



EVENT SPACE RENTAL AGREEMENT AND CONTRACT

Event Date: _____ Set-Up Time: _____ Event Start Time: _____ Event End Time: _____ Wrap Time: _____

Description of "Event Space" (the Mountain Timber Market building and the property that it sits upon may be referred to as the "Market"): _____

Event Name: _____ Number of Attendees: _____

Single Event Multiple Days Classification of Event: _____

Refer to list of categories on page 4

Client(s)/ Corporation (the "Renter"): _____

Address: _____ City: _____ State: _____ Zip _____

Contact: _____ Company: _____

Primary Phone: _____ Secondary Phone: _____

Email address: _____

Type of Entity: Club Association Limited Liability Co.
 Corporations Personal: _____ Other: _____

NOTES:

- "Wrap time" refers to the agreed upon time the booking party must have the Event Space returned to its original condition and ready to leave the space.
- Rental rates will be highlighted and acknowledged in this document and may be calculated, by half days, by whole days and/or a combination of the above.
- A signed contract and date-hold deposit in the amount of 100% of the costs associated with the Event Space rental must be received to reserve your date(s) and time(s). There are no refunds.
- A copy of your Special Event Liability insurance (see INSURANCE section on page 2) is due no later than ten (10) days prior to your event.

Payments should be made to Port of Kalama. Check and major credit cards are accepted.

No refunds of the space rental fees will be paid, as your agreement to rent Mountain Timber Market space on this date may cause the loss of additional bookings or business.

Acknowledged, Agreed and Authorized by Primary Contact/Renter: _____ Date: _____

Acknowledged and Agreed by Port of Kalama: _____ Date: _____



EVENT SPACE RENTAL AGREEMENT AND CONTRACT

Please initial and date the following three pages.



EVENT SPACE RENTAL AGREEMENT AND CONTRACT

CONDITIONS AND RESPONSIBILITIES OF RENTER

Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping The Mountain Timber Market a well maintained and safe location for future use.

DEPOSIT/RENTAL FEES

A signed contract and date-hold 100% deposit of the costs associated with the Event Space rental must be received to reserve your date(s) and time(s).

INSURANCE

Special Event Liability insurance is required of Renter(s) and is due no later than ten (10) days prior to your event. The insurance must, at the Renter's sole expense, provide and maintain general liability insurance, including but not limited to bodily injury and property damage liability, insuring the Port of Kalama, and its employees, Mountain Timber Market contractors and contracted vendors, tenants, guests, invitees and customers (collectively "Port Parties") against all bodily injury, property damage, personal injury and other loss arising out of Renter's use and occupancy of the Event Space and Market, including by Renter's officers, employees, agents, guests, invitees and customers (collectively "Renter Parties"). The insurance required hereunder shall have a single limit liability of not less than \$1 million, and general aggregate liability of not less than \$2 million. Port of Kalama shall be named as an additional insured of said policy.

If alcohol is served at the event your policy must include Liquor Liability coverage. This coverage shall insure Renter, the Port of Kalama and Port Parties against alcohol-related bodily injury to persons, including death, and property. Any caterers and/or outside vendors, companies, and/or institutions must provide certificate of insurance, evidencing General Liability and Liquor Liability coverage, as well as a copy of their Cater License to Port of Kalama, naming Port of Kalama as stated, and will be delivered at least seven (7) days prior to the event.

CONTACT OF NAME/COMPANY INSURED: _____

Street City State Zip Code

LIABILITY

Unless caused by the gross negligence of the Port, including its officers, employees and agents ("Port Affiliates"), the Port is not liable for injury or damage to the person or property of Renter or Renter's Affiliates in or about the Event Space, including but not limited to if the damage or injury is caused by or results from fire, steam, electricity, gas, water or rain, or from defects of pipes, sprinklers, wires, appliance, plumbing, air conditioning, lighting fixtures, policy area, or failure of utilities. Port and Port Affiliates are not liable for any injury or damage arising from any act or neglect of any other tenant or occupant of the Building.

Renter agrees to indemnify, defend and hold harmless Port of Kalama and Port Affiliates of and from any claims, liabilities, costs, penalties, damages or expenses arising out of and/or resulting from this Rental Agreement and use of the Event Space and Market, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by Renter, its employees, and agents of alcoholic beverages at Port of Kalama.

In the event Port of Kalama and Port Affiliates are required to file any action in court in order to enforce any provisions of this agreement, Renter agrees to pay Port of Kalama and Port Affiliates all reasonable attorney fees, court fees, and costs of suit incurred by Port and Port Affiliates including all collection expenses and interest due.

CATERING STANDARDS

All caterers are required to have a valid certificate of insurance and, upon request, shall promptly provide such certificate of insurance to the Port.

Kitchenette Policy— The Mountain Timber Market kitchenette is production space and is to be used for final food presentation, plating, and bussing only. Please note Mountain Timber Market does not provide dishes, glassware, pots, pans, knives, or utensils. The kitchen production space will be provided in a clean condition and the Renter shall ensure that the kitchenette is returned to a clean condition immediately following your event.



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All trash, composting and recyclables must be removed from the site. All trash must be collected, properly bagged, and removed from the Event Space and Market by the Renter.

Failure to remove or clean will result in additional fees and will be charged to rental party's credit card on file.

Contact/Renter Initials: _____ Date: _____

CAPACITY

Small Banquet Room West —24 at table/seated dinner; 48 standing reception

Large Banquet Room East (Alan Basso's Room) —60 at table/seated dinner; 76 standing reception

Kitchenette attached to Large Banquet Room East — Catering and/or production staff only

Mark the rooms requested for this rental agreement and contract:

	Small Room 7 – 11 am	Small Room 1 – 9 pm	Small Room All Day	Large Room 7 – 11 am	Large Room 1 – 9 pm	Large Room All Day	Add Kitchenette 7 – 11 am	Add Kitchenette 1 – 9 pm	Add Kitchenette All Day
Mon - Th	\$100	\$175	\$300	\$125	\$250	\$400	\$75	\$75	\$100
Fri - Sun	\$175	\$275	\$350	\$200	\$350	\$500	\$75	\$75	\$100

SITE DECORATION

Port of Kalama wants to make every event at the Mountain Timber Market a special and welcome experience. Therefore every effort will be made to allow Renter to prepare decorations reflecting their creative requirements. No nails, screws, staples or penetrating items are to be used on our walls or floors. Glitter or foil (non-paper) confetti is not allowed on site. Only low tack tape is allowed on our floors and walls. Nothing may be hung from the drop ceilings. Any damage will be charged after your event.

CONDUCT

There is absolutely no drug use of any kind tolerated in the Event Space or Market building. Smoking shall not be permitted in the Event Space or within 30 feet of the Market building. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and Renter Parties shall use the Event Space and Market in a considerate manner at all times.

Conduct deemed disorderly at the sole discretion of the Port shall be grounds for immediate expulsion from the Event Space and Market, and termination of the rental period. In such cases, refunds of the event costs will not be available. During events using or selling alcohol, alcoholic beverages must not be taken outside the Event Space. All legal consequences and ramifications of such conduct in this paragraph are the sole responsibility of the Renter and/or Renter Parties.

LIVE MUSIC/DJs/NOISE

Please be aware the Event Space is located near other businesses and therefore neighborhood noise regulations do apply. In the event the Renter's event creates a disturbance due to high noise volume, the Port has the full authority, in its sole discretion, to require the Renter and/or Renter Parties to turn the offending noise down and/or off. If repeated disturbances are created at the Market, the Port, in its sole discretion, has the full authority to expel the Renter and/or Renter Parties from the Event Space and Market. In the event of disturbances to the point of expulsion, no portion of the event costs will be refunded to Renter. The Renter and/or Renter Parties will also be solely responsible for any fines or fees associated with noise ordinances.

CANCELLATION

Date-Hold deposit is non-refundable.



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CLEANING, TRASH, AND EQUIPMENT REMOVAL

The Event Space will be in a clean condition prior to your event. You are required to return the space to the same clean condition in which it was found.

CITY, COUNTY, STATE, AND FEDERAL LAWS

Renter agrees to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the Event Space and Market. This is a drug free and non-smoking facility at all times, and there are no exceptions. Renter shall not sell alcohol in the Event Space or Market at any time. Renter may not serve alcohol to minors in the Event Space or Market at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. The Port reserves the right, in its sole discretion, to expel anyone who, in its judgment, is intoxicated or under the influence of alcohol or drugs, or who shall, in any manner, do or participate in any act jeopardizing the rights, safety, use permit, or insurability of the Port, Port Parties and Market.

Contact/Renter Initials: _____ Date: _____



EVENT SPACE RENTAL AGREEMENT AND CONTRACT

ENTRY AND EXIT

Renter agrees that Port of Kalama staff may enter and exit the Event Space during the course of the event.

LOST AND FOUND

Port of Kalama takes no responsibility for personal effects and possessions left in the Event Space and Market during or after any event. The Port does maintain a lost and found and will hold recovered items up to 30 days.

PROMOTIONS AND COPYRIGHT

It is important to us that you have a fantastic and successful event. Should the Port and/or Market be engaged in the promotion or co-production of Renter's event, the Renter is required to first obtain written approval of all marketing messages and communications using the name of the Port or the Market.

INDICATE CLASSIFICATION OF EVENT:

<input type="checkbox"/>	Art Festivals / Show	<input type="checkbox"/>	Cooking	<input type="checkbox"/>	Black Tie Events
<input type="checkbox"/>	Breakfasts	<input type="checkbox"/>	Bridal Showers	<input type="checkbox"/>	Educational Seminars
<input type="checkbox"/>	Dances	<input type="checkbox"/>	Wedding Reception / Ceremony	<input type="checkbox"/>	Graduation Ceremonies
<input type="checkbox"/>	Film Showings	<input type="checkbox"/>	Baby Showers	<input type="checkbox"/>	Silent Auctions
<input type="checkbox"/>	Graduation Parties (No Overnight)	<input type="checkbox"/>	Comedy Shows	<input type="checkbox"/>	Banquets
<input type="checkbox"/>	Meetings	<input type="checkbox"/>	Dinners	<input type="checkbox"/>	Book Signings
<input type="checkbox"/>	Retreats	<input type="checkbox"/>	Galas	<input type="checkbox"/>	Luncheons
<input type="checkbox"/>	Meetings	<input type="checkbox"/>	Memorial Services	<input type="checkbox"/>	Parties
<input type="checkbox"/>	Award Presentations	<input type="checkbox"/>	Reunions	<input type="checkbox"/>	Receptions
<input type="checkbox"/>	Photo Shoots	<input type="checkbox"/>	Wine Tasting	<input type="checkbox"/>	Other:

Will Alcohol be served at the event: Yes No

CONTROLS IN PLACE:

- Employees/volunteers are serving alcohol. Renter has a liquor license/permit and servers have a formal alcohol awareness training.
- Attendees can bring their own alcoholic drinks.
- Alcohol will be self-serve.
- Alcohol will be provided and attendees can pour their own drinks.
- Renter is hiring Licensed Vendor/Catering Company to serve alcohol: _____

Port of Kalama / Mountain Timber Market requires a credit card to be on file during the entirety of your event.

By signing this form you give the Port and Market permission to debit Renter's account as indicated below. This permission does not provide authorization for any unrelated debits or credits to Renter's account.



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Signature: _____ Date: _____

