

Depot Arts Center

Yearly Facility Rental Rates

A. Freight Room / Baggage Room Rates (per hour)

<u>Organization type</u>	<u>Mon 8am - Fri 3pm</u>
Non-profit	\$23.00
Private	\$23.00
Profit	\$23.00

Session setup and cleanup time

Setup and cleanup must be included in session time. It is the responsibility of each group to put away equipment properly and to leave the facility clean for the next renter. A flat monthly fee is charged to help offset cleaning services three times a week in the freight/baggage room areas.

Cleaning service charge	
Once a month rental	\$5.00/ month
Once a week rental	\$7.00/ month
Multiple usage each week	\$15.00/ month

B. Kitchen Rates (per day)

Kitchen	Partial use: space, water, elec. only	\$48.00/ month
	Full use: stove, dishwasher, elec.	\$96.00/ month

C. Deposits Required

Damage - Indoors	\$110.00
Key Deposit	\$55.00

Deposit check and signed contract are required to confirm rental. Check will be returned at end of contract following inspection of premises and key return. All or part of deposit may be used for cleaning and/or damage repair. Any fees incurred in excess of the deposit will be charged back to the renter.

D. Other Information

Garbage: At the end of each session, renter must empty trash containers. Use the dumpster to the North of the facility. Replace trash liners.

Capacity: Freight Room – 150 people standing, 90 people sitting
Baggage Room – 40 people standing

Tables: The Depot has 11 tables, 30" x 60" and 12 round tables, seating six.
Chairs: Approximately 120 chairs are available

Depot Arts Center

Yearly Rental Agreement

Depot Arts Center agrees to rent to _____ the following
area(s) _____ from _____ (mo/day/yr) to _____ (mo/day/yr)
on _____ day(s) and times
for the purpose of _____.

Monthly rent will be charged as follows:

Freight Room:
_____ (hours) x _____ (\$ per hour) = _____ per session

Kitchen: Partial use / Full use _____

Monthly cleaning service charge _____

The book keeper will invoice yearly renters each month. Rent is due the first week of the month for sessions that are scheduled to take place. Depot Arts Center reserves the right to collect rent whether or not the class actually takes place. Payment of rent and possession of keys takes place during regular Depot office hours within four business days of the contract start date. Keys must be returned to Depot Arts Center on the first business day after the contract expires unless other arrangements are made.

Note: Depot Arts Center considers the space available on a first come / first serve basis. To reserve dates, renter must agree to all terms and conditions stated in the *Rental Rules*, sign the contract and deliver a check for \$165.00 as a key /damage deposit. At that time, a Depot Arts Center representative will sign the contract and enter the dates on the rental calendar to make the yearly contract official. Depot Arts Center office hours are 12:30 – 5p.m. Tuesday through Friday.

Signature _____
Date _____
Depot Arts Center Representative
611 'R' Avenue, PO Box 635
Anacortes, WA 98221
(360) 293 – 3663

Signature _____
Date _____
Responsible Party _____
Organization _____
Address _____
Phone _____

Depot Arts Center

Rental Rules

- ___ 1. Smoking, candles, barbecues, etc. are not allowed inside the building at any time.
- ___ 2. A banquet permit is required for consumption of alcoholic beverages on Depot premises. It may be purchased from the WA State Liquor Store, and it must be displayed when alcohol is served. It is the renter's responsibility to comply with all laws regarding alcohol consumption.
- ___ 3. Groups with anyone under the age of 21 must have an adult sponsor in attendance at all times. At the Depot's discretion, the renter must pay the cost to have an off-duty police officer present.
- ___ 4. Any items put up (signs, decoration, etc.) must be installed and removed in such a way that there is no evidence of the item being installed.
- ___ 5. All chairs and tables must be returned to the appropriate storage carts, and the carts must be returned to their storage location.
- ___ 6. Depot historical furniture and fixtures are to remain stationary. The graffiti wall in the freight room is NOT to be marked in any way. It is an historical fixture.
- ___ 8. The phone in the baggage room is to be used for emergency and local calls only. Long distance calls made during the rental period will be charged back to the user.
- ___ 9. Park only on the street. Do not park or drive on the brick. Access for loading / unloading is available on the back (east) side of the building. Use the gravel road behind Depot Arts Center.
- ___ 10. Renter is to dispose of refuse created during use of the facility in the dumpster to the north of the building. As a courtesy to the next rental group, line any garbage receptacle used with a new garbage bag.
- ___ 11. The premises must be cleaned and returned to its original condition immediately after the end of the event. All or part of the security deposit may be retained for cleaning fees if necessary.

Depot Arts Center reserves the right to retain all or part of the security deposit if these conditions are not followed or if any damage occurs as a result of the occupancy of these premises by the renter. Depot Arts Center reserves the right to deny future use of the facility to any organization, group or individual who does not comply with these conditions or who damages the property in the course of his/her use of the facility.

Users will save and hold harmless Depot Arts Center and the City of Anacortes from all loss, liability or expense resulting from any injury to any person or any loss or damage to any property caused by or resulting from any act or invitee or any visitor in or about the room or building during renter's time in the facility.

Renter Acknowledgement _____
Event _____
Sept-08

Date Signed _____
Date of event _____