

S A M E N A

•SWIM & RECREATION CLUB•

Rental Agreement

RENTAL REQUEST: THE HALL REC ROOM FUNBRELLA (MEMBERS ONLY)

RENTAL DATE: _____ TIME: _____ *After hours rental available 8:30-10pm with 2 weeks notice
For short notice approval, contact party@samena.com

RENTER'S NAME: _____ MEM # _____
 NONMEMBER

PHONE: _____ (EMAIL): _____

ADDRESS: _____
STREET CITY ZIP CODE

TYPE OF FUNCTION: _____

ESTIMATED NUMBER OF GUESTS: ADULTS _____ MINORS _____

AQUATICS: We require advance notice on estimated number of swimmers. Only available for member rentals. Guest fees apply.

ESTIMATED NUMBER OF SWIMMERS: ADULTS _____ MINORS _____

ALCOHOL: Only allowed in THE HALL with proper permit. The undersigned will obtain a banquet permit if alcoholic beverages of any kind are on Samena Swim & Recreation Club premises. A photocopy of the permit must be given to the front desk three days before the rental. The original permit must be posted in the kitchen area during the rental period. <https://lcb.wa.gov/licensing/online-banquet-permit>

WILL ALCOHOL BE SERVED? YES NO TYPE: BEER WINE HARD LIQUOR

No alcohol is allowed for anyone under 21 years of age. Renters are responsible for anyone leaving the function under the influence of alcohol and or drugs.

The Bellevue Police Department will be called if any illegal situations occur on the premises.

RENTAL PROCEDURES ARE OUTLINED ON THE SECOND PAGE. PLEASE READ ALL PROCEDURES BEFORE SIGNING THE RENTAL AGREEMENT.

AGREEMENT: The undersigned hereby makes application to the Samena Swim & Recreation Club for use of the facilities described above and certifies the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations and policies/procedures of the Samena Swim & Recreation Club in which the facilities are requested. The applicant agrees to exercise the utmost care in the use of the Club's premises and property to save the Samena Swim & Recreation Club harmless from all liability resulting from use of said facilities. The applicant further agrees to reimburse the Samena Swim & Recreation Club for any damage arising from the applicant's said use of the facilities.

PAYMENT: FULL PAYMENT MUST BE MADE AT THE TIME OF RENTAL INCLUDING DAMAGE DEPOSIT. THE DEPOSIT WILL BE RETURNED WITHIN 5 BUSINESS DAYS AFTER RENTAL IF NO DAMAGE OR POLICY VIOLATION HAS OCCURRED.

SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY	
Rental Fee	\$ _____
Additional Fees	\$ _____
Total Rental Fee	\$ _____
Damage Deposit	\$ _____
Date Paid & Staff Initials	_____

Outlook to Room/Hailey/Mark/party@samena
Form copy to Mark/Hailey

Rental	Rental Rate	Room Capacity	Damage Deposit
Hall (Min. 3 hours)	Mem \$90 1st hr/\$75 add'tl hrs NM \$110 1st hr/ \$95 add'tl hrs	80	\$300 w/ alcohol \$500
After hours	Mem \$225 NM \$285		
Rec Room (Min. 2 hours)	Mem \$60 1st hr/\$45 add'tl hrs NM \$85 1st hr/\$70 add'tl hrs	35	\$300
After hours	Mem \$135 NM \$210		
Funbrella	\$50 1st hr/ \$25 add'tl hrs	40	None
Grill	\$50		
A/V Equipment	\$125		
*Rental times must include set up/tear down time more than 30 min			

PROCEDURES FOR USE OF THE FACILITY

1. This rental contract includes use of the specific area as designated.
 - ◆ **Hall** rental includes use of hall, kitchen, and balcony (balcony until 8pm). Accommodates up to 80 people. Available 11am-8:30pm Saturdays, 10am-8:30pm Sundays. After hours extension available 8:30-10pm.
 - ◆ **Rec room** rental includes the use of the refrigerator. Accommodates up to 35 people. Available 8-10pm Fridays, 10:30am-8:30pm Saturdays, 11:30am-8:30pm Sundays. After hours extension available 8:30-10pm.
 - ◆ **Funbrella** rental includes the use of the tables under the Funbrella and restrooms in the concession lobby. (Playground equipment may be used during Funbrella rentals but is not reserved and must be shared with other members.) Banquet tables and A/V equipment not available at the Funbrella.
 - ◆ **Grill** rental and usage is at applicants own risk. Must reserve at least 5 days before event.
 - ◆ **A/V equipment** rental includes use of speaker system, pull-down screen (in the Hall), TV, microphone, and projector. Must reserve at least 5 days before event. The Renter agrees that they are responsible and will pay for any and all costs of repair up to the cost of replacement for any lost or damaged A/V equipment.
2. A "Member" status includes only immediate family (i.e. mother, father, sister, brother, children) included on membership at the time of rental. Extended family is NOT included. The 'Renter' listed on the contract must be on the premises during the entirety of the event and assumes all responsibility for the guests of the event.
3. Agreement for rental is for facility "as is." Please be sure the rental meets your needs before signing the contract.
4. The rental time must include any set-up and take-down/clean-up time more than 30 minutes each.
5. After hours rentals require at least 2 weeks notice to ensure staffing. Short notice after hours rentals may be able to be accommodated with prior approval - contact party@samena.com.
6. If a setup sheet is not returned at least 3 days prior to the event, Samena will use a standard table/chair layout.
7. A **liquor permit** must be posted in the kitchen when liquor is on the premises. If guests will be utilizing the pool, alcohol is not permitted during the rental.
8. The renter must supply table coverings and any other supplies necessary. Only tables and chairs provided.
9. Use masking tape only on the walls. All decorations and tape must be removed at the end of your function. No rice, birdseed, confetti or other material may be thrown on the premises.
10. No burning candles are allowed in the facility (other than birthday cake candles).
11. All guests must stay within the designated rental area at all times and any children under active adult supervision.
12. Keep music in a reasonable range. If music is playing, windows and doors must remain closed.
13. The entire facility is designated non-smoking which includes the balcony and entry way.
14. Clean-up responsibilities of renter: Wipe up any major spills immediately and contact maintenance via the Front Desk so any potential permanent damage can be prevented. Remove all decorations. Place all garbage/recycling into designated bins before leaving the space. Place any kitchen supplies used during event in the dishwasher.
15. **Damage deposit** is refunded upon inspection of the room rented (within 5 business days). If paid by check, deposit can be picked up from the Front Desk or can be shredded at your request. Damage deposits will be utilized in the instance of any permanent damage, neglect of clean-up responsibilities, violation of policies, or conduct resulting in the termination of the rental. Renters will also be responsible for any extensive and permanent damage that exceeds the amount of the damage deposit.

CONDUCT OF GUESTS AT THE SAMENA SWIM AND RECREATION CLUB

Excessive noise level, inappropriate use of alcohol, illegal drugs or narcotics, disruptive conduct or any forms of unauthorized behavior will cause the entire party to be immediately evicted with assistance from the Bellevue Police Department, if necessary. No refunds of any type will be granted for applicants asked to leave the facility.

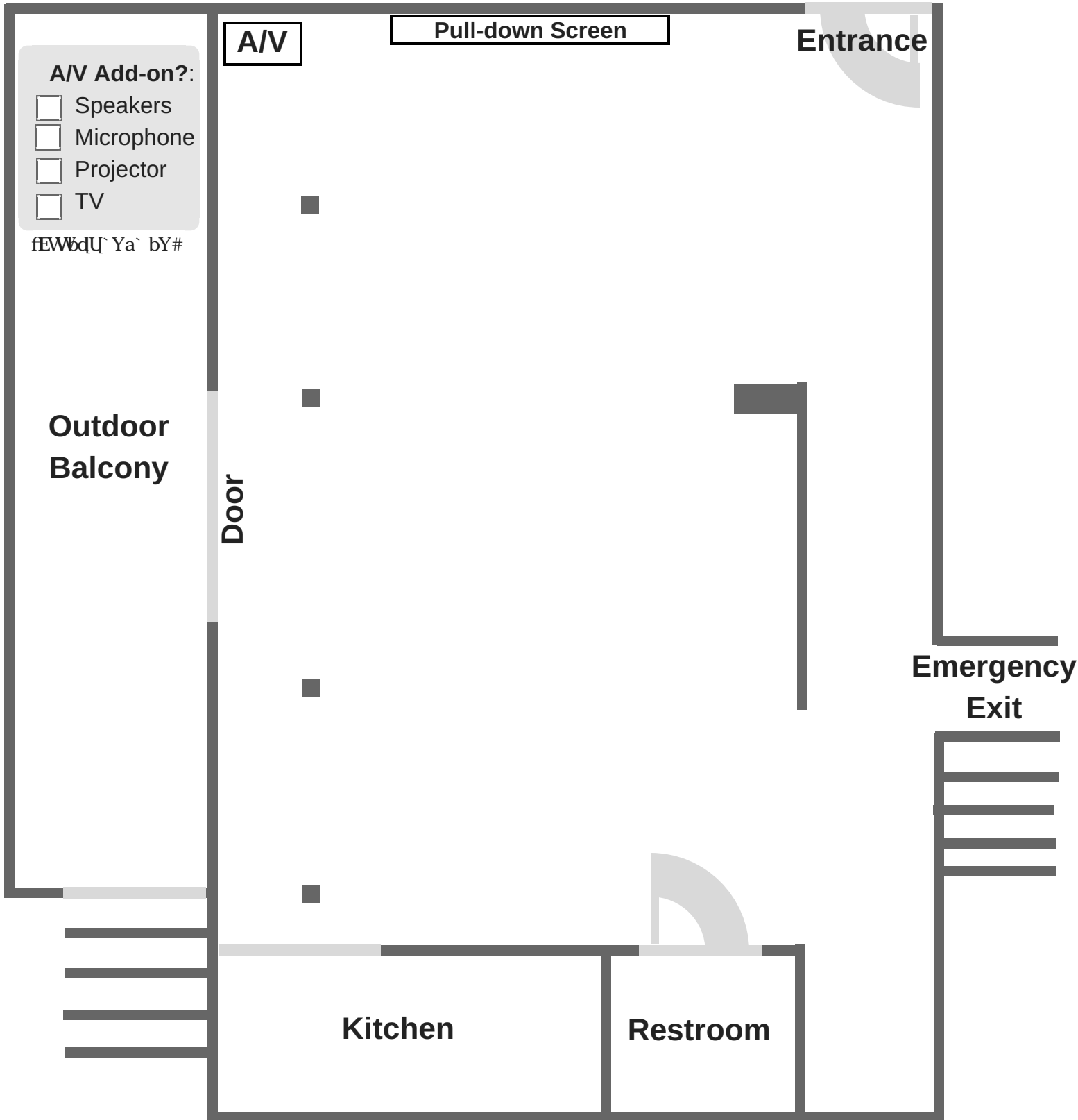
CANCELLATION/REFUND

The applicant must notify the Samena Swim and Recreation Club immediately in the event of a cancellation. A full refund of damage deposit and rental will be given if we are notified two weeks prior to the rental.

Hall Set Up Sheet

Please return at least 3 days before event

If no sheet is turned in, we will set up with a standard event table layout



- A/V Add-on?:**
- Speakers
 - Microphone
 - Projector
 - TV

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General Dimensions: ~57' x

32' Balcony: 56' x 14'

Max Capacity = 80

Pillars = ■

14 available

Banquet Table
30" x 96"

4 available

Banquet Table
24" x 72"

2 avail

Card Table
36"

6

Round Table
60"

Rec Room Set Up Sheet

Please return at least 3 days before event

If no sheet is turned in, we will set up with a standard event table layout

General Dimensions: ~34' x 26'

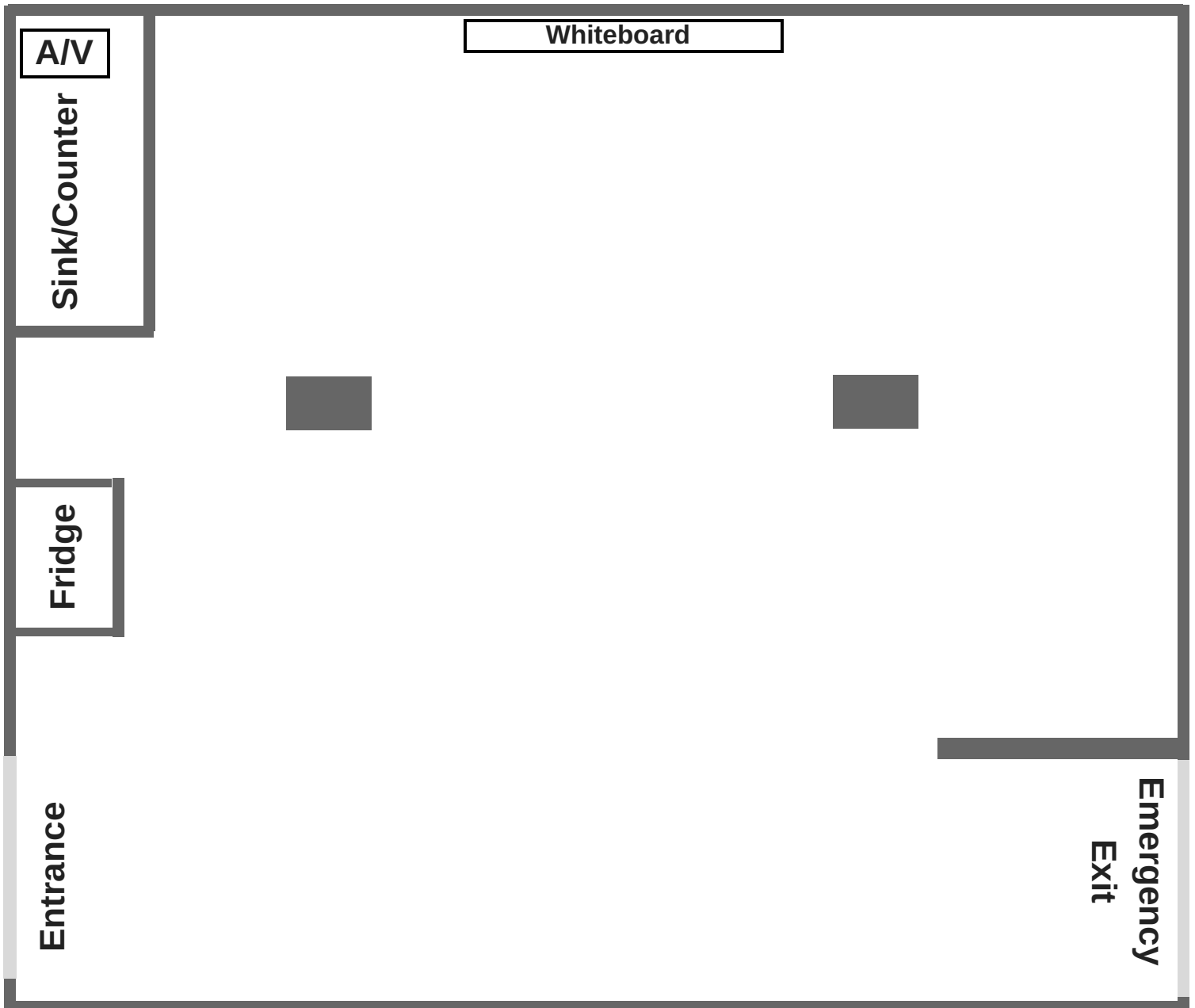
Pillars = ■

Max Capacity = 35

A/V Add-on?:

- Speakers
- Microphone
- Projector
- TV

*See pricing on pg 1



5 available

Banquet Table
30" x 96"

4 available

Banquet Table
24" x 72"

2

Card Table
36"

*Limit 7 total banquet tables