Tables:** 17 each 5' diameter circular folding, 3 each 6' metal folding, 2 each 8' wooden not folding and 1 each 6' metal not folding.

**TERMS AND CONDITIONS: PLEASE READ CAREFULLY AND SIGN BELOW.**

By signing below, the renter agrees to hold the City of Buckley, its agents, employees, and officials harmless from any and all causes of action, demands, and claims including the cost of their defense due to the renter's use of the premises or in any way resulting from the willful or negligent acts or omissions of the renter and his/her agents, employees or representatives. The renter agrees to pay all reasonable costs and attorney fees incurred to enforce this agreement, regardless of whether suit is instituted. The renter also agrees to the following rules, terms and conditions:

- Payment in full due 30 days prior to event. Applicant is responsible for event and refund will be sent to applicant.
- Events cancelled before 30 day threshold will receive a refund of \$150.00. Events cancelled after 30 day threshold will forfeit their deposit.
- Smoking is not permitted in the building. Smoking in the building will result in a forfeiture of your refundable deposit.
- No nails, tacks or tape may be used on walls. Renter will not hang anything from the ceiling fans. All decorations need to be removed and put in the dumpster or taken home.
- All trash is to be put into the outside dumpster, the renter will not put any trash into the Cardboard only recycle bin.
- Tables and chairs are to remain in the building and must be wiped down and restacked at the end of your event.
- Renter will clean up any spills and/or messes occurring during rental period.
- If renting for the entire day you must exit the building and return key to the Buckley City Hall drop box no later than 12:00am, unless renting by the hour.
- Alcoholic beverages are permitted. No alcoholic beverages may be sold on the premises. The renter will comply with Liquor Control Board requirements including purchasing permits. You can do so at our Liquor store in town.
- If additional security or traffic control is necessary, the renter will arrange for it at his/her own expense. If the City uses its resources to provide security and/or traffic control, the renter will reimburse the city for all costs.
- Renter assumes responsibility for the security of the building. Renter will lock the door and turn off all lights, except outside entrance light at the end of his/her event.

Thank you for your cooperation. After confirmation by our cleaners that the above rules have been complied with during your event, your deposit will be refunded by mail in approximately three weeks unless other arrangements have been made.

**IN CASE OF EMERGENCY, CALL 911**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE