

## **Brickworks Facilities Rental Policies**

1. **GENERAL** –The Brickworks Facilities are comprised of the Brickworks Building (including kitchen) and the Brickworks Plaza (including its green and stage). The Building and Plaza may be rented separately or together, with a discount in price if renting both. The Ag Guild reserves the right to rent the Building and Plaza to different Renters on the same day. The kitchen is available for use to a Renter of the Building but at an additional charge. Brickworks rentals are granted on a first-come, first-serve basis in accordance with the attached rate table. The Ag Guild at its discretion, reserves the right to reject rental applications, including if the Ag Guild does not believe a proposed use of the facilities is consistent with community standards. The Ag Guild also reserves the right 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 \$200 Deposit is required to reserve the date. Payment of the full rental amount is required ten days before the event. Payment shall be made to the San Juan Islands Agricultural Guild.
5. **SMOKING/ALCOHOL** – Smoking is prohibited at all Brickworks facilities. Consumption of marijuana or any illegal drugs in any form also is prohibited at all Brickworks facilities. 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.

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 a co-insured for use of Brickworks facilities, as it determines appropriate. The Ag Guild will require 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 (and green 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 is available with rental of the facilities upon request. 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 and equipment removal must be done within the rental timeframe or additional charges will apply.
9. **CLEAN UP** – Depending on the event, cleaning costs (sweeping & mopping and kitchen) will be charged to most renters in order to ensure that the premises is left in a satisfactory and secure condition. It is the renters responsibility to return 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 in writing 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.

10. DEPOSIT REFUND – The Deposit will be refunded to the Renter via mail sent within 10 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.
- \* 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 manner consistent with community standards 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 Renter's rental of the facilities. Brickworks 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 no later than thirty (30) days prior to Renter’s event. Cancellations less than thirty (30) days prior to Renter’s event results in the withholding of the \$200 Deposit. Cancellation less than ten (10) days prior to the event will result in Renter being charged the full rental fee.

CONTACT US – Amy Plant, Ag Guild Manager  
info@fhbrickworks.com or 360.378.0095 to leave a message

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