



# Abbey Arts - BUILDING USES & RENTAL POLICIES ADDENDUM Updated 3/10/17

**Fremont Abbey** 4272 Fremont Ave N, Seattle, WA, 98103 (*mailing address & home venue*)

**Ballard Homestead** 6541 Jones Ave NW, Seattle, WA, 98117

[www.fremontabbey.org](http://www.fremontabbey.org) | PH 206.414.8325

**NON-DISCRIMINATION:** Abbey Arts does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin. Freedom of expression & creativity is encouraged within the boundaries of respect for all peoples. Some events may be labeled or rated (PG-13, etc.).

**CLEAN & GREEN: Complete clean up is expected promptly after the event before your exit time.**

Vacuums, brooms and other cleaning supplies will be made available to Renter in order to return the spaces used to the condition in which they were found. All items brought by Renter must be removed, including all decorations day of event. Food or drinks left behind will become property of Abbey Arts and will be used to feed hungry volunteers. The House Manager must give approval for leaving behind any equipment or decorations, or a disposal fee may be deducted from the deposit.

Abbey Arts strongly encourages Renters & Caterers to use a minimal amount of disposable products due to the environmental impact. **Only one large bag each of garbage, compost, and recycling (three bags total) are allowed,** and must be taken out in a quiet manner to the dumpsters after the event. Additional bags need to be taken with Caterer/Renter after the event or there is a \$25 charge per additional bag (or \$120 for additional dumpster pickup).

Abbey Arts is not responsible for decorations or food related clean up. Unless otherwise noted, either the Caterer or Renter assume responsibility for taking down all tables and chairs and removing all items. Extra cleaning by Abbey Arts Staff (for excessive spillage/staining on rugs, for example) will be billed at \$25/hour (\$50/hour between the hours of 12am and 9am) and will be deducted from the Cleaning and Damage deposit. Any failure to comply with set-up and clean-up policies from Renter or Vendor will result in additional charges and/or the loss of the deposit.

**DEPOSITS:** A conditionally refundable Cleaning and Damage Deposit is required. Additional staffing, setup, cleaning, or tech fees may apply as noted on the Rental Rates Document. Separate checks are preferred for the consideration and Damage Deposit respectively. If the Damage Deposit is included in the same check as the initial event rental deposit, it will be the Renter's responsibility to contact Abbey Arts within thirty (30) days after the event to request a refund. Otherwise, Abbey Arts will consider the Damage Deposit as a donation. Liability for cleaning or damage in some cases may exceed the amount of the Damage Deposit, in which case Renter agrees to pay for any and all building damages, equipment loss, cleaning costs, or any other damages or losses resulting from their event or its participants, vendors, etc. Refund of Cleaning and Damage deposit will occur after determination of eligibility by Abbey Arts Staff. If a portion of the damage deposit is needed for damages or cleaning, a refund check for the remaining balance will be mailed within thirty (30) days after the event.

**RENTAL TIME:** When establishing a rental time table, Renter will include set-up and clean-up in the rental period.

**Caterers and others should be instructed not to arrive before the contracted rental time.** Deliveries of rental equipment, cakes, flowers, etc., must be made during the rental period unless approved in writing via email. Abbey Arts does not guarantee security of any items in the space prior, during, and after the event (including, but not limited to rental items). Additional fees will be charged by the ½ hour for any extended time, according to the schedule of fees fixed by Abbey Arts and only if such time extension is approved by Abbey staff. Abbey Arts reserves the right to charge for non-approved delivery and pick-up of rental items outside of normal hours of operations, or set-up/clean-up times for event. Renter will be charged from the time the first person associated with the

organization enters the rental space, until the last person leaves the building. If the Renter fails to vacate the premises and surrender possession of the Facility within the above limits, all Rental and Cleaning/Damage Deposit fees and further use of the Facility may be forfeited.

**RENTAL COMPANY:** Limited Rental drop-off and pick-up must be by a professional rental company, during Abbey hours of operations and approved in writing by Abbey Events Manager at least 1 week in advance of event. All dishware left on premises must be cleaned by renter and/or caterer. See above for additional fees.

**SIGNAGE:** **Without prior approval by Abbey Arts staff, no signs, decorations, or other items may be tacked, taped or affixed in any way** to equipment, walls, pillars, or any other surface of the building, inside or out. Temporary directional signs on their own supports may be in place the day of the event, but must be approved and removed immediately after the event. Green painters tape is generally allowed in most spaces but check with your Event Manager before using.

**SAFETY AND SECURITY:** All renters must have designated security/door staff (1 per 100 people unless otherwise approved in writing) who sign the Security Agreement and work to ensure attendees leave quietly and do not disturb the neighbors, take drinks outside, or behave in any disorderly or loud fashion. Public events may require professional or Abbey Arts security; this is especially important for events after 10:00pm. If it is reported that unsupervised attendees exiting the building are engaging in loud or disorderly conduct, **Renter may be billed an additional \$100-\$300 fee** depending on severity of disturbances (regardless of whether police were called).

Some events, for various reasons (including, but not limited to, crowd size, number of volunteers, complexity of set-up, presence of children, serving of alcohol, etc.) require additional Event Oversight or Security Personnel. Abbey Arts reserves the right to add, at the Renter's expense, additional oversight or professional security to make every event safe and successful. Abbey Arts reserves the right to delay the opening of any event in the case that the Premises are not deemed safe or appropriate for public admission. Abbey Arts reserves the right to temporarily halt the admission of patrons to any event if Abbey Arts believes capacity for the event has exceeded safe management of the Premises. Security plans must be approved by Abbey Arts in advance of the event.

**QUIET HOURS (see Ballard addendum):** There are many houses and apartments nearby, some with young children. Seattle's noise ordinance is in effect from 10 pm - 7 am weekdays and 10 pm - 9 am weekends. [RCW -- <http://www.seattle.gov/spd/prevention/Neighborhood/noise.htm>] Please help Abbey Arts to be a good neighbor by maintaining quiet during any activity in or around the Abbey and while exiting the building after 10:00 pm. **THIS IS VERY IMPORTANT.** Loud bands, DJ's, or amplified music may be asked to turn down at the discretion of Abbey Arts Staff. (See security section for noise violation penalties.) All windows & doors must be closed after 10pm.

**ALCOHOL (see Ballard addendum):** Private rental events or non-profit public benefits may acquire permits, subject to Abbey approval. Renter is responsible for all appropriate permits & licenses from WSLCB and must submit documentation to Abbey Arts prior to their event date. Renter is also responsible for all proper enforcement of WSLCB licenses and rules. Proper care must be given to cleanup spills during the event. Kegs must be properly contained and may not rest directly on the floor due to condensation. <http://liq.wa.gov> for more details about permits, etc. Any fines or penalties from local authorities that are shown to be as a result of renters staff, caterers or attendees, will be charged to renter in full, even if this amount exceeds the damage deposit.

**CATERING:** Renter must select from Abbey Arts' preferred catering list, unless otherwise approved (fees apply). Renter and/or their caterers are responsible for bringing any items needed for food service. Abbey Arts does not guarantee kitchen equipment will be available or working unless specified in contract. Tables, chairs, plates, bowls, chafing dishes (warmers), and some other serving items are only available upon request. Please be sure your team

**does not use any kitchen equipment** without prior approval by Abbey staff.

**DAMAGES:** Renter is responsible for all damage to property and equipment. Abbey Arts is not responsible for any items that are left, lost, or stolen. The building and grounds will be reviewed prior to and after use by the designated Abbey Arts staff member to determine conditions and any potential damage charges. Renter is encouraged to be present during this review. Renter is responsible for damage caused by its agents or patrons, including any damage or loss to the facility, equipment contained therein, exterior of the building, sidewalks surrounding the building, and any other objects or goods inside the building. Chairs and tables may not be leaned against walls. Renter is responsible for reporting any damage made to the premises immediately following the event. Any failure to report damage will result in additional charges and/or the loss of the Cleaning and Damage deposit.

**INSURANCE:** See Contract

**EQUIPMENT:** See the Equipment List online

**LOADING & UNLOADING:** Renters should use the loading areas marked in yellow on the curb or general street parking. When not loading or unloading, move vehicle to proper marked parking lot or street parking. Do not block neighbor driveways or a penalty may incur in addition to city parking ticket.

**NON-PROFIT ORGANIZATIONS:** In order to receive non-profit rates, Renter must provide a copy of the renting organization's 501(c)3 letter from the IRS.

**FREMONT ABBEY EVENT PUBLICITY (*see Ballard addendum*):** No promotion, publicity, or advertising (printed or otherwise) may state, imply, or allude to any sponsorship by or affiliation with Abbey Arts unless explicitly agreed upon with Abbey Arts staff. Any mention of Abbey Arts in print must be described with its full name as follows: Fremont Abbey Arts Center, 4272 Fremont Ave N, Seattle, WA 98103 [www.fremontabbey.org](http://www.fremontabbey.org)

**ADMISSIONS TAX/LICENSES:** Renter is responsible for all taxes & licenses including obtaining any and all appropriate performing rights or licenses prior to the event, when performing rights or licenses are required (for cover songs, etc). Renter is responsible for paying City of Seattle Admission Tax for public performances involving a ticket/door charge or specified "suggested donation" unless exempt.

**SMOKING:** Smoking is prohibited throughout the building and within twenty-five (25) feet of any entrance per WA state laws. [RCW 70.160.075]

**STAFF REQUIREMENTS:** Renter is expected to provide all staff for their event unless stated on the contract. Abbey Arts requires renters have a minimum of one (1) designated staff person for any event open to the public. Abbey Arts requires Renter to hire in-house technical staff if technical equipment is being used, unless otherwise agreed upon in writing during the planning process. Chaperones & additional security may be required for youth events.

**RESPONSIBILITY:** Contracts will be approved for adults who are at least 21 years of age and who accept responsibility to attend the event and provide supervision throughout the period covered by the contract. Name(s) of person(s) who will be on the site and in charge throughout the course of the event must be given to the House Manager or Director prior to the event. Only those persons specified by the applicant will be permitted to make additions or changes to the signed contract.

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## **Ballard Homestead Addendum -- BUILDING USE & RENTAL POLICIES**

6541 Jones Ave NW, Seattle, WA 98117 206-414-8325

**Except for the following, Ballard Homestead's Building Use & Rental Policies are identical to those for Fremont Abbey listed above.**

**QUIET HOURS:** There are many houses and apartments nearby, some with young children. Seattle's noise ordinance is in effect from 10 pm - 7 am weekdays and 10 pm - 9 am weekends. [RCW -- <http://www.seattle.gov/spd/prevention/Neighborhood/noise.htm>] Please help Abbey Arts to be a good neighbor by maintaining quiet during any activity in or around Ballard Homestead and especially while exiting the building after 9:30 pm. **THIS IS VERY IMPORTANT.** (See security section for noise violation penalties.) Keep all windows & doors closed after 9:30pm. Renter must provide door person to monitor outdoor noise levels & guests at all times. Event noise may not be audible outside after 9:30pm, nor may be it be exceptionally loud at any time during the event. Noise level limits are at the complete discretion of ABBEY ARTS staff. No loud bands or DJ's allowed.

**ALCOHOL:** Alcohol may be permitted at small private events - written permission required one month in advance. Banquet permit is required (and all accompanying WSLCB rules followed); subject to Abbey Arts approval. Alcohol cannot be sold Renter is responsible for all appropriate permits & licenses from WSLCB. Renter is also responsible for all proper enforcement of WSLCB licenses and rules. Proper care must be given to cleanup spills during the event. Kegs must be properly contained and may not rest directly on the floor due to condensation. <http://liq.wa.gov> for more details about permits, etc. Any fines or penalties from local authorities that are shown to be as a result of renters staff, caterers or attendees, will be charged to renter in full, even if this amount exceeds the damage deposit.

**BALLARD HOMESTEAD EVENT PUBLICITY:** No promotion, publicity, or advertising (printed or otherwise) may state, imply, or allude to any sponsorship by or affiliation with Abbey Arts unless explicitly agreed upon with Abbey Arts staff.

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**SIGNATURE ON CONTRACT VERIFIES YOU HAVE READ & AGREE TO THESE POLICIES.**

A printed copy of this document is not required.