

# Gallery Rental Agreement

The Center for Wooden Boats (CWB) is a non-profit maritime museum that selectively agrees to rent its floating Boathouse Gallery and adjacent dock to the public for private functions. Rental of this facility helps to support CWB's mission: to provide a gathering place where maritime history comes alive through direct experience and our small craft heritage is enjoyed, preserved, and passed along to future generations.

Please Note

Initial: \_\_\_\_\_

**CWB is not a full-service rental facility and cannot deliver many services that large banquet halls may provide.** Please read Agreement carefully and provide a copy to your caterer. Provisions outside of this Agreement must be in writing and signed by both parties. Oral arrangements concerning this Agreement cannot be honored.

## Facility Information

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Description of Property

Initial: \_\_\_\_\_

The Boathouse Gallery is located on the main floor (dock level) of the Boathouse. It measures 28' x 28', has exposed beams and hardwood floors and a small kitchen at the south end of the room. Photos and history exhibits are featured in the room. French doors open to the deck on the north. The level portions of that dock measure 39' (east/west) by 32' (north/south). Tables and chairs are available on the premises.

Capacity

Our Gallery can generally seat 45 for a sit-down dinner and up to 60 for a stand-up affair. If the North Deck outdoor area is used, up to 75 people can be accommodated. Renter is responsible for bringing everything else for the event, including linens, dishes, flatware, and glassware.

Equipment Included in Rental

Initial: \_\_\_\_\_

CWB has the following equipment onsite and available for renters, the use of this equipment is included in rental pricing. The renter is responsible for providing all other event equipment, including linens, dishes, flatware, and glassware.

<b>Five 60" round tables</b>	Generally seats 8; as many as 10
<b>Four 2' round tables</b>	Seated height; generally seats 2
<b>Eight 6' rectangular banquet tables</b>	Generally seats 6; as many as 8
<b>43 folding chairs</b>	White
<b>8 stacking patio chairs</b>	White

Additional Equipment & Services

In addition to the tables and chairs, CWB offers add-ons to suit your needs and make your event unique.

<b>Projector &amp; Pop-Up Screen</b>	\$50.00	Includes laptop and connector cables, if needed
<b>Whiteboard</b>	\$25.00	Includes markers and eraser
<b>Gas Grill</b>	\$50.00	Includes propane
<b>Boat Moorage</b>	\$1.20/foot	Priced per foot LOA. Pending availability on LUP wharf.
<b>Staff Management Fee</b>	\$150.00	

*Livery Boat Use (peak season only)*

Event guests may also rent CWB's livery boats individually at regular rates. Guests must follow all Livery rules and guidelines when using CWB boats, and boats must be back to the dock at least 15 minutes before the Livery closes.

### Boat Moorage

Guests who wish to bring private boats down for the event may reserve linear moorage on the North Seawall in Lake Union Park, west of MOHAI. Reservation required and subject to availability. Contact CWB, 206-382-2628.

### Catering & Food Service

Initial: \_\_\_\_\_

All catered events must use Kaspars Special Events & Catering. Kaspars will handle the entire booking process. If you are planning a catered event, please contact Kaspars at (206) 298-0123 or visit their web site: [kasparsseattlecatering.com](http://kasparsseattlecatering.com). If you are self-catering your event (ie, pot-luck style), or using a food truck, **there is a \$175 caterer waive fee that will be applied.**

### Set-Up & Clean-Up

Initial: \_\_\_\_\_

The renting party is responsible for all set-up and clean-up, **including removal of trash, recycling and compost from the CWB premises.** CWB does not have trash facilities to accommodate events, therefore **ALL TRASH MUST BE DISPOSED OF OFFSITE.** All set-up and clean-up must take place during agreed-upon pre- and post-event time.

**Set-up may not begin until the Renter or their representative has gone over the Clean-Up Checklist and Closing Procedures with CWB staff, and signed the Rental Clean-Up Agreement.** Renter may arrive up to 15 minutes before the appointed rental start time to review and sign the Rental Clean-Up Agreement.

Should renters fail to complete all tasks on the Rental Clean-Up Checklist to the satisfaction of CWB staff, they will be billed according to charges outlined (see **Deposit Refund**).

### Early Access Option (Evening Rentals Only)

Early rental access is available by prior agreement as early as 4:00 pm, pending availability, if the rental party accepts that CWB staff may still be prepping the space, and that exclusive use doesn't begin until the designated event time. Activities such as visitors viewing the exhibits and volunteers using the kitchen may occur until that start time.

### Floorplan & Event Layout

The Gallery and North Deck can accommodate a variety of different configurations of tables, chairs, and event equipment. CWB requires renters to submit a draft event layout no later than one week prior to the event, *or* complete a walkthrough with CWB staff to ensure that the rental will not conflict with other programs.

### Concurrent Events in Lake Union Park

Renters should note that public events may occur at neighboring Lake Union Park or MOHAI at the same time as their rental at CWB. This may lead to increased noise, traffic and parking restrictions in the area.

### Deliveries & Pick-Up

Initial: \_\_\_\_\_

Rental equipment, such as tableware, linens, and extra chairs, may be delivered the same day as the event for no fee. Such deliveries may be stored on the exterior southwest side of the Boathouse, so long as they do not block any doors. If rental equipment is not being picked up night-of, it must be stored on the exterior southwest side of the Boathouse, and removed from the premises by 10am the following morning. If rental equipment is delivered early or picked up late without prior arrangement, a \$100 fee per day will be added to the rental bill.

Special accommodations may be made on a case-by-case. These must be made in writing and signed by both parties to be considered valid.

### Availability & Pricing

Initial: \_\_\_\_\_

Boat House Gallery & Dock at the Center for Wooden Boats		
	Nov through April	May through October

	<b>Daytime</b> <i>8am to 4pm</i>	<b>Evening</b> <i>6pm to midnight</i>	<b>Daytime</b> <i>8am to 4pm</i>	<b>Evening</b> <i>6pm to midnight</i>
Saturday	\$700	\$1,000	\$800	\$1,600
Sunday	n/a	\$1,000	n/a	\$1,600
Friday	\$600	\$1,000	\$700	\$1,600
Monday through Thursday	\$600	\$500	\$700	\$1,200
Additional Hourly Rental	\$100	\$150	\$100	\$175

### Seasonal Pricing & Restrictions

Pricing and availability depend on the season, day of the week, and time of day. Rates will be quoted on request.

### Discounts

Basic rental rates are subject to the following discounts, one discount per event. **Status must be current at time of booking for discounts to apply.**

- All CWB members receive 10% off regular gallery rates
- 501(c)(3) Non-Profit Organizations receive 20% off regular rates
- CWB Captain's Circle's members (\$1,000 cash contributions or above per year) receive 30% off regular rates

## Deposit & Payment Policies

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### Security Deposit

**Initial:** \_\_\_\_\_

A \$275.00 Security Deposit is required within two weeks of making the reservation for all events. The deposit is refundable after the event, less any amounts deducted for cleaning, repair, or overtime use.

### Payment Policy

**Initial:** \_\_\_\_\_

The Security Deposit must be paid at the time of booking. The Security Deposit is not applied towards the balance owed. The full payment is due no later than 30 days prior to the event. If the rental is not paid at that time, the Security Deposit is forfeited and the Contract is terminated. Should an event run over the scheduled end-time on the Contract, the renter will be charged the Additional Hour fee for every hour of overtime use. The renter also will be charged the Additional Hour fee for any set-up beginning before the scheduled access time on the Contract or Early Access Agreement.

For reservations made within 30 days of the event, both Security Deposit and full payment are due at the time of Gallery Rental Contract submission.

### Deposit Refund

**Initial:** \_\_\_\_\_

Refund of Security Deposit, less any deductions, will be made within 30 days after the event. Charges can include, but are not limited to the following:

<b>Reason</b>	<b>Charge</b>	<b>Notes</b>
Early Delivery/Late Pick-Up	\$100.00	Per day. Applied to early delivery/late pick-up not previously arranged.
Early Setup/Late Breakdown	\$150.00	Per hour, 1 hr. min. Applied if setup/breakdown is outside event hours.
Clean-Up Fee	\$100.00	Per hour, 1 hour min. Applied if additional cleaning needed from CWB.
Garbage/Recycle/Compost	\$30.00	Per bag. Applied if left on premises.

### Cancellations

**Initial:** \_\_\_\_\_

*In the event of cancellation, the Security Deposit is not refundable.* If the rental is canceled more than 30 days prior to the event, you may reschedule to an alternate date within the same calendar year (pending availability) using the same Security Deposit. *If the rental is canceled within 30 days of the event, security deposit and full balance are forfeited.*

## Timeline

<i>Activity</i>	<i>Due date</i>	<b>Initial:</b> _____
Up to 18 months in advance	Initial reservation on our calendar	
Two weeks after reservation	\$275 Security Deposit and signed Gallery Rental Contract due	
30 days before event	Full Payment due, Early-Access agreement signed, parking passes requested	
One week before event	Estimated guest count and draft floor plan or walkthrough due	
Day of event	Rental Clean-Up Agreement walkthrough before setup	
Within 30 days after event	Refund of Security Deposit, less any charges	

## Facility Use

### Use of Property

**Initial:** \_\_\_\_\_

Rental of the site includes the exclusive use of the entire area inside of the perimeter of the Gallery, Kitchen, and North Deck. There are no changing rooms, storage lockers, or staging areas available.

The Front Desk area and restrooms remain open to the public during operating hours. "Private Event" signs will be posted at all entrances to the Gallery during rentals. Seasonal operating hours are posted on our website here:

<http://cwb.org/locations/south-lake-union/>. Our docks, excluding the North Deck area, remain open to the public until 8 pm. Stanchions are available for designating the North Deck as private.

CWB's docks and any CWB-owned boats not in use are available for non-exclusive event-related photography. Visiting Boats may be available with advance permission from owners.

The Boatshop, Pavilion, Outdoor Classrooms, and other buildings and facilities are not available for rent. Guests are welcome to visit all areas as public visitors, but alcohol must remain within event space.

**Initial:** \_\_\_\_\_

### Open Flame

Lanterns and open flames are not allowed. Candles may only be used on tabletops in the Gallery and on the North Deck. If using candles, they must be dripless, stationary and enclosed in non-flammable containers. Prior approval required. Battery-operated tea lights are recommended. No candles are allowed in the Front Desk or restroom area.

### Use of CWB's Grill

**Initial:** \_\_\_\_\_

Use of CWB's grill is by prior agreement only. A fee will be charged {see **Additional Equipment & Services**}. The grill must be set up on the North Deck, away from the building eaves, and at least six feet from the edge of any dock.

**Initial:** \_\_\_\_\_

### Parking

Parking at CWB and in the South Lake Union neighborhood is **very** limited. CWB encourages guests and organizers to carpool and take alternate transportation whenever possible. Neighborhood parking options can be found here: <http://seattleparking.spplus.com/seattle-south-lake-union-parking.html>. However, we recommend that event guests use alternate modes of transit. For options, visit <http://cwb.org/locations/south-lake-union/>.

### Loading in

Access to the Gallery begins at the agreed-upon Event Start Time, specified in the Contract. No rental equipment or supplies may be loaded in to the Sail Loft before that time (see **Deliveries & Pick-Up**).

Renters may have access to the fire lane road that leads to the wharf and the North Parking lot. Before 5:00pm, use the callbox to request that the gate be opened (tell them that you are loading in for a CWB event). After 5:00pm, renters may check out a key that opens the gate. CWB is unable to provide the gate code to renters.

When offloading, do not park or stop vehicles in the fire lane road, especially at the top of CWB's west ramp. Loading vehicles can temporarily (30 min or less) park in the spaces marked "Load/Unload" on the south side of the parking lot, unless CWB parking spaces are reserved in advance.

### Renter Lead Parking

CWB makes up to two (2) parking passes available by request to renters for parking during the event in the North parking lot. These parking passes are intended for use by planners, catering vehicles, and VIP parking.

***It is the renter's responsibility to request parking passes ahead of time, and to communicate parking policies and options to caterers, guests, and others.***

### ADA Access & Parking

CWB's docks and Boathouse are ADA-accessible. There are ADA parking spaces in the North Lot (see **Loading In** for access instructions) and in the Lake Union Park lot. These lots are shared, and spaces are non-reservable.

### Smoking

Initial: \_\_\_\_\_

CWB is a smoke-free facility. Smoking of any substance is not allowed in any of CWB's buildings, on any docks, in any boats, or in the neighboring Lake Union Park.

### Alcohol

Initial: \_\_\_\_\_

CWB allows only beer, wine and champagne to be served at events in the Boathouse Gallery. **No hard liquor is allowed.** All alcohol must remain within the rental area of the Boathouse Gallery and North Deck.

If your party plans to serve alcohol, a Banquet Permit from the Washington State Liquor Control Board is required (<http://liq.wa.gov/licensing/banquet-permits>). Alcohol is **not allowed** in any of our boats. Livery boats will not be rented to customers who show signs of intoxication or alcohol/drug use.

### Decorations

Initial: \_\_\_\_\_

CWB's Boathouse Gallery doubles as a classroom and exhibit gallery, and floats atop a living lake. Please respect the exhibits, artifacts, and ecosystem by abiding by these rules:

- a) No tape, nails or staples may be used on walls or rafters. Decorations may be hung from existing hooks and nails, but not from exhibit boats displayed on gallery ceiling or their supports. Blue painter's tape may be used on some surfaces with prior approval.
- b) Candles are permitted **only** with prior approval (see **Open Flame**).
- c) No rice, confetti, birdseed, potpourri, glitter or any substance of that nature may be used.
- d) Flower petals may be used for decorating purposes on tables only, and must be cleaned up entirely.
- e) Supplemental lighting is recommended both inside and outside in the form of string lights and/or centerpieces. Exterior lighting can be hung from existing nails and hooks on the Boathouse eaves, and on freestanding posts (provided by renter) along the edge of the North Deck.

### Noise Levels

Initial: \_\_\_\_\_

CWB allows amplified sound systems and live bands inside the Boathouse Gallery – outside approved on case-by-case basis to be considerate of our neighbors. Events must abide by Seattle City Noise Code (<http://www.seattle.gov/dpd/codesrules/codes/noise/>).

### Damage or Defacement of Property

Initial: \_\_\_\_\_

By renting the Gallery, it is understood and agreed that the renter will take responsible precautions to prevent persons admitted to the premises from damaging or defacing the premises. In the event that the premises are damaged or defaced by the act, default, or negligence of the renter, or any employee or guest of the renter, the renter shall pay CWB the amount necessary to restore damaged portion of the premises to its original condition.

**Please encourage guests to avoid wearing high heels, as they damage the hardwood floors and are extremely dangerous on the docks.**

**Violation of Rules**

**Initial:** \_\_\_\_\_

By renting the Gallery, it is understood and agreed that, should your group fail to adhere to all rules and policies, and conform to the proper use of the building, The Center for Wooden Boats may, at its discretion, terminate this agreement and require the renting parties to vacate the building (during the event if necessary), forfeiting any and all fees and monies.

**Indemnification**

**Initial:** \_\_\_\_\_

By renting the Gallery, it is understood and agreed that the renter shall indemnify and hold CWB harmless from any and all losses, claims, actions or damages suffered by any person or persons by reason of, or resulting from, any act or omission of renter or renter's employees or guests during use/occupancy of the premises.