



BARN Facility Rental Agreement

Updated 1/27/2023

Thank you for your interest in having your event at BARN.

Our center for craft and invention has facilities and equipment to meet many needs including two venues suitable for meetings, presentations, and seminars, even parties and banquets.

Submittal Date:		
RENTER NAME:		Company Name (if applicable):
Contact Phone:		Contact E-mail:
Contact Address, City, ST, Zip:		
Please describe the general nature of the event:		Expected Attendance:
BARN space needed: <input type="checkbox"/> Great Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Small Classroom		Special Instructions/Needs?
WSDA Processor License (if applicable)		Food Handlers Permit (if applicable)
Day(s) of Rental(s):	Start Time(s):	End Time(s):

RATES/FEES: All reservations of the Great Room require a two (2) hour minimum rental.

BARN Member?	Non-Profit Organization?
	Rate: \$_____/hour
RENTAL FEE: _____ hours x \$_____/hour = _____. ⁰⁰	

Renters of BARN's facilities and equipment agree to comply with certain **Terms and Conditions** identified herein as well as BARN's **Code of Conduct** (Exhibit B, attached).

BARN RENTAL TERMS & CONDITIONS

DEPOSIT for Damage or Cancellation

_____ In addition to the Rental Fee, all Renters will be charged a Deposit. Deposit for this agreement is \$ _____ (two hours rental as described in the Rates/Fees section of this document). Deposits are completely refundable provided that the following terms are met:

- The Rented Facilities and adjacent areas (including outside the building) are left clean and orderly.
- Occupation of the Rented Facilities does not exceed the scheduled Rental Period.
- All equipment in the Rented Facilities is accounted for and undamaged.
- There has been no damage to the Rented Facilities or other areas in the building.
- If alcohol is served, all requirements for serving alcohol have been satisfied.
- All BARN rules governing the use of the Rented Facilities have been met.

If the foregoing conditions are not met to the satisfaction of BARN, an appropriate amount (as determined by BARN) will be deducted from the damage deposit. If the damage deposit is not sufficient to cover the damages resulting from the Renter's use of the Rented Facilities the Renter will be charged for any additional costs. Please allow four weeks for the damage deposit to be returned.

CANCELLATIONS *(please initial at each line)*

- _____ Cancellations made with less than a fourteen (14) day notice will result in a non-refundable cancellation fee of two hours rental as described in the Rates/Fees section of this document.
- _____ Cancellations made with less than a seven (7) day notice will result in a non-refundable cancellation fee equal to the agreed full rental fee as described in the Rates/Fees section of this document.

INSURANCE

Renter is required to procure and maintain insurance for the duration of use of the BARN facilities identified herein [hereinafter the "Rented Facilities"] of Bainbridge Artisan Resource Network (hereinafter "BARN") against claims for injuries to persons or damage to property which may arise in connection with said use, in the amounts specified below. BARN reserves the right to require higher insurance limits when Renter's proposed rental use involves a higher than normal risk. Renter shall provide BARN with a certificate of insurance evidencing the following:

- General liability insurance covering the Rented Facilities with limits of no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate. BARN shall be listed as an additional named insured on Renter's general liability policy.
- Renter's general liability insurance policy shall contain, or be endorsed to contain an express provision making such insurance coverage primary insurance as respect to BARN, and any insurance, self-insurance, or insurance pool coverage maintained by BARN shall be excess of Renter's insurance and shall not contribute to it.

- Renter's insurance must be placed with insurers with a current *A.M. Best* rating of not less than "A".
- Reservations of the Rented Facilities are not fully finalized until BARN's receipt of the required certificate of insurance and any applicable damage deposit.

ROOM SET-UP

Set-up and clean-up of the Rented Facilities is the sole responsibility of the Renter. Renter will not be allowed in the Rented Facilities prior to the start time designated in this Rental Agreement. Please be sure to allow enough time to complete the room set-up and decorating when booking the rental. Renter will be charged for any and all time used for set-up. Renter is responsible for returning the room to its original configuration.

ALCOHOL USAGE

BARN possesses a Washington State liquor license. If Renter wishes wine and/or beer to be served at their event, Renter must provide MAST-certified bartender(s) to serve. MAST-certification must be validated by a BARN employee.

If Renter wishes spirits to be served at their event, Renter may take on this responsibility themselves. Proof of banquet permit and MAST certification for all servers is required prior to the commencement of the Rental Period.

CHECK-IN PROCEDURE

Renter must check-in with the designated BARN person prior to accessing the Rented Facilities. The designated BARN person will conduct a pre-event inspection prior to the start of a Rental Period to ensure cleanliness of the Rented Facilities.

LOAD-IN, DELIVERIES, and STORAGE

Renter shall insure that all deliveries of items to be utilized in connection with their Rental occur during the designated Rental Period. Deliveries that arrive prior to the designated Rental Period will not be accepted by BARN staff. All such items must be removed from the Rented Facilities by the end of the designated Rental Period.

CLEANING and RESTORATION

Renter is responsible for cleaning the Rented Facilities and returning them to their pre-Rental condition. All garbage must be removed from the Rented Facilities at the conclusion of the designated Rental Period and placed in the dumpster located at the northwest corner of the upper parking lot. Cleaning equipment (push brooms and dustpans) for the facility is available and the designated BARN person will assist Renter in locating it. To ensure the return of the Deposit, the Renter must have the designated BARN person complete a Rental Clean-Up Checklist.

DECORATIONS and EFFECTS

Decorations may be attached to walls and windows in the Rented Facilities using blue painter's tape only. The usage of tacks, staples, glue or other similar materials is prohibited. The use of candles or any flammable materials is strictly prohibited, as is the use of haze, fog, or smoke effects machines.



BARN Facility Rental Agreement

Updated 1/27/2023

SMOKING

All BARN facilities are smoke-free and tobacco-free areas and, therefore, smoking, chewing, vaping, etc. is prohibited in the Rented Facilities or anywhere on the premises.

MERCHANDISE

If Renter wishes to sell items while renting BARN facilities, Renter must comply with all state and local requirements, including obtaining a City of Bainbridge Island Business License, if required.

INDEMNIFICATION AND HOLD HARMLESS

By signing below, Renter agrees to defend, indemnify and hold harmless BARN, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of Renter’s use of the Rented Facilities or from which any activity, work or thing done, permitted, or suffered by Renter in or about said facilities, except only such injury or damage as shall have been occasioned solely by the negligence of BARN or its officers, officials, employees and volunteers.

AGREEMENT TO ABIDE BY RULES AND REGULATIONS

The terms and conditions set forth in this Rental Application, together with the attached exhibits, shall constitute a legally binding contract between Renter and BARN. The undersigned acknowledges that he/she has read all of the attached rules and regulations for use of BARN’s facilities and represents and warrants that he/she has full authority to sign this Application and legally bind Renter to faithfully perform its obligations thereunder.

Renter’s Signature:

Date:

Renter’s Name (*print*)

Grae Drake, Executive Director

Date:

Submit this form online OR return the signed and completed application to BARN’s Rental Coordinator, Marcela Sandoval at marcela.sandoval@bainbridgebarn.org.

EXHIBIT A The Great Room and Kitchen

General

BARN's Great Room is a 53 foot x 25-foot open space with 32" high counters along most of the wall under the Eastern windows.

Room capacity: 170 persons maximum; 80 for dining.

Furniture & Equipment included with basic rental at no additional cost

- Tables 36" x 72" folding; (up to 14)
- Chairs Stacking; plastic & metal; (up to 150)
- Video: HD projector and projection screen (13' wide x 9' high)
- Audio: 12-volt system suitable for presentations, classes, etc. (*not for live music reinforcement*); Two (2) wireless microphones and stands.

Additional costs:

If Renter wishes to use BARN's dishes, flatware, glasses, coffee cups, etc., Renter must also:

- (1) Lease BARN's Kitchen (refer to Rates/Fees section of the Master Agreement)
- (2) Provide kitchen personnel with food handler's licenses, and
- (3) Adhere to all practices commensurate with the usage of BARN's commercially licensed kitchen. A BARN Kitchen Orientation is required PRIOR to the start of your event. Please coordinate this through your BARN representative.

BARN's commercial Bunn coffee system is available for usage as part of the Kitchen rental package. Coffee and condiments are not included. A grinder is available for fresh ground coffee precisely measured to fill BARN's air-pot servers.

Renting the Kitchen

This is a 21' x 55' commercial-grade community kitchen. Equipment includes a Wolf stove with oven and salamander broiler, a Moffat convection oven, and a commercial dish-washing setup. The 6' x 8' walk-in refrigerator, 22.6-cubic-foot reach-in freezer, and dry storage areas are available while the kitchen is being used. Pans and small-wares are available for use, but do not provide for every need or specialization. Personal pieces of equipment may be brought in for use during rental times. Ingredients or equipment stored during use periods are the responsibility of the renter and are not guaranteed or insured by BARN. When leased with the Great Room, the kitchen is available for an additional \$50 per hour. Everyone who will be working in the kitchen must obtain a food handler's license and adhere to all practices required for this commercially licensed space.

A Kitchen Orientation is required before your scheduled event. A BARN representative will contact you to schedule this orientation. If you are using a catering company, please let them know they will need to go through the Kitchen Orientation.

EXHIBIT B

BARN's Code of Conduct

To state clearly "How we work and play together. "

BARN is committed to creating and maintaining a safe environment for all participants. BARN's Code of Conduct applies to all ages and is the foundation of BARN's policies for working with youth.

The code provides:

- Respectful relationships are a key to BARN's success and will exclude any type of harassment, as well as disruptive, threatening, or unreasonable behavior that interferes with anyone's use of the facility.
- Respectful stewardship of equipment and the building will be key to proper maintenance and care of shared and/or personal property.
- Our facilities and grounds will be smoke-free and drug-free.
- Youth under the age of 14 must be supervised by an adult.
- Operable firearms are not allowed. While BARN-hosted events may involve alcohol, everyday activities will not.
- Toxic materials must be safely used and properly disposed.
- Service dogs are welcome throughout the facility other animal friends are not.
- Environmental stewardship is foundational to our mission.
- Inspiring each other is an important part of working together. Copying the creative work of others (without explicit permission) is not allowed.
- Anyone not complying with the Code of Conduct or to the studios' Standard Operating Procedures will be asked to leave the BARN premises and may be barred from future access to BARN facilities and programs.

The Executive Director and/or the Board of Directors are responsible for the administration of this policy.

NOTE: This policy may be amended from time to time by the BARN Board