



The Gathering Place
Rental Application and Agreement

Forms must be submitted 7 (seven) days prior to the event unless other arrangements are made.

APPLICANT INFORMATION

Name of Renter: _____ Date of Request: _____
Organization: _____
Billing Address: _____
Phone: _____ Email: _____
Alt. Contact: _____
Alt. Phone: _____ Alt. Email: _____
501c3 Organization? Yes No Tax ID No. _____
Provide Insurance Certificate done

EVENT INFORMATION

Event Title & Description: _____
Day & Date: _____
Start Time (include set up) _____ End Time (include clean up) _____
Space Requested: Hall+Kitchen Hall only Kitchen only Small Meeting Room
Will you serve food or drink? Yes No Is the event catered Yes No
Will you serve alcohol? Yes No (See TGP Alcohol Policy)
Set up needs: _____
Number of attendees expected: _____ Charging for entry? Yes No

THE GATHERING PLACE USE ONLY

Date Received: _____
Application Approved? Yes No If no, reason _____
Provide Insurance Certificate received
Deposit Due: _____ Paid: _____
Total Rental Fee: _____ Paid: _____
Serving Alcohol Approved: Yes No
TGP Host: _____

All groups and organizations are required to abide by The Gathering Place Rental Policy. A signed copy of The Gathering Place Rental Policy is required.

Release of Liability/Agreement to Hold Harmless:

Those using The Gathering Place (TGP) facilities agree to release, protect, defend, indemnify, and hold harmless The Gathering Place and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses, including attorney's fees, directly or indirectly arising out of their use of any part of The Gathering Place facilities. In the event of damage to the property or facilities, those using

any TGP facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by The Gathering Place Board or their designee and shall pay for such repair and replacement costs upon demand.

Insurance:

The Renter will also be required to provide proof of a minimum \$1,000,000 liability insurance for the event naming “Lummi Island Congregational Church dba The Gathering Place” as additional insured. This certificate can be obtained by the user through their homeowner’s or renter’s insurance. A certificate of insurance may be requested through a user’s homeowners insurance, or one day event insurance may be purchased online at <https://www.theeventhelper.com/>

Deposit/Payment:

Payment of all fees and deposits must be made in advance of the function. Checks should be made out to The Gathering Place. All deposits are refundable in full after the rental unless it is determined that the terms of the agreement were not kept, and/or extra cleanup was necessary. The deposit will also be forfeited if the event is cancelled with less than 7 (seven) days notice.

Agreement:

The Renter enters into this contract accepting of all conditions laid out in this Rental Application and Agreement and the TGP Rental Policy and will be held accountable for all items included in these agreements. The Renter has also provided accurate contact information for the person in charge of overseeing the compliance with these agreements. Fees are quoted from information provided by user. Additional set up, rooms, etc. may cost more. We reserve the right to charge more if event varies from what is stated on this agreement.

By signing below, I understand and agree to all the Terms and Conditions as they have been laid out in this agreement.

Rental Party or Authorized Representative

Print Name: _____

Sign Name: _____

Date: _____

The Gathering Place Representative

Print Name: _____

Sign Name: _____

Date: _____