

**Gibson House Event Center**  
**221 North Tower Ave**  
**Centralia, WA 98531**  
**360-807-4936**

This is a Rental Agreement between Gibson House Event Center and \_\_\_\_\_, (Herein after known as CLIENT) for the use of the Meeting and/or Ballroom space on \_\_\_\_/\_\_\_\_/\_\_\_\_\_, for the Hours of \_\_\_\_\_ - \_\_\_\_\_. The total cost of the space rented is \$ \_\_\_\_\_. CLIENT shall complete and sign the Application for the date of use. In order for an event to be guaranteed, Gibson House Event Center must receive a deposit of at least fifty percent (50%) of the room rental fee (\$100.00 Minimum). The remainder of all monies owed is required fifteen (15) days prior to the event.

**Hours of Operation**

The event center opens at 9:00 a.m. and closes at 12:00 a.m. Events may not last beyond 12:00 a.m. without prior written approval from Gibson House Event Center staff. This 12:00 a.m. deadline includes cleanup time. The CLIENT will be charged \$150.00 per hour if the Event and/or cleanup time exceeds 12:00 a.m. or if it exceeds a delegated deadline previously approved by staff.

CLIENT is responsible for making sure guests leave the building at an appropriate time in order for CLIENT to finish clean up before the time deadline. Arrangements must be made by the CLIENT to have all rental equipment picked up and removed from the Facility the same day as the Event before the Event's time deadline unless there is prior approval. Gibson House Event Center is not responsible for any damage or theft of any items left by the CLIENT or any guest attending the CLIENT's Event.

**Services Provided**

**Staff:** Gibson House Event Center Staff will be on duty during the entire event. A Staff member will Open the Facility and provide information and direction as needed. The Staff member will not be available to serve or decorate and will not be involved in the Event unless a Full Service Contract is selected.

**Tables and Chairs:** Such items are provided upon request and will be set up and taken down by Gibson House Event Center Staff. CLIENT must provide a layout for Gibson House Event Center. Tables and Chairs are not to be taken outside by the CLIENT or any guest attending the Event. If the client chooses to set-up and take down tables the must be returned clean and neatly stacked.

**Deep Cleaning:** Gibson House Event Center will perform deep cleaning, such as mopping and vacuuming. CLIENT must remove anything brought in by themselves, their guests or hired vendors.

**Full Service Contract**

Upon request and prior approval, CLIENT may elect Gibson House Event Center Staff to be in charge of the following:

- **Setup** prior to the Event
- **Clean/Remove garbage** following the Event
- **Catering Food**
- **Catering Bar**

**This is a Full Service Contract** \_\_\_\_\_ CLIENT Initials

**This is NOT a Full Service Contract** \_\_\_\_\_ CLIENT Initials

**Food**

All food must be prepared by, brought onto the premises, and served by CLIENT. CLIENT shall coordinate with Gibson House Event Center Staff fifteen (15) days in advance in order to confirm arrival time. Gibson House Event Center will not provide any serving materials.

If Gibson House Event Center provides food service, no food is allowed to be removed from the premise. The buffet will remain up for 90 minutes from agreed service time, unless arrangements have been made prior to the event, in writing.

**Client will be in charge of catering the Event** \_\_\_\_\_ CLIENT Initials

**Gibson House Event Center will be in charge of catering the Event** \_\_\_\_\_ CLIENT Initials

**Event will not be catered** \_\_\_\_\_ CLIENT Initials

**Miscellaneous Policies**

Live animals, except for service animals, may not be brought onto the premises.

CLIENT and his/her guests are restricted to the rental area.

Gibson House Event Center will not be responsible for items left behind, before, during or after an Event.

Gibson House Event Center staff may enter any of the rented premises at any time on any occasion.

Gibson House Event Center reserves the right to take photographs of rental Events for its own records and for use in future.

CLIENT must make sure that the number of guest does not exceed the stated amount.

**Damage to Building.**

In cases where property has been damaged or abused beyond normal wear, CLIENT will be billed for all damage and additional clean-up.

Storage in Building. Gibson House Event Center does not provide storage. It is not available before or after a rental event. All decorations, props, rented furniture, beverage dispensers, and personal belongings must be removed at the end of the event.

\_\_\_\_\_ CLIENT Initials

**Fees and Charges****Payment Policy**

A fifty percent (50%) deposit of the room rental fee is due at the time the CLIENT enters into this Agreement. This is required as an initial deposit. The remaining balance and total costs is due no less than fifteen (15) days prior to start of the event. Gibson House Event Center accepts payments in the form of Visa, MasterCard, American Express, Discover card, cash or check payable to "Gibson House Event Center".

*\*Initial deposit= 50% of room rental (minimum of \$100) by cash or check only.*

**Cancellation Policy**

CLIENT must provide a dated, written request for cancellation. Upon cancellation by CLIENT the following fee schedule will apply:

72 hours after signing contract: \$100 administration fee deducted

60 days prior to event: One quarter (25%) of all monies paid nonrefundable

30 days prior to event: One half (50%) of all monies paid nonrefundable

15 days prior to event: Total (100%) of all monies paid nonrefundable

No refunds will be made when the event is canceled by Gibson House Event Center due to the CLIENT's noncompliance with terms and conditions.

**Service Charge**

An 18% service charge will be applied to all expenses except your room rental. This service charge is not a gratuity, the service charge is a taxed line item that is applied to offset costs including but not limited to administration duties, labor costs, general facility maintenance, operating costs such as insurance, advertising and maintenance of various sundries.

A gratuity is never expected by the Gibson House Staff but it is always appreciated.

**Client agrees to these payment terms.** \_\_\_\_\_ CLIENT Initials

**Clean-Up Responsibilities**

Clean-up is the CLIENT's responsibility. CLIENT is expected to provide sufficient supervision to minimize spillage of food and beverages on the Facility floors during the rental event. Any CLIENT leaving excessive trash in the Tower View Meeting Room, Magnolia Ballroom, restrooms, lobby, and/or outside of doors is subject to additional charges, if the facility is not adequately cleaned, or if damage occurs.

CLIENT must finish the clean-up no later than the time the CLIENT has identified as the ending time for his/her event. The CLIENT is responsible for the following cleaning duties:

All tables must be cleared of all items such as table linens, dishes, decorations, etc.

All trash must be placed in the receptacles provided. If any trash will not fit in the receptacles, such as boxes or large items, these must be broken down and taken out to the trash dumpsters located behind the building. Gibson House Event Center will provide additional trash liners if needed. The CLIENT will be charged \$150.00 per hour if the cleanup does not match the cleanliness of the room prior to rental. Gibson House Event Center will perform deep cleaning, such as mopping and vacuuming. CLIENT must remove anything brought in by themselves, their guests or hired vendors.

**Client will be responsible for all clean up.** \_\_\_\_\_ CLIENT Initials

**Gibson House Staff will be responsible for normal clean-up.** \_\_\_\_\_ CLIENT Initials

**Decorations**

Decorations may not be fastened to the walls with thumb tacks, nails, or staples. Command strip hooks and masking tape are permitted but must be removed at the conclusion of the event. No Candles may be used without written permission from the Gibson House Events Center. The use of glitter, metallic confetti, straw, rice, birdseed, or hay is prohibited in the ballrooms and/or on the grounds. No rice, birdseed, or other similar items shall be thrown in or around the Facility. Immediately following the completion of the function, all decorations, trash, or other debris must be thrown away in the appropriate receptacles provided. When in doubt about decorations deemed acceptable, CLIENT must consult with Gibson House Event Center staff. Failure to do this may result in damages and/or excessive wear and tear. The cost to clean and repair damage will be the responsibility of CLIENT. All decorations must be taken down and removed from the Facility. The CLIENT will be charged \$150.00 per hour if all decoration are not cleaned up entirely. Anything left behind will be thrown away.

**Client will be in charge of set-up and removal of decorations.** \_\_\_\_\_ CLIENT Initials

**Security**

Gibson House Event Center may require a security staff for events in which size, program and/or nature of the program indicate such needs. The Event Center will arrange for security to be paid for by the CLIENT.

When applicable, Gibson House Event Center may require adult chaperones for youth activities. A list of these chaperones must be submitted to Gibson House Event Center at least fifteen (15) days prior to the event, including their addresses and phone numbers.

**Smoking**

Smoking is not allowed inside Gibson House Event Center. Gibson House Event Center will provide adequate smoking containers for use outdoors as needed.

**Alcoholic Beverage Policy**

Gibson House Event Center shall abide by all laws of the Washington State Liquor Board, concerning the use and serving of alcohol. Each CLIENT wishing to have alcohol at their event must abide by the following regulations regarding alcohol use in Gibson House Event Center facilities.

Gibson House and O'Blarney's Irish Pub are the only licensed alcoholic beverage caters allowed to serve in the Event Center, with Hosted and No-Hosted catering options.

**Responsible Beverage Service Policies and Procedures**

Proof of Age will be required for anyone appearing to be 30 years of age or younger. Servers will confirm that the I.D. is that of the presenter. Non-alcoholic beverages (sodas, juices, waters, etc.) will be promoted and made available for the duration of any event where alcoholic beverages are sold or served.

Alcoholic beverages service will be stopped one (1) hour before the end of the event. No alcoholic beverages may be brought into or taken out of the event by guests or participants. Alcoholic beverage service will last no longer than four hours without written agreement between the parties.

Alcohol will be served \_\_\_\_\_ CLIENT Initials

Alcohol will not be served \_\_\_\_\_ CLIENT Initials

**Indemnification**

Client agrees to defend, indemnify and hold harmless Gibson House Event Center, O'Blarney's at the Gibson House, Pub Makers LLC and its employees from and against any and all claims, demands, causes of action, or liabilities incurred by Gibson House Event Center or its employees, arising from CLIENT's acts or omissions under this Agreement or any act or omission of

CLIENT's vendors, employees, contractors, or persons attending the meeting or event with the express or implied permission or invitation of CLIENT, except as may arise from the negligence or willful misconduct of Gibson House Event Center or its employees. Gibson House Event Center will not be held responsible for any losses, damages, or injuries. This refers to any loss, damage, or injury to persons or possessions that may occur at any function held on this property, from any cause, whatsoever, prior to, during, or subsequent to the period covered by this contract.

CLIENT will be responsible for the control and supervision of the people in attendance during the use of the facility to ensure no harm is done to persons or property.

CLIENT agrees to abide by this Agreement and acknowledges having received a copy thereof. CLIENT will be held financially responsible for any damage to the Facility or equipment, which occurs through the CLIENT's meeting or event at the Facility.

***By signing below, User acknowledges that he/she has read and agrees to all above terms and conditions.***  
**Set forth by GIBSON HOUSE EVENT CENTER**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Organization (If Applicable)