



Duwamish Longhouse & Cultural Center

Event Agreement

This is an rental agreement between Duwamish Tribal Services (DTS) and _____ for the use of the facility space located at the Duwamish Longhouse.

CLIENT: Person responsible and signing this agreement

PRINT FULL NAME: _____

DEPARTMENT: _____

EMAIL: _____

General Event Information

Event Date(s): _____

Type of Event: _____

(Meeting, Training, Class, Etc.)

Is this a Private or Public event: _____

of Attendees: _____ (Max Capacity 194)

Event Start Time: _____ AM/PM

Event End Time: _____ AM/PM

Total number of hours including set up, event, and clean up: _____

Do you need access to the Kitchen? YES or NO

Parking Information

Will you need parking for 25 cars or more? YES OR NO

If yes, how many cars do you anticipate? _____



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Set Up Information

How many tables do you need for your event: # _____

(Limit of 14: 6ft tables, and Limit of 6: 5ft tables)

How many chairs do you need for your event: # _____

(Limit of 120 chairs)

Do you plan to use the projector, podium, or microphone?

YES or NO

If yes, do you need help with using the items? YES or NO

Do you have a floor plan? YES or NO

Do you need the linens? YES or NO

Food & Catering Information

Are you having food at your event? YES or NO

How will the food be prepared or cooked? Circle One Below

Yourself/Volunteers

Delivered Already Made

Catered

If you are cooking, do you have a valid food handler permit? YES or NO

Do you need the kitchen for prepping, cooking, plating, or storing food? YES or NO

Will you be using chaffing dishes with Sterno fuel? YES or NO

Do you need the percolator for coffee/tea? YES or NO

Is Alcohol being served? *** YES or NO

You must provide a copy of your liquor permit with this agreement



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I have read the terms and conditions in this agreement between Duwamish Tribal Services for the rental facility called the Duwamish Longhouse and Cultural Center.

I agree and acknowledge that I will provide staff or volunteers in the event that my event requires additional offsite parking to accommodate offsite parking and to the best of my ability will abide by the pedestrian safety protocols and recommendations made to me to protect pedestrians crossing from offsite parking to the facility.

The Undersigned does hereby agree to hold harmless and indemnify the same and further release them from any liability or responsibility for accident, damage, injury, or illness to the Undersigned or to any family member, volunteer, spectator, invitee or attendee accompanying the Undersigned on the premises. The signer of this agreement agrees to release and hold harmless the owners, employees, and associates of DTS, their heirs and executors in the event an injury should occur to any guest. The signer of this document assumes all liability for the conduct of their guests. The signer of this document also assumes all financial responsibility for damage and vandalism that could occur at the hands of their guest.

By Signing Below, you agree with all rules and regulations.

Signature: _____

Printed Name: _____

Date of Signing: _____

We will need a credit card on file in case any damage occurs during the rental.