

The Beacon Venue Rental Agreement

735 Broadway Seaside, Oregon

Type of Event: _____

Name of Renter(s): _____

Mailing Address: _____

Cell Phone: _____ Other contact number: _____

Email: _____

Event Date: _____ Event Time: _____ AM/PM to _____ AM/PM

Reservations for The Beacon are accepted on a first come first served basis only. A signed rental agreement, refundable security deposit as well as a non-refundable reservation fee are required to reserve a date. To reserve a specific date and time this contract must be signed, dated, and accompanied with a \$250 refundable security deposit as well as the \$250 non-refundable reservation fee that will be put towards the total rental fee. The balance for all rental contracts are to be paid in full no later than 30 days prior to your event date. For rentals arranged less than 30 days in advance of the event, payment in full is due with the completed and signed contract agreement.

The Beacon is booked through Pacific North Events & Tents. Please make checks payable to Pacific North Events & Tents. We can also take Visa, Mastercard, Discover & American Express. Card transactions may reflect as either "Damarkom Inc.", or "Sign1 Sign Crafters".

Confirmations will be mailed or emailed along with a copy of the rental agreement, to rent within 7 business days.

Scope of Agreement

This rental Agreement is between Pacific North Events and Tents , on Behalf of The Beacon on Broadway, herein referred to as the "facility" or "The Beacon" and _____, hereinafter referred to as the "Renter". The purpose of the Agreement is to define the obligations of both parties pertaining to the rental of The Beacon events venue described in the enclosed agreement.

The Beacon Venue has been reserved for you for the date and time stipulated in agreement. Please note that the hours assigned to your event included all set up and clean up, including the set up and clean up of all subcontractors that you may use. It is understood you will adhere to and the follow the terms of this agreement, and you will be responsible for any damage to the premises and site, including the behavior of your guest, invites, agents or sub-contractors resulting from your use of the venue.

TERMS AND CONDITIONS:

1. Use of Premises

1. The Facility is to only be used for the stated Purpose(s) in this agreement. The Facility is for your use only during the time of your rental agreement.
2. We recommend that you designate a specific person as your event contact (not someone from your bridal party) to communicate directly with our facility manager before and during your event.
3. Smoking is Prohibited in the facility.
4. No rice, confetti or glitter is allowed in the facility.
5. All decorations inside the facility must be approved prior to the event. All Decorations must be taken down and removed from the premises on the last day of the event rental agreement.
6. No pets are allowed in the facility except for service animals.
7. Candles must be in holders that prevent the wax from dripping onto surfaces.
8. Children must always be supervised.
9. Limited Parking is available in the designated parking lot behind The Beacon venue, marked 'Reserved for 733-737 Broadway.' This parking is shared by other tenants in the building. Cars parked in other parking spaces marked for other businesses are subject to tow. Street parking is available on nearby streets, there may be restrictions and times limits that may be enforced.
10. Including in rental price: Tables (10) 6-foot rounds. (10) 5-foot rounds, (2) 8-foot banquet tables. Chairs: 150 black chairs. Access to the storage and staging area for caterers where there is a fridge, microwave, and some chaffing pans. You would have to provide your own sterno cans.

2. Set-up and Breakdown

1. Do not use nails, tacks or staples in walls or woodwork. If tape is used it must be painter's tape. All decorations and tape must be removed at the end of the event rental period.
2. It is the Renters responsibility to clean up any mess created by the event returning the facility to the state it was provided, including, but not limited to decorations, food/beverage containers, event trash, etc.
3. All trash and recyclables must be transferred in the garbage bins to avoid spillage to the outside receptacles.
4. Notify Facility Manager immediately of any damages that occur during event.

3. Security Deposit; Property Damage

1. If damage to the facility exceeds the amount of the \$250 security deposit renter agrees to pay for or replace any object that is destroyed, damaged, or stolen during your event. Such payment or replacement must be made immediately upon request of notification from Pacific North Events & Tents. Refunds owed to the renter for the \$250 security deposit will be processed and submitted within 30 days after renters event date.

4. Indemnification and hold Harmless Agreement

The Renters assume full responsibility and liability for any and all damages to the Facility. In addition, the renter agrees to indemnify and hold harmless Pacific North Events & Tents , The Beacon, its owners, officers, staff, and agents working on its behalf ; from any and all claims, actions, suits, costs, damages, and liabilities resulting from the breach of the agreement, negligent actions, willful misconduct or omissions of the Renters and Renters guests, invites, agents and sub-contractors.

5. Personal and Abandoned Property

Pacific North Events & Tents, The Beacon, and its representatives assume no responsibility for any property placed in the facility or on the premises or any property that is left on the premises after the event is over.

6. Event Insurance

Renter must provide a certificate of Liability Insurance 30 days prior to event. This insurance certificate must explicitly state the following conditions:

1. \$1,000,000 Bodily Injury and Property Damage Liability Limits.
2. \$1,000,000 Host liquor Liability if you have Alcohol at your event.
3. Pacific North Events & Tents and The Beacon named as additional insured.

Failure to provide evidence of this insurance to Pacific North Events & Tents 30 days prior to the event can cause immediate cancellation of your event. Cancellations resulting from failure provide Pacific North Events & Tents with proper and timely certificate of liability insurance will be treated as the renter choosing to cancel the event and is considered a nonrefundable cancelation refer to part (C) in Cancellation Policy.

7. Alcohol Policy

1. The Managing and distribution of alcohol at your event is to be performed by Catering booked through Pacific North Events & Tents or to the Renters own services. Renters guest that appears to be 30 years of age or under shall be carded by the bartender, therefore, they must have either a valid drivers license or valid picture ID.
2. No Alcohol is allowed to be consumed on the street, sidewalk, or parking area.
3. No Alcohol is allowed to be consumed in hallways, stairways & in downstairs area of facility.

8. Cancellation Policy

1. All Cancellations must be done in writing.
2. If Renter chooses to cancel event within 30 days of contracted event date, the entire rental fee is nonrefundable.
3. Pacific North Events & Tents may have to cancel rentals for reason including but not limited to Flooding, earthquakes, fires, power outages, emergency conditions, or events beyond the control. In the case of cancellations initiated by Pacific North Events & Tents, all rental fees and the security deposit will be refunded.

Agreement by Signature

By signing the below the Renter agrees to all the terms and conditions stated herein.

Signature Of Renter

_____ Date _____

Signature of Renter

_____ Date _____

Signature of Pacific North Events and Tents Representative

_____ Date _____

Renter signature _____

Sign Date