

The Brickworks Facilities Rental Policies

1. GENERAL –The rental facilities at Brickworks are comprised of: Building, Commercial kitchen, Plaza (including green space and stage), all to be rented separately. The Building and Plaza may be rented together, at discount in price. The kitchen is available for use to a Renter of the Building at an additional charge. The Ag Guild reserves the right to rent the Building and Plaza to different Renters on the same day. Brickworks rentals are granted on a first-come, first-serve basis. The Ag Guild reserves the right to reject rental applications and to cancel any scheduled use in the event of an emergency.

2. RENTER/CONTRACTING PARTY - Renter must be 18 years of age or have an Authorized Agent sign the contract and be available during the event. The Renter or Authorized Agent is responsible for payment of fees, deposits, losses caused by damage or theft, and for obtaining additional required local, state or federal permits.

3. SCHEDULING/RESERVATIONS – Scheduling must be confirmed by the Brickworks Manager. The facility can be reserved up to twelve months in advance subject to possible rate increases. A reservation should be made a minimum of ten days in advance of an event; if less than ten days prior to the event, applications will be considered on a case-by-case basis.

4. PAYMENT - Payment of a \$300 Damage Deposit must be received within 15 days of inquiry. Payment in full is required 30 days prior to the event. If scheduling within 30 days of an event, the Damage Deposit and the full fee are due immediately. Payment shall be made to: *the San Juan Islands Agricultural Guild*.

5. SMOKING/ALCOHOL – Smoking is prohibited inside the facilities. Smoking is allowed outside near receptacles. Consumption of marijuana or any illegal drugs in any form is also prohibited at all Brickworks facilities/grounds. Renters who plan to serve alcohol are required and independently responsible to obtain any and all permits required by the Washington State Liquor Control Board, and must post such permits at the event. The Ag Guild is not responsible for Renter's use or serving of alcohol at the facilities or the Renter's violation of any state or federal laws related to the same. Any event where alcohol will be served, the renter must provide a copy of the Washington state license and proof of liability insurance coverage for alcohol sales to the Ag Guild ten (10) days prior to event (see below for insurance requirements).

6. INSURANCE – The Ag Guild strongly encourages Renters to have or obtain liability insurance for any event held at Brickworks facilities, as the Ag Guild's liability insurance will not cover actions or omissions by Renter or at Renter's event. The Ag Guild reserves

the right to require a Certificate of Insurance providing one million dollars coverage per occurrence with the Renter listed as the insured and the Ag Guild listed as a co-insured for use of Brickworks facilities, as it determines appropriate. *The Ag Guild requires a Certificate of Insurance providing one million dollars coverage per occurrence and with the Renter listed as the insured and the Ag Guild listed as a co-insured for any long-term lease of the Brickworks facilities, for commercial use of the Brickworks facilities, or for any Renter's event at which alcohol will be served.*

7. PARKING/ PLAZA USE –Use of the Plaza (including green space and stage) is restricted to the current Renter of the Brickworks Plaza. Parking at Brickworks is restricted to the current Renter of the Plaza and/or Building and their guests or event attendees, on a first-come, first-served basis, unless otherwise agreed by the Ag Guild.

8. EQUIPMENT – Tables, chairs, dishes, glassware, and silverware may be available with rental of the facilities. A/V equipment may be available with rental of the facilities upon request and may incur an additional charge. Renters are responsible for providing or making arrangements for all special needs and/or equipment needed, subject to approval by the Ag Guild. All set up, deliveries, clean up, and equipment removal must be done within the rental timeframe or additional charges will apply.

9. CLEAN UP – A mandatory janitorial fee will be charged in order to ensure that the premises is left in a satisfactory and secure condition. Renter is required to return the premises to a neat, clean and undamaged condition comparable to that in which it was found, including returning any of Brickwork's equipment to the location in which it was found. All garbage and recycling should be disposed of in the appropriate bins provided at the Brickworks Facilities. Glitter, confetti, uncooked rice and birdseed are permitted ONLY IF the Renter notifies the Brickworks Manager and agrees to thoroughly clean up any such items. Clean- up must be completed within the rental time block. Any overtime use shall be charged to the user in full hour increments.

Failure to clean the facilities to the Ag Guild's satisfaction or damage to the premises will result in withholding of part or all of the Deposit, and can result in additional charges. If the Renter prefers not to be responsible for cleaning of the premises, optional cleaning services are available for an additional charge.

10. DEPOSIT REFUND – The Deposit will be refunded to the Renter via mail within 30 days of the event, subject to inspection by the Ag Guild and determination whether any amounts shall be withheld for cleaning, repair, or to cover time overages at the facilities not included in the rental agreement. To ensure refund of the full Deposit the Renter should:

- Vacate the facility on time and without damage.

- Dispose of all food, trash, litter and/or debris and remove all materials, as mentioned in item #9.
- Sweep and if necessary mop the Building premises.
- Remove all decorations and/or signs.
- Return all Brickwork's equipment to its proper location.

11. CONDUCT – All activities shall be conducted in a civil, respectful manner and applicable state and local laws. Renters providing false or misleading information to reserve the facility, being disruptive, or causing damage may be asked to leave and/or denied subsequent use of the facility.

12. SECURITY – Renters are responsible for the security of all personal items of all persons attending a Renter's event or otherwise present during rental of the facilities. The Ag Guild is not responsible for security of the Renter's attendees and may require the Renter to obtain security acceptable to the Town of Friday Harbor and Brickworks, depending upon the type of event. Costs incurred to acquire security services are the responsibility of the Renter.

13. CANCELLATION – Renter may cancel up to thirty (30) days before event to receive a full refund. Cancellations less than thirty (30) days prior to event results in the withholding of the \$300 Deposit. Cancellation less than ten (10) days prior to the event will result in Renter being charged the full rental fee.

Contact us: rentals@fhbrickworks.com (360) 378-0095

Thank you for renting Brickworks. We wish you a safe and successful event.