**Friends Meeting of Washington**

Event Rental Agreement

Friends Meeting of Washington

**Announcements ~ Sunday, September 9, 2012~ Welcome**

 THIS AGREEMENT made as of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)** by and between Friends Meeting of Washington (FMW), a nonprofit religious organization incorporated in the District of Columbia, and **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **(the “User”)**.

 WHEREAS, the User desires to use designated portions of the property owned by FMW at 2111 Florida Avenue NW or 2121 Decatur Place NW, Washington, D.C., as set forth in the Attachment hereto (the “Event Space”), for the purpose ofthe event described on the Attachment (the “Event”).

 WHEREAS, FMW desires to make the Event Space available to the User for the Event on the following terms and conditions:

 NOW, THEREFORE, in consideration of the mutual promises herein contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties have agreed and do hereby agree as follows:

 1. The User shall make such payment(s) to FMW as set forth in the Attachment (the “Payment”). In addition to the Payment, the User is responsible for the incidental fees as noted in the Attachment. If the bank declines any payment, FMW will charge the User a $25 processing fee plus any consequential damages incurred by FMW.

 2. The User shall have the use of the Event Space on the event date and time (the “Event Date”)set forth in the Attachment**. The “Hourly Rate” consists of the sum of the hourly Event Space Cost plus the hourly FMW Staff Cost as specified on the Attachment.** The User shall clean and vacate the Event Space no later than the end time as specified in the Attachment. Variations in the hours of the Event may not be made without the prior, express written authorization of FMW. **Should the Event or its cleanup extend beyond the agreed-upon end time – or if the User desires additional time on the day of the Event, subject to space availability, FMW will assess an additional fee of double the Hourly Rate for each hour, or portion thereof, the User continues to occupy the Event Space.** The number of guests attending the Event shall not exceed the number specified on the Attachment**.**

3 (a). In order to reserve the Event Space, the User shall make a **non-refundable deposit** (the “Event Space Deposit”)to FMW in the amount of 50% of the total event rental cost with this signed Agreement. FMW will retain the Event Space Deposit in the case of forfeiture by the User except as noted in paragraph 3 (c). Once FMW receives all or a portion of the Payment, that sum becomes non-refundable and may not be used as a portion of the refundable damage / contingency deposit as set out in paragraph 3(b). **Final payment of the remaining balance is due at least two weeks prior to the Event Date set forth in the Attachment. If full Payment is not made by then, the Event will be canceled unless alternate arrangements are made with FMW in advance.**

(b). In addition to the full Payment, the User is also responsible for making a separate **refundable damage / contingency deposit** (the “Damage Deposit”) at the time the final payment is made to FMW. This Damage Deposit shall be equal to 50% of the total event rental cost owed FMW for use of the Event Space. **Events being held in Quaker House Living Room require that an additional $250 be added to the Damage Deposit.** The Damage Deposit shall be utilized to pay for damages to the Event Space or losses to FMW property determined by FMW staff to have occurred as a result of the Event. **The Damage Deposit may also, in the sole and unreviewable discretion of FMW, be applied to any continued use of the Event Space beyond the agreed upon ending time for the Event at a cost of double the Hourly Rate for each hour or portion thereof.** The Damage Deposit less any amount withheld by FMW shall be refunded to the User within 2 weeks of the conclusion of the Event by the same method of payment used to make the Damage Deposit, unless alternate arrangements are made.

(c). If either party hereto is prevented in the performance of this Agreement by reason of act of God (such as fire, civil emergency, or flood), then either party may terminate this Agreement without penalty.

 4. FMW shall provide an Event Host to be present at FMW for the duration of the Event to oversee the use of the property, to address any issues that arise, and to answer any questions the User, caterer, or other vendors may have during the Event. The cost for this staff member is $16.50/hour, payable by the User.

 5. The User shall be responsible for providing all catering, photographic, decorative, musical and other services related to the Event, at the User’s sole cost and expense. **Alcoholic beverages may not be served or consumed at any time during the Event or following its conclusion while still on FMW property.** The User shall advise FMW at least ten (10) days prior to the date of the Event, of the names of all persons or entities who will be providing goods or services to, or at, the Event (the “Vendors”). Upon advance request by the User, FMW shall cooperate with the User in order to permit the User to arrange for additional services related to the Event directly with Vendors, at the sole cost and expense of the User. FMW reserves the right to deny use of the event space to any Vendor based on FMW’s sole judgment. FMW agrees to provide the User reasonable notice, based on the circumstances, in the event of denial of the use of the event space to any Vendor.

In the sole discretion of FMW, each Vendor must provide FMW with a certificate of insurance evidencing that it has in force bodily injury and premise property damage liability insurance coverage for the Event in the amount of not less than $1,000,000 combined single limit, **naming Friends Meeting of Washington as an additional insured under the policy for the duration of the event. Set-up for the Event cannot begin, and the event will be canceled, if FMW has requested, but has not received, a certificate of insurance that meets the above criteria within the time specified in the request.**

The User must notify FMW of all arrangements for the Event, including the set-up of equipment and scheduling of installation and deliveries.

 6. The User shall be responsible for all preparation for the Event, all materials brought into the building, and the clean up of the Event Space. All materials and equipment must be removed from the building at the conclusion of the Event and the User and/or caterer of the Event shall remove all trash.

7. The User hereby agrees to indemnify and hold harmless FMW and its trustees, officers, employees, and agents against any loss, liability, cost, or expense, including, but not limited to, judgments, amount paid in settlement, and attorney’s fees, incurred in the investigation of, defense against, and resolution of any claim for damages or restitution on account of bodily injury, personal injury, property damage or loss of property arising out of or resulting from the use of FMW’s premises by the User and its officers, employees, members, agents, Vendors, and guests.

8. No later than 24 hours after the Event, the User shall report to FMW any damage to persons, or real or personal property. If any theft, damage or loss of any furnishings or equipment at FMW should occur during the Event, it is the responsibility of the User to underwrite the cost of restoration or replacement. FMW shall determine whether the object shall be restored or replaced, and secure and provide the User two (2) estimates by recognized experts.

 9. The Attachment is hereby incorporated into this Agreement. The User agrees to pay in full the cost(s) set forth in the Attachment by the date(s) specified therein, unless alternate arrangements are made with FMW staff in advance.

 10. The User has read and agrees to abide by the Event Guidelines (provided separately).

11. This Agreement contains the entire agreement of the parties with respect to the subject matter of this Agreement, and supersedes all prior negotiations, agreements, and understandings with respect thereto. This Agreement may be amended only by an agreement in writing executed by the parties hereto.

 12. This Agreement shall be governed by and construed and interpreted in accordance with the laws of the District of Columbia.

## 13. Should the User desire additional time for set-up/breakdown, User must request permission from FMW at least 14 (fourteen) days prior to the event. Permission for any such extension will be provided depending upon availability of space and staff. An additional fee will be assessed. Please note that this fee is in addition to any cost listed in the Attachment.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: Debby Churchman, Administrative Secretary,

Friends Meeting of Washington

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(User)**

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this organization a nonprofit? **Y N**

## ATTACHMENT

### FRIENDS MEETING OF WASHINGTON RESERVATION NUMBER

 **\_\_\_\_\_\_\_\_\_\_\_**

Friends Meeting of Washington

2111 Florida Ave. NW

Washington, DC 20008-1912 **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

202.483.3310, x1 admin@quakersdc.org

**Point of Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City, State, ZIP Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cell Phone Number (Day of Event):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Event Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
Event Purpose: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
Event Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Event Starting and Ending Times: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# of Guests: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

FMW Event Space(s): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Costs and Deposits**

**Event Space Cost: $\_\_\_\_/hour for \_\_\_\_ hours =** $\_\_\_\_\_\_\_\_\_+ Incidental costs for use of:

* Voice Projection System = $\_\_\_\_\_\_\_\_\_
* Video Projection System / Screen = $\_\_\_\_\_\_\_\_\_
* Other = $\_\_\_\_\_\_\_\_\_

**+ FMW Staff Cost (1 staff present): $16.50/hr for \_\_\_\_ hours =** $\_\_\_\_\_\_\_\_\_

### = Total Event Rental Cost (Event Space Cost + Incidentals + FMW Staff Cost) $\_\_\_\_\_\_\_\_\_

### - Non-refundable Event Space Deposit (due with this form, 50% of Total Event Rental Cost) $\_\_\_\_\_\_\_\_\_

**= Remaining Balance $\_\_\_\_\_\_\_\_\_**

 **+ Damage Deposit (50% of Total Event Rental Cost\*,
refunded within two weeks after event less any amount withheld)** $\_\_\_\_\_\_\_\_\_
*(\*Additional $250 Damage Deposit required for Quaker House Living Room)*

**= Final Payment (due two weeks prior to event) $\_\_\_\_\_\_\_\_\_**