



Burbity Workspaces Event Space Rental Terms and Conditions

Thank you for choosing to hold your event at Burbity Workspaces and Events. To ensure everyone's safety and to keep Burbity Workspaces a well maintained and safe location we enforce the following standards for all guests in the space.

If you have any questions or concerns, feel free to connect with Burbity Workspaces staff at 509.255.7275. After hours text or call 509.818.7459.

Space Rental Rates:

Payment in full, including deposit(s) is required for all reservations at the time of booking. All payments are paid via online software system (Proximity). Acceptable payment sources are credit/debit cards with a 2.9% (nonrefundable) handling fee.

Indoor/Outdoor Event Space: \$150 per hour – Unique and fun space for any special occasion. Includes 9 32" round tables with 4 metal chairs (36) at each table, yellow metal stools, 2 commercial outdoor grills, kitchen area, refrigerator w/ freezer. Can accommodate up to 70 people indoor; 150 indoor/outdoor. Monday through Friday after 3:00pm and weekends am and pm.

Training Room: \$100 per hour – Includes 2 wall mounted 65" TVs w/HDMI, tables, and chairs. Great for conferences, workshops, meetings, and corporate gatherings where you need whiteboards, TVs, etc. Up to 70 people. Monday through Friday 8:00am-7:00pm. For weekends, 7:00 am – 8:00 pm.

The Gathering Place: \$125 per hour- Gather your family and/or friends for any indoor special occasion. Hardwood Floor (great for dancing), kitchen area and lighted buffet/bar. Chairs and tables extra charge. Can accommodate up to 100 people. **Requires an additional \$200.00 non-refundable security fee.** Monday through Friday 5:00 pm – 11:00 pm and 9:00 am – 11:00 pm on weekends.

Deposit:

All bookings require a **\$200.00 deposit** per event space which will be charged upon booking your space along with full payment for the reservation. If damages exceed deposit amount, we will bill the card on file with the



additional fees. If the room is left in the same order as you found it, your deposit will be refunded to the card on file.

IMPORTANT - Directions to give your guests:

This building has **multiple** entrances. Not all doors will be accessible during your event, so please make sure your guests have the correct directions as to which door will be accessible.

Training room use: Guests will enter through the main entrance facing Sullivan. The main entrance has a flagpole and the doorway has orange trim around it.

Event Center directions: You and your guests will park in the **east** parking lot and enter through the event doors facing east.

From Sullivan turn east onto Marietta and enter the 1st driveway on the left. There are big white signs (in the ground) around the perimeter showing where the event center is located.

Please provide the attached (bottom of this agreement) map for your guests so they can find the event space and parking.

Terms and Conditions

Please read the material below to make sure **all parties** understand the requirements of providing for everyone's safety and keeping Burbity Workspaces a well maintained and safe location for future use.

Cancellation Fees and Refunds:

If cancelling, a minimum of 15 days prior to reserved date, a refund (plus deposit paid) will be issued to the payment source on file. A \$30.00 cancellation fee is deducted from issued refund.

If cancelling 14 days or less from reserved date, a 50% refund (and 50% deposit paid) will be issued to the payment source on file. A \$30.00 cancellation fee is deducted from issued refund.



Reservations cancelled within 2 days or less of the reserved date, forfeit all monetary refunds. You may postpone your event and reschedule within one year of the original cancelled date. Any moneys paid will be held for the new date set. No refunds will be given for new event date. A \$30.00 cancellation and reschedule fee will be charged.

Reservations may be cancelled or rescheduled only by **calling Burbity Workspaces at 509-255-7275.**

Overtime Charges:

Events that run longer than the time reserved will be charged at the standard hourly rate for that space to the payment source on file. If breakout rooms are needed it is the responsibility of the Client to book additional space accordingly. Any use of additional spaces will be billed to Client.

Damages:

Burbity Workspaces Event Client agrees to pay for any damage(s) caused to Burbity Workspaces, its equipment, and property because of meetings or events.

What is included:

- 1 - Rolling Cart – for unloading.
- 1 - Wagon – for unloading.
- 2 – BBQs on patio with Indoor/Outdoor room only.
- Full size refrigerator w/freezer to use for your event (indoor/outdoor)

Signs directing guests from the front entrance to the event space.

Water service is available for you and your guests- Minimum \$20.00; includes large beverage container with lemon (optional) & cups.

Coffee Service is available – Minimum \$30.00; includes, Hot (locally roasted Doma) coffee, cups, ½ and ½ cream, and sugar. (Specialty creamers to be supplied by customer)

Additional Items Available for rent:

To ease the time, energy, and cost of bringing extra items to the venue, we have accessories you can rent, including coffee/water service, ice coolers, beverage containers, linens, glassware, speaker system, tables, chairs and more. Please refer to our Event Checklist for a full list of added amenities. The week of your event, you will be called to confirm details and the added checklist. Payment for the add ons will be charged at that time.

All beverageware, plates and silverware are to be supplied by **you**.

Room Set-up:

Fees include standard set-up with our in-house tables and seating. We will have the area clean, prepped and set up any added items. Please communicate any additional needs when booking the space and plan what you will need a **minimum of 3 business days** in advance so we can be prepared to meet your needs. We will reach out to you the week prior to your event to confirm reservation, time, guest count, add ons, etc.

Groups may bring their own equipment or rent from an outside vendor. Burbity Workspaces makes no guarantee of compatibility of outside equipment. *Bounce houses are not permitted.

In order to help you be better prepared for your event, please contact us to **schedule a trial run** to confirm all technology is compatible and ready to use.

Set up, Load-in/Load-out and Storage:

All set-up and tear down must take place within the designated time frame booked with Burbity Workspaces.

If additional equipment is required, Client is responsible for arranging rental of equipment, set-up and break down. Burbity Workspaces is not responsible for checking in or handling any items brought into the facility by rental companies. All excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed and disposed of by rental company, client, or client's representative. Limited storage is available upon request for a fee. If

additional equipment is required, the group is responsible for arranging rental, delivery, set up and removal.

Code of Conduct:

Use of glitter or confetti is strictly prohibited including balloons with glitter inside of the balloon.

No smoking or vaping indoors is permitted. Smoking is permitted outside in designated areas. Please use designated receptacles for waste.

Use of marijuana products is strictly prohibited on the premises.

Children under the age of 18 must be accompanied and/or always supervised by an adult.

Restrooms are available to all tenants and event attendees. **Please refrain from utilizing areas of the building that are not in the event space you have rented such as the gym, yoga room and common area.**

Alcohol – Permits are required. Please see the WA State Liquor Board website for more information. [WA State Liquor and Cannabis Board](https://lcb.wa.gov/licensing/online-banquet-permit). Please have a plan in place for serving limits. Please do not overserve your guests and drink responsibly.

If you are serving alcohol, you will need to obtain a permit for \$10.00 per day. You can purchase your permit online here: <https://lcb.wa.gov/licensing/online-banquet-permit>

Please email your permit to michele@burbity.com at **least 3 days prior** to your event. We will make sure it gets posted in the event space.

Pet Policy for Event Spaces:

Burbity Workspaces loves animals. However, we ask that you please leave your pet at home. Our no-pet policy applies to:

- Pets
- Emotional Support Animals
- Comfort Animals
- Therapy Animals

Burbity Workspaces complies with the American Disabilities Act (ADA) and Washington State Law allowing access for all individuals to public places. Therefore, we do allow working service animals to accompany our members and their guests. Service animals are individually trained to perform work or tasks for people with disabilities. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. Ref: RCW 49.60.040

Clean up and trash removal:

- Wipe down all counters/tables – cleaning supplies under the sink in the Indoor/Outdoor Space and under the podium in the Training Room.
- Remove trash – Dumpsters are available in the parking lot behind the wood fencing. One dumpster for recycling and one for all the other trash.
- Sweep the floor as needed – Broom is next to refrigerator.
- Remove all personal belongings, including food, from the refrigerator.
- Please leave the room as you found it.

Failure to pick up trash or leave the room in reasonably clean condition will result in **your deposit of \$200.00 NOT being refunded**. Instructions for clean-up are also provided in the space on the counter.

Liability:

The Renter shall indemnify, defend, and hold harmless Burbity Workspaces and its officers, directors, employees, and agents from and against all demands, claims, damages to persons or property, losses, and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by Renter's negligence in connection with the use of the facilities. Burbity Workspaces shall indemnify, defend, and hold harmless the Renter and its officers, directors, employees, and agents from and against all claims arising out of or caused by Burbity Workspaces negligence in connection with the provision of services or the use of the facilities. The indemnified party shall promptly notify



the indemnifying party of any claim for which indemnification is sought hereunder. The indemnifying party shall have sole control of the defense of any such claim and all negotiations for its settlement or compromise. The indemnified party may participate at its own expense in the defense of any such claim if such claim is against the indemnified party. Notwithstanding anything else to contrary, in no event shall either party be responsible for any (a) damage, expense, loss or other liability to the extent attributable to the negligence, acts or omissions of the other party, and (b) indirect, special, punitive, incidental, or consequential damages.

By booking a meeting space/event venue at Burbity Workspaces you acknowledge that you have read and understand these Terms and Conditions.

Event Site:

Event Name:

Date of Event:

Time of Event:

Rental start time:

Rental end time:

Amount Paid:

Deposit Paid:

Date Paid:

Add Ons:

Signature

Date

Printed Name



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Burbity Workspaces

Entrance and Parking Directions for Indoor/Outdoor Event Space

