

Puget Sound Foursquare Rental Pricing & Agreement

Room Fees				
Regular Event Pricing**		Per Hour	Min. Hours	Min. Price
Room 360		\$20	2	\$40
Northwest Room*		\$70	4	\$280
Lobby*		\$100	8	\$800
Sanctuary*		\$160	8	\$1280
<i>**All events require a Building Manager (Included in Price)</i> <i>*Room requires trained Technician to run tech systems (Sound, Media, Livestream)</i> <i>Additional Hours – \$125 per hour over</i>				
Community Group Pricing**		Per Hour	Min. Hours	Min. Price
Single Classroom		\$20	2	\$40
Room 360		\$20	2	\$40
Northwest Room*		\$70	4	\$280
Lobby*		\$100	8	\$800
Sanctuary*		\$160	8	\$1280
<i>**All events require a Building Manager (Included in Price)</i> <i>*Room requires trained Technician to run tech systems (Sound, Media, Livestream)</i> <i>**Additional Hours – \$125 per hour</i>				
Additional Fees				
Tech Fees	Sanctuary*	Northwest Room*	Lobby*	Room 360
Sound Tech	\$25 per hour	\$25 per hour	\$25 per hour	\$25 per hour
Media Tech	\$25 per hour	\$25 per hour	n/a	\$25 per hour
Livestream Tech*	\$50 per hour	n/a	n/a	n/a
<i>n/a = service not available in room</i> <i>All Tech services require a 4 hour minimum charge</i> <i>*Livestream requires two technicians (\$25x2=\$50 per hour)</i>				
Facility Fees				
Janitorial Services		\$20 per hour		
Setup/teardown Services		\$20 per hour		
<i>All Facility services require a 4 hour minimum charge</i> <i>A \$200 fee applies if Facility services are declined and the space is left unclean or disorganized.</i>				
Instrument Deposits				
Yamaha Drum Set		\$100 deposit		
Nord Keyboard		\$200 deposit		
<i>Event Owner is responsible for all damage charges including those above the deposit.</i>				
Hire-A-Musician**				
Drummer		\$35 per hour		
Acoustic Guitar		\$35 per hour		
Electric Guitar		\$35 per hour		
Piano or synth		\$35 per hour		
Worship team		Contact us for details on hiring a worship team for your event.		
<i>**Hire-A-Musician is subject to availability</i>				

Reservation Deposits

Deposits are only required for the Northwest Room, Lobby, and Sanctuary.

- **Deposits** – 10% for community groups, 25% for regular events

Cancellation Policy

We understand that unexpected circumstances may arise, and we strive to accommodate all groups as best as possible. However, to ensure efficient calendar planning and allow other groups the opportunity to use the space, deposits will be forfeited for events canceled within 2-4 weeks of the scheduled date (See below). We appreciate your understanding and cooperation in helping us make the best use of our facilities for everyone.

- **Community Groups** – Cancel within **2 weeks of event**, deposit forfeited
- **Regular Events** – Cancel within **4 weeks of event**, deposit forfeited

Discounts

- **Church Members** – 15% off total rental price

Indemnification and Hold Harmless Agreement

_____ ("Licensee") has requested to use Puget Sound Foursquare facilities located at 4020 South 56th Street, Tacoma, Washington (the "Facilities"), and Puget Sound Foursquare has agreed to permit such use on the following conditions:

1. Licensee agrees to indemnify and hold harmless Puget Sound Foursquare, its officers, agents, and employees, from any and all claims of liability of any nature whatsoever for any injury or death of any person, or loss of or damage to any property, real or personal, including reasonable attorney's fees and costs, arising out of or occurring in any manner due to Licensee's use of the Facilities. This includes any such injuries, death, loss, or damage resulting from the negligence of the Licensee, or the Licensee's agents, employees, or invited guests.
2. This agreement is valid and enforceable only to the extent of negligence and/or intentional omissions reasonably attributed to the Licensee. For the purpose of this agreement, Licensee waives immunity under RCW Title 51, the Washington State Industrial Insurance Act, and acknowledges that this waiver has been specifically negotiated between Licensee and Puget Sound Foursquare. Licensee is advised to review RCW Title 51 or consult with legal counsel to fully understand the implications of this waiver.
3. **Community Groups Only** – Prior to the Licensee's use of the Facilities, Licensee agrees to obtain a policy of liability insurance in which Puget Sound Foursquare is an additional insured, with policy limits of at least \$1,000,000 per occurrence and at least \$2,000,000 aggregate. Licensee shall provide an insurance certificate, declarations page, or other satisfactory proof of such insurance to Puget Sound Foursquare no later than [X] days prior to the scheduled event. The liability insurance obtained by the Licensee shall be primary insurance. Any other insurance carried by Puget Sound Foursquare shall be excess and not contributory.

The undersigned warrants that he/she has the authority to execute this document on behalf of the Licensee.

DATED on this _____ day of _____, 20_____.

Licensee Name

Signature of Licensee's Authorized Agent

Printed Name: _____

Title: _____

Agreement accepted by Puget Sound Foursquare:

By: _____ Date: _____
Puget Sound Foursquare Office Administrator

Puget Sound Foursquare will process this document upon receipt of your signed copy and will return one copy to the Licensee.