



The Hollywood Schoolhouse

14810 Northeast 145th Street
Woodinville, WA 98072
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www.hollywoodschoolhouse.com
info@hollywoodschoolhouse.com

Rental and Catering Agreement

Agreement Date: _____ Event Date _____
(day) (month) (date) (year)

The Hosting Party shall have use of the facility from _____ am/pm on _____
Until _____ am/pm on _____

For the purpose of: _____

Hosting Party: _____

Address: _____

Home Phone: _____ Work Phone: _____

E-mail: _____

The Hollywood Schoolhouse, Inc. ("Schoolhouse,") desires to rent to the hosting party ("Hosting Party" or referred to in the first person) all or a portion, as described below, of the Hollywood Schoolhouse, 14810 NE 145th St. Woodinville, WA 98072 ("Facility") and Hosting Party desires to rent the Facility for the use and purposes according to the terms and conditions set forth herein. In consideration of the rents and other mutual covenants contained herein, the Schoolhouse and Hosting Party agree:

FACILITY RENTAL

Agreement to Rent:

The Schoolhouse hereby rents to Hosting Party and Hosting Party hereby rents from the Schoolhouse, the specific Facility referred to as the:

☐ **Grand Ballroom (main floor)**

☐ **Bridal Suite/Private Event (top floor)**

Amenities Provided: 22-60-inch round tables which seat up to 10 guests, 12-6 foot rectangle tables, 10 high round cocktail tables, 250 wooden white padded chairs, iPod hookup, CD player, Wi-Fi and microphone.

TOTAL FACILITY RENTAL FEE IS: _____

(if additional fees required will be charged at a later date)

FACILITY PAYMENT AND PAYMENT SCHEDULE FOR HOSTING PARTY:

Facility Payment Scheduling	Amount Due	Date Required
Nonrefundable deposit due at signing of the Agreement	\$ 1000.00	
Security deposit due upon signing of Agreement (NOT applied toward rental fee, but may be refundable)	\$ 500.00	
Nonrefundable installment payment due sixty (60) days after signing rental Agreement	\$1000.00	
Nonrefundable installment payment due one hundred twenty (120) days after signing rental agreement	\$1000.00	

Rental Time:

Schoolhouse charges \$125 per hour for any additional time that the Hosting Party uses the Facility before and/or after the Event times specified above prior to 1:00 A.M. Any additional time must be arranged no less than 30 days prior to date of Event.

Wedding rehearsal time may be tentatively arranged no more than 60 days prior to your Event at a \$125 fee for one (1) hour depending on availability. One hour time slots for rehearsals are available on Mondays through Thursdays 2-5 p.m. The actual confirmed one hour time slot for your rehearsal will be determined 30 days prior to date of Event. If you choose to schedule a rehearsal dinner provided by our catering staff, the rental fee would be waived. Wedding rehearsal dinners may be arranged any time Monday through Thursday 90 days prior to your Event.

Event Cancellations:

Hosting Party may cancel the Event reservation only by written notice to the Schoolhouse. If you call the Schoolhouse to cancel your date, you are still obligated to provide a written notice. However, if we do not receive written notice within seven (7) days from your date of verbal cancellation, your reservation will automatically be cancelled. A certified letter confirming the cancellation will be mailed to the Hosting Party's current address on record. **The rental and security deposits are nonrefundable if the Event is cancelled. If Hosting Party cancels within six (6) months of the Event, the entire Facility rental fee will be due and payable immediately.**

Acknowledgement of Cancellation Policy: Hosting Party initials: _____ HSH initials: _____

CATERING AND BEVERAGES

Catering:

All food and beverages must be provided by the Schoolhouse. (Cakes excluded). Hosting Party will meet with the Schoolhouse chef to determine catering needs at least three (3) months prior to the Event. A food minimum will apply for all Friday, Saturday and Sunday Events as follows: for 125 or fewer guests \$2500 minimum; for 126 or more guests \$20 per person catering minimum. If your Event is contracted for an entire Saturday, i.e. both am/pm rental time slots, the food minimum is \$5,000. Weekday food minimum is \$500 or \$19 per person. Food minimum does not include 19% service charge and Washington State sales tax on your food, beverage and labor (including service charge). Service charge is a taxed item as required by the Washington State Dept. of Revenue.

Acknowledgement of Catering Policy: Hosting Party initials: _____ HSH initials: _____

CATERING PAYMENT AND PAYMENT SCHEDULE FOR HOSTING PARTY:

Catering Payment Scheduling	Amount Due	Date Required
Nonrefundable catering deposit due sixty (60) days after signing rental agreement	\$ 1000.00	
Nonrefundable catering installment payment due one hundred twenty (120) days after signing rental agreement	\$ 1000.00	
Nonrefundable catering payment due one hundred eighty (180) days after signing rental agreement	\$1000.00	

Catering Service:

Catering fee includes all dishes and flatware. Also, linens and table skirting are supplied for the buffet and cake tables. All additional linens are \$10 each. Paper napkins are provided with the catering fee or you may substitute them for linen napkins at \$.50 each (bundles of 25). Necessary serving staff (excluding bartender/beverage servers) is included in the catering fee. We will cut your wedding cake complimentary--please inquire as some stipulations apply.

Catering Guarantees:

The final guaranteed number of guests is due no later than fourteen (14) days prior to your Event. You will be charged for the guaranteed number of guests or the actual number of guests, whichever is greater.

Dishes and Flatware:

There is no additional fee for the necessary dishes and flatware to serve your cuisine. Optional choices may be offered to you for additional charges.

Alcoholic Beverages:

Beer, wine and champagne must be purchased through the Schoolhouse. A list of selections and prices are available upon request. By law, no alcoholic beverage may be served without a banquet permit on display during the time of the Event. Hosting party shall obtain a banquet license, available online at <http://liq.wa.gov/licensing/banquet-permits>, or as required by the state, and provide such license to the Schoolhouse fourteen (14) days prior to Event. The banquet permit does not allow alcohol to be sold. All beverages (alcoholic and non-alcoholic) will be served by hired Schoolhouse staff. **The Schoolhouse requires that a bartender(s) be present for the duration of the bar service.** Bartending/beverage serving rates are: up to 125 guests: \$500; 126+ guests: \$600; and 175+ guests: \$700. Included in this fee is your choice of two glassware. A separate fee will apply for any other beverage glassware or cups. Please inquire with Frank regarding our "signature drinks".

Consumption of Alcoholic Beverages:

During the use of the Facility, Hosting Party will be responsible for the behavior of their guests at all times. Hosting Party will not allow alcoholic beverages to be served or consumed by minors and will not allow alcoholic beverages to be served or consumed by anyone who appears to be intoxicated. No alcohol can be served to persons under the age of 21. Guests may be required to show verification of age. In addition, Hosting Party shall not allow guests who appear to be intoxicated to drive any vehicle. Hosting Party further acknowledges that all alcoholic beverages to be served are the property of and shall be provided by Hosting Party. Selling of alcohol is not permitted unless approved by Schoolhouse management and correct permits are procured by the Hosting Party and provided to Schoolhouse forty-five (45) days in advance.

GENERAL TERMS AND CONDITIONS

Security Deposit:

Following the Event, the Schoolhouse shall refund the security deposit within two (2) weeks if the Facility is surrendered clean and without damage to the Facility or the contents. If the Facility is damaged or requires cleaning, the Schoolhouse shall bill the Hosting Party and may credit all or a portion of the security deposit to such amount. Hosting Party shall pay to the Schoolhouse any deficiency not covered by the security deposit immediately upon receipt of invoice.

Use:

Hosting Party may use the Facility for the purpose noted at the beginning of the Agreement, including serving food and beverages, provided that the use is consistent with all laws and statutes. During such use, the Hosting Party shall comply with the Facility rules and regulations included within this Agreement.

Possession:

The Hosting Party shall have use of the Facility during the time agreed upon as stated in this Agreement. Music and beverage service must end one (1) hour prior to the contracted ending time.

Compliance with Laws:

Hosting Party shall not use or permit anything to be done in or about the Facility which conflicts with any law or statute. The Schoolhouse is a non-smoking facility. Guests may use the outdoor area in accordance with state laws and must use the outdoor smoking receptacles provided to dispose of cigarette waste.

Hold Harmless:

Hosting Party shall hold harmless and indemnify the Schoolhouse, except by negligence on the part of the Schoolhouse, from all liability arising out of the use of the Facility, including, but not limited to acts of Hosting Party's employees, guests, agents, and invitees resulting from the use of the Facility and specifically arising out of the consumption of alcoholic beverages, whether such acts occur within the Facility or otherwise.

Hold Harmless in Regards to Food:

We are pleased to allow our customers the option of taking any remaining food after your Event. In order for us to offer this service, we must have the hosting party sign the following hold harmless agreement. Hosting party shall hold Hollywood Schoolhouse harmless for all liability from the removal of food from the Hollywood Schoolhouse, including but not limited to any food related illnesses.

Damage or Destruction:

If the Facility is damaged or destroyed so that either party determines the Facility cannot be used for the scheduled Event, either party can terminate this agreement by written notice with no further liability. The Schoolhouse agrees to refund all deposits and rental fees which otherwise would have been refundable as of the date of damage or destruction.

Assignment:

This agreement may not be assigned by Hosting Party without prior consent of the Schoolhouse.

Termination:

This agreement may be terminated by the Schoolhouse no less than forty-five (45) days prior to the Event date by written notice, without further liability, except refund of any sums which have been paid to and held by the Schoolhouse for deposit or rental.

Insurance:

The Schoolhouse requests Hosting Party consult with their insurance agent for liability coverage on the day of the Event. The Schoolhouse recommends Hosting Party procure liability insurance (including host liquor liability) naming Hollywood Schoolhouse as an additional insured and loss payee.

Costs and Attorney Fees:

If either party shall bring action against the other party by reason of breach of any terms, covenants, or provisions of this agreement, the prevailing party shall be entitled to receive from the other party all reasonable costs, expenses and attorney's fees expended or incurred in connection therewith.

Choice of Law; Venue:

This agreement shall be construed in accordance with and governed by the laws of the State of Washington. The venue for any dispute shall be King County, WA.

RULES AND REGULATIONS

Late Payments:

If Hosting Party has not paid their Event and Catering amounts due **within ten (10) days of the Event**, a \$200 late payment fee will be added to the outstanding balance. Late fee will not apply to additional charges incurred on the day of the Event, i.e. additional alcohol. If final payment(s) are made within ten (10) days of the Event, payment must be made by credit card, cashier's check, money order or cash. No checks accepted within ten (10) days of Event.

Acknowledgement of Late Payment Policy: Hosting Party initials: _____ HSH initials: _____

Set Up and Take Down:

The Schoolhouse is responsible for the set up and take down of tables and chairs. If you are planning an outdoor ceremony, white benches can be set up to accommodate 150. **Decorations may not be secured to the premises with staples or nails. Any type of tape must be approved by office staff BEFORE use.** Please contact the Schoolhouse staff for approval of decorations if you have any questions. The facility must be returned in the same manner of neatness as it was received, with all decorations removed, or Hosting Party is subject to loss of their Security Deposit. The Schoolhouse is not responsible for any items left behind following your event. **No sparklers, No rice, confetti, birdseed or flower pedals may be thrown on the premises,** only silk pedals may be thrown for your **inside** ceremony. Bubble blowing is only permitted outside, **absolutely no bubbles inside the facility.** Also, **DJs cannot use smoke machines** –this will set off the fire alarm. A clean-up fee will be deducted from your deposit should any of the preceding occur.

Rental Time:

Rental time will consist of the hours contracted. Do not enter the building until your designated time or exit any later than designated. **If your party occupies the building over the agreed upon contract time, the charge will be prorated at \$250 per hour. All beverage services and music must end one (1) hour prior to the end of your event.**

Parking and Map:

Parking for your guests is available in the lot behind the building. For space and safety reasons, the Schoolhouse suggests that you include a map in your invitation to direct them to the rear parking lot. The Schoolhouse will provide parking attendants depending on the size of the event, time of year, and surrounding activities. The Schoolhouse will be the sole determiner of the need for outside parking service.

Lost Items:

We cannot be responsible for lost or stolen items. Please secure your valuables in the provided safe in bridal suite.

Hosting Party initials:_____ **HSH initials:**_____

Rental Delivery and Pick-Up:

Due to lack of space, the Schoolhouse requires that rental deliveries and pick-up occur within your contracted time. Contact the office if extenuating circumstances exist to arrange a special delivery and/or pick-up times. Piano delivery and pick-up MUST happen within usage time. We request that all pick-up and delivery personnel check-in at the office. The Hollywood Schoolhouse is not responsible for rental items.

Alcoholic Beverage Service:

Alcohol service must end one (1) hour prior to the end of your event per Washington State liquor laws. "Last call" for alcohol will be announced approximately ¼ hour prior to the closing of the bar. **Schoolhouse bartenders have the right to refuse service to anyone that appears intoxicated and it is their discretion to end all alcohol service for the safety of guests.**

Recycling:

The Schoolhouse has a cardboard recycling policy. Cardboard should be collapsed and placed into the appropriately designed bin located next to the dumpster in the parking lot.

Candles:

Candles and any extinguishable flame are not allowed inside or outside the Schoolhouse property. You can however, have a unity candle, but it must be extinguished immediately after your ceremony.

Outside Food and Alcohol:

Hosting Party is responsible for ensuring no outside food and/or alcohol is allowed on the premises during your rental time. As stated above, all food and beverages must be provided by the Schoolhouse. If during the Event it is determined that outside food and/or alcohol has been brought into the Schoolhouse, Hosting Party may have additional fees applied, which include but not limited to loss of \$500 refundable deposit.

Acknowledgement of Outside Food and Alcohol Policy:

Hosting Party initials:_____ **HSH initials:** _____

Limitation Of Liability

SCHOOLHOUSE SHALL HAVE NO LIABILITY TO HOSTING PARTY WITH RESPECT TO SCHOOLHOUSE'S OBLIGATIONS UNDER THIS AGREEMENT OR OTHERWISE FOR CONSEQUENTIAL, EXEMPLARY, SPECIAL, INCIDENTAL, OR PUNITIVE DAMAGES (INCLUDING WITHOUT LIMITATION, LOST PROFITS OR LOST BUSINESS) EVEN IF SCHOOLHOUSE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN ANY EVENT, THE LIABILITY OF SCHOOLHOUSE TO HOSTING PARTY FOR ANY REASON AND UPON ANY CAUSE OF ACTION SHALL BE LIMITED TO THE AMOUNT ACTUALLY PAID BY HOSTING PARTY TO SCHOOLHOUSE UNDER THIS AGREEMENT. THIS LIMITATION APPLIES TO ALL CAUSES OF ACTION IN THE AGGREGATE, INCLUDING, WITHOUT LIMITATION, BREACH OF CONTRACT, BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY, MISREPRESENTATIONS, AND OTHER TORTS. HOSTING PARTY AGREES TO INDEMNIFY AND HOLD HARMLESS SCHOOLHOUSE FROM ALL PROPERTY AND

GENERAL LIABILITY LOSSES AND OR CLAIMS, TO THE EXTENT NOT COVERED BY HOSTING PARTY'S INSURANCE POLICY.

Authority:

By signing this agreement for a Hosting Party which is a corporation, partnership, or association, the individual represents that he or she has the full power and authority to execute this agreement.

Hollywood Schoolhouse, Inc.:

Hosting Party:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

How Did you hear about us? _____

Please return signed copy to the Schoolhouse, and keep a copy for your records

Signature: _____

Date: _____