

Hourly Rental Information

Present Sense Community Art and Mindfulness Center

4131 Woodland Park Ave N
Seattle, WA 98103

Present Sense is available for hourly rental for classes, workshops, and special events. You can visit the website at www.present-sense.com for more info on our community, or call Katie Talbott at (206) 335-5677 with questions about rental.

RENTAL POLICIES

Payment and Reservations: The following policies apply unless other arrangements have been made.

Rental rates (2011):

- \$20 / hour
- \$50 / up to 4 hours
- \$85 / up to 8 hours
- \$100 / more than 8 hours in a single day

Setup/Cleanup: A *minimum* of ½ hour of setup/cleanup time will be added to all rental times.

Reserving space: A *non-refundable, non-transferable* deposit of \$25 holds your time.

Payment due: Full payment for a one-time event or on-going groups is due on the date of the event or group meeting. Full payment for a series of classes is due by the first day of the class. *Payments can be made by cash or check made out to Katie Talbott.*

Building Policies

1. **Be kind to the neighbors.** We are located in a residential neighborhood, so be respectful when parking, and be aware of noise levels if you are walking back to your car at a late hour.
2. **Leave the space clean for the next user.** We all work together here to care for the space and create a community of classes and events. Follow the instructions for clean up on the list provided (Renter Info.) This is also posted on the wall between the two rooms.
3. **Be careful with fire.** Candles, incense and sage smudging are allowed in the space, but take care to burn items in safe containers and to be aware of their condition at all times. Also, take care not to drip wax on the carpet or floor as it is very difficult to remove. *No Smoking allowed in the building.*
4. **If you break it you pay for it.** You are responsible for any damage to the space that happens as a result of your rental activity—broken windows, glasses, etc.

5. **Alcohol is not allowed at any publically advertised events.** Alcohol may be served at private events if the renter does the following: 1) Purchase a Banquet Permit from a liquor store (see liq.wa.gov/licensing/banquet-permits for info), 2) Purchase a "Special Events Endorsement" in the amount of at least \$1million from his/her insurance company that lists "Present Sense" and "Window's Art Gallery" as "also insured." Copies of both documents must be provided to Katie Talbott before rental.

RENTER INFORMATION

Name: _____

Address: _____

Phone: _____ (Work)
_____ (Home / Cell)

E-mail: _____

Emergency contact: _____
Phone: _____

RENTAL AGREEMENT

Specifics of the rental arrangement are as follows:

Dates rented: _____

Rental times: _____

Type of event: _____

Number of people expected at event: _____

Any special requests: _____

Payment arrangement: _____

Key _____ Checked out _____ Returned

I understand that Present Sense and Windows Art Gallery are not responsible for any items lost or stolen from the Center. Nor are they responsible for injury or damage to persons occurring during my rental period. I agree to hold Present Sense and Windows Art Gallery harmless from liability on account of any injury or damage arising from my use of the space.

Renter's signature

Date