

*An elegant and historic setting for your special occasion*

*~Rental Agreement~*

Event Date \_\_\_\_\_

Type of Event \_\_\_\_\_

Event Hours \_\_\_\_\_

Approximant number of attendees \_\_\_\_\_

Contact Person \_\_\_\_\_

Email \_\_\_\_\_

Home Phone \_\_\_\_\_

Other Phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Will alcohol be served at the event? Yes \_\_\_ No \_\_\_

*A. Rental Fees:*

*Ballroom Prices*

Monday through Friday Day	8:00am-4:00pm	\$500.00
Monday through Thursday Evenings	5:00pm-12:00am	\$500.00
Friday/Saturday Evenings	5:00pm-12:00am	\$700.00
Saturday All Day	8:00am-12:00am	\$1000.00
Sunday All Day	8:00am-12:00am	\$700.00

\*Ballroom prices include conference room.

*Conference Room Prices*

Monday through Thursday \$40.00/hr with 4 hour minimum (\$160.00) or \$300.00 all day.  
Friday through Sunday \$300.00 minimum.

\*Prices are negotiable in off season or for short notice, un-booked dates if available.

*B. Payment Terms and other fees:*

A deposit of 50% must be made to reserve the facility. One half of the deposit is non-refundable, and the other half is refundable if notice of cancellation is given within 2 weeks prior to the event. The balance and 200.00 security deposit must be paid in full one week prior to the event. The deposit will be returned within one month of the event provided there is no damage or additional fees or costs incurred during the event, at the sole discretion of The Gibson Event Center. There is no deposit required for meetings.

Cleaning fees: Banquets under 50 people \$50.00. Meetings under 50 people no charge. Banquets over 50 people \$75.00. Meetings over 50 people \$50.00.

We accept credit cards, cash and local checks only, made payable to:  
Lee Ingram – The Gibson House  
4780 Capitol Blvd. Ste 1  
Tumwater, WA 98501

\$50.00 fee will be charged for non-sufficient funds.

### C. Policies:

1. The Gibson House Event Center and any of its representatives shall not be liable for any and all accidents or injuries within the building or outside the building.
2. The Gibson House Events Center and any of its representatives are not responsible for any lost or stolen articles.
3. No property can be removed from the premises for any reason.
4. The facility is to be used with great care and respect.
5. No smoking allowed inside the facility.
6. Damages: The party signing this agreement is responsible for all guests and must reimburse facility for all damages.
7. Disposal of Trash: The party signing this agreement is responsible for all cleanups of all paper, decorations, garbage, food, etc... if it was brought in; it needs to be taken out. There is a dumpster behind the building. If full, please leave bagged and tied bags beside dumpster.
8. Cleaning: The cleaning fee includes routine cleaning only. Any cleaning beyond routine tasks – sweeping, mopping, dusting, trash removal, washing of linens, etc...

will be charged and deducted out of the damage deposit. Intensive cleaning is not included.

9. Furnishings: Banquet or Event area upstairs: Includes; 192 chairs, 12 each 60 inch round tables (8 persons each), 20 each 6ft rectangle tables. Maximum capacity for the event center is 299 people.

10. Catering: The Gibson House caters the food for all events.

11. Decorations: Painters tape or sticky tack may be used to affix decorations to ceiling, walls doors, columns or windows. (Absolutely no tacks, nails or staples.) Special equipment / decorations must be approved by the Event Coordinators. Rice, birdseed, confetti, dance wax, etc. are prohibited inside / outside the Gibson House Building. Flammable materials need to be approved by the Event Coordinator's.

I have read this agreement and hereby agree to the above terms and policies for the use of the Gibson House Event Center.

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

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

Facility Rental Fee \_\_\_\_\_ 50% Deposit to reserve \_\_\_\_\_  
½ refundable if cancelled 2 weeks prior to the event.

Setup fee: \_\_\_\_\_

Cleaning Fee: \_\_\_\_\_

Refundable damage deposit: \_\_\_\_\_

Total Facility Charges: \_\_\_\_\_

Minus Reservation Deposit: \_\_\_\_\_

(If any)

Total Due: \_\_\_\_\_

(One week prior to event.)

