



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 is required for all reservations at the time of booking. All payments are paid via an 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 (seats 36), (10) yellow metal stools, (2) commercial outdoor grills, kitchen area, refrigerator w/ freezer. Additional seating/tables/ linens ETC. can be purchased through our website: <https://burbity.com/event-add-ons/>. This space can accommodate up to 75 people indoors; 120 indoor/outdoor combined (outdoor space not available during winter months normally November-April). Available Monday through Friday 3:00 pm to 11:00 pm and 9:00am-11:00pm on weekends. **Initial**_____

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 8:00 am-7:00 pm. For weekends, call 509-818-7459. **Initial**_____

The Gathering Place: \$295 per hour- Gather your family and/or friends for any indoor special occasion. Hardwood Floor (great for dancing), kitchen area and lighted buffet/bar. Includes (6) 32" round tables with (4) metal chairs (seats 24). Additional seating/tables/ linens ETC. can be purchased through our website: <https://burbity.com/event-add-ons/>. Can accommodate up to 150 people. Monday through Friday 5:00 pm – 10:00 pm and weekends 9:00 am – 11:00 pm **Initial**_____

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 (see below). **Initial:** _____

Training room use: Guests will enter through the main entrance parallel to Sullivan Rd. 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. Near the Basketball and Volleyball courts.

From Sullivan turn east onto Marietta, enter the 1st driveway on the left, turn right into upper parking lot and follow over to southeast and east parking lots. 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 easily 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 canceling, a minimum of 15 days prior to the reserved date, a 50% refund will be issued. A 10% cancellation fee is deducted from the issued refund.

If canceling 14 days or less from the reserved date, no refund of any monies paid will be issued. You may postpone your event and reschedule within one year of the original canceled date. Any money paid will be held for the new date set. No refunds will be given for the new event date. A \$50.00 rescheduling fee will be charged. **Initial:** _____

Reservations may be canceled or rescheduled only by **calling or emailing Burbity Workspaces at 509-255-7275/ info@burbity.com.**

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. **Initial:** _____

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. We reserve the right to charge for any damage to the space, add-on rentals or our equipment. If damage occurs you will be charged for the repair or replacement of the item/space. **Initial:** _____

What is included:

1 - Rolling Cart – for unloading.

1 - Wagon – for unloading.

2 – BBQs on the patio with Indoor/Outdoor room only.

Full-size refrigerator w/freezer to use for your event (indoor/outdoor room)

Signs directing guests in the parking lot.

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 Add On list on our website](#). Once you have completed the list, it will be emailed to us.

The week of your event, you will be called to confirm details. 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:

The rental price includes a standard set-up with our in-house tables and seating. We will have the area cleaned, 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 the reservation,

time, guest count, add-ons, etc. If renting linens, you **MUST** notify us 14 days prior to the date rented. We send linens out for cleaning and pressing.

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

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. Initial: _____

If additional equipment is required. The client is responsible for arranging the rental of equipment, and set-up of breakdown. 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 the 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 the rental, delivery, set up, and removal.

Code of Conduct:

Use of glitter, confetti, and command strips are **strictly prohibited**, including balloons with glitter inside of the balloon. Initial: _____

No smoking or vaping indoors is permitted. Smoking is permitted outside in designated smoking 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. Initial: _____

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 and common area. Initial: _____

Alcohol – Event Permits are required and obtained by you. **Beer and Wine only. Hard alcohol is not permitted.** Please view the WA State Liquor Board website for more information. [WA State Liquor and Cannabis Board](https://lcb.wa.gov/licensing/online-banquet-permit). Be cautious of 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 info@burbity.com at **least 3 days prior** to your event. We will make sure it gets posted in the event space. **Initial:** _____

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 **you being charged an additional cleaning fee up to \$200.00**. Instructions for clean-up are also provided in the space on the counter. **Initial:** _____

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:

Max # of expected Attendees:

Event Name:

Max # of children under 18:

Serving Alcohol (Y/N):

Date of Event:

Event actual start time:

Rental start time:

Rental end time:

Add-ons Ordered (Y/N) Notes:

Signature

Date

Printed Name

Agreement Prepared by: _____

Burbity Workspaces

Entrance and Parking Directions for Indoor/Outdoor or Gathering Event Space

Please make sure you send this map to your guests to avoid confusion because there are multiple entrances to the building. **Initial**

