The Center for Wooden Boats Rental Agreement

The Center for Wooden Boats (CWB) is a non-profit maritime museum that selectively agrees to rent its floating Boathouse Gallery and adjacent dock to the public for private functions. **Rental of this facility helps to support CWB's mission: To provide a gathering place where maritime history comes alive through direct experience and our small craft heritage is enjoyed, preserved, and passed along to future generations.**

**Facility Information**

**Wagner Education Center**

The Wagner Education Center (WEC), a 9,200 square foot wood, steel and glass education facility, designed by award winning Seattle architect Tom Kundig of Olson Kundig Architects, harkens back to historic Northwest boatbuilding facilities while at the same time serving as a modern front door for a growing museum, Lake Union Park and the surrounding neighborhood. The design includes a dedicated class room that can be converted to a sail loft in the evening, new gallery and exhibit space, and a new boat shop designed to allow restoration of the museum's largest boats and the construction of new boats to historic designs.

**Capacity**

The **Sail Loft** is 26’ x 44’ and can generally seat 80 for a sit-down dinner and up to 100 for a stand-up affair.

The **Conference Room** is 16’ x 10’ and can seat up to 12 people around a large conference table.

The **Entire WEC** can hold 200 people for a stand-up event and includes the Sail Loft, Lower Gallery, access to the Kitchen and the Gift Shop area with merchandise stored out of sight.

**Equipment Included in Rental**

CWB has the following equipment onsite and available for renters, the use of this equipment is included in rental pricing.

- **Ten 60” round tables**  Generally seats 8; as many as 10
- **Ten 6’ rectangular banquet tables**  Generally seats 6; as many as 8
- **103 folding chairs**  Black

**Boat House**

Located on the south end of Seattle’s Lake Union, the floating Boathouse offers exceptional views in every season. The event space is set amongst a notable collection of vessels in the marina, with the Space Needle and MOHAI to the west, and the full activity of the lake. It features hardwood floors, exposed beams highlighted with natural light from large windows. Through French doors, the North Deck offers a panorama of water views from a wood-plank dock, where guests can reconnect with the physical world and take in the scene of Seattle’s maritime heritage.
Capacity

The **Boat House Gallery** is located on the main floor (dock level) of the Boat House. It measures 28' x 28', and can generally seat 45 for a sit-down dinner and up to 60 for a stand-up affair.

The level portions of the **North Dock** measure 39’ (east/west) by 32’ (north/south). It can add seating for 18 or standing room for 30.

The **Boat House Library** is located on the upper floor of the Boat House. It measures 22’ x 19’ it can generally seat 25 for a sit-down event to 30 for a stand-up affair.

The **Entire Boat House** includes the Gallery, Library, and Foyer.

Equipment Included in Rental

CWB has the following equipment onsite and available for renters, the use of this equipment is included in rental pricing.

- **Five 60” round tables** Generally seats 8; as many as 10
- **Four 2’ round tables** Seated height; generally seats 2
- **Eight 6’ rectangular banquet tables** Generally seats 6; as many as 8
- **43 folding chairs** White
- **8 stacking patio chairs** White

**Please Note**

CWB is not a full-service rental facility and cannot deliver many services that large banquet halls may provide. Please read Agreement carefully and provide a copy to your caterer. Provisions outside of this Agreement must be in writing and signed by both parties. Oral arrangements concerning this Agreement cannot be honored.

Additional Equipment & Services

In addition to the tables and chairs, CWB offers add-ons to suit your needs.

- **Projector & Pop-Up Screen** $50.00 Includes laptop and connector cables, if needed
- **Whiteboard** $25.00 Includes markers and eraser
- **Gas Grill** $50.00 Includes propane
- **Boat Moorage** $1.30/foot Priced per foot LOA. Pending availability on LUP wharf.

Livery Boat Use

Event guests may also rent CWB's livery boats individually at regular rates. Guests must follow all Livery rules and guidelines when using CWB boats, and boats must be back to the dock at least 15 minutes before the Livery closes.
CWB Rental Agreement

Boat Moorage

Guests who wish to bring private boats down for the event may reserve linear moorage on the North Seawall in Lake Union Park, west of MOHAI. Reservation required and subject to availability. Contact CWB, 206-382-2628.

Catering & Food Service

You may use the caterer of your choice. Use one of our preferred caterers and we will waive the booking fee. ($175)

Deliveries & Pick-Up

Rental equipment, such as tableware, linens, and extra chairs, may be delivered the same day as the event for no fee. Such deliveries may be stored, so long as they do not block any doors or interfere with CWB programs. If rental equipment is delivered early or picked up late, a $100 fee per day will be added to the rental bill.

Set-Up & Clean-Up

Set-up may not begin until the Renter or their representative has gone over the Clean-Up Checklist and Closing Procedures with CWB staff, and signed the Rental Clean-Up Agreement. Renter may arrive up to 15 minutes before the appointed rental start time to review and sign the Rental Clean-Up Agreement.

The renting party is responsible for all set-up and clean-up, please remember to include enough time for set-up and clean-up in your reservation.

The rental party accepts that CWB staff may still be prepping the space, and that exclusive use doesn't begin until the designated event time. Activities such as visitors viewing the exhibits and volunteers using the kitchen may occur until that start time.

Clean-up includes removal of trash, recycling and compost from the CWB premises. CWB does not have trash facilities to accommodate events, therefore ALL TRASH MUST BE DISPOSED OF OFFSITE.

Should renters fail to complete all tasks on the Rental Clean-Up Checklist to the satisfaction of CWB staff, they will be billed according to charges outlined (see Deposit Refund).

Concurrent Events in Lake Union Park

Renters should note that public events may occur at neighboring Lake Union Park or MOHAI at the same time as their rental at CWB. This may lead to increased noise, traffic and parking restrictions in the area.

Deposit & Payment Policies

Availability & Pricing

Pricing and availability depend on the season, day of the week, and time of day.
Discounts

Basic rental rates are subject to the following discounts, one discount per event. **Status must be current at time of booking for discounts to apply.**

- All CWB members receive 10% off regular gallery rates
- 501(c)(3) Non-Profit Organizations receive 20% off regular rates

Security Deposit

A $375.00 Security Deposit is required to hold your reservation for all events. The deposit is refundable after the event, less any amounts deducted for cleaning, repair, or overtime use.

Payment Policy

The Security Deposit must be paid at the time of booking. The Security Deposit is not applied towards the balance owed. The full payment is due no later than 30 days prior to the event. If the rental is not paid at that time, the Security Deposit is forfeited and the Contract is terminated. Should an event run over the scheduled end-time on the Contract, the renter will be charged the Additional Hour fee for every hour of overtime use. The renter also will be charged the Additional Hour fee for any set-up beginning before the scheduled access time on the Contract.

For reservations made within 30 days of the event, both Security Deposit and full payment are due at the time of CWB Rental Contract submission.

Deposit Refund

Refund of Security Deposit, less any deductions, will be made within 30 days after the event. Charges can include, but are not limited to the following:

<table>
<thead>
<tr>
<th>Reason</th>
<th>Charge</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Early Delivery/Late Pick-Up</td>
<td>$100.00</td>
<td>Per day, Applied to early delivery/late pick-up.</td>
</tr>
<tr>
<td>Early Setup/Late Breakdown</td>
<td>Variable</td>
<td>Per hour, 1 hr. min. Applied if setup/breakdown is outside event hours.</td>
</tr>
<tr>
<td>Clean-Up Fee</td>
<td>$100.00</td>
<td>Per hour, 1 hr. min. Applied if additional cleaning needed from CWB.</td>
</tr>
<tr>
<td>Garbage/Recycle/Compost</td>
<td>$30.00</td>
<td>Per bag, Applied if left on premises.</td>
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Cancellations

*In the event of cancellation, the Security Deposit is not refundable.* If the rental is canceled more than 30 days prior to the event, you may reschedule to an alternate date within the same calendar year (pending availability) using the same Security Deposit. *If the rental is canceled within 30 days of the event, security deposit and full balance are forfeited.*

Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Due date</th>
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Facility Use

Use of Property

The Front Desk area and restrooms remain open to the public during operating hours. “Private Event” signs will be posted at all entrances during rentals. Seasonal operating hours are posted on our website here: http://cwb.org/locations/south-lake-union/. Our docks, excluding the North Deck area, remain open to the public until 8 pm. Stanchions are available for designating the North Deck as private.

CWB’s docks and any CWB-owned boats not in use are available for non-exclusive event-related photography. Visiting Boats may be available with advance permission from owners.

The Boatshop, Offices and other buildings and facilities are not available for rent. Guests are welcome to visit all areas as public visitors, but alcohol must remain within event space.

Open Flame

Lanterns and open flames are not allowed. Candles may only be used on tabletops in the event areas. If using candles, they must be dripless, stationary and enclosed in non-flammable containers. Prior approval required. Battery-operated tea lights are recommended. No candles are allowed in the Front Desk or restroom area.

Use of CWB’s Grill

Use of CWB’s grill is by prior agreement only. A fee will be charged (see Additional Equipment & Services). The grill must be set up on the North Deck, away from the building eaves, and at least six feet from the edge of any dock.

Parking

Parking at CWB and in the South Lake Union neighborhood is very limited. CWB encourages guests and organizers to carpool and take alternate transportation whenever possible. Neighborhood parking options can be found here: http://seattleparking.spplus.com/seattle-south-lake-union-parking.html. However, we recommend that event guests use alternate modes of transit. For options, visit http://cwb.org/locations/south-lake-union/.

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Event Details</th>
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<tbody>
<tr>
<td>Up to 18 months in advance</td>
<td>Initial reservation on our calendar</td>
</tr>
<tr>
<td>Two weeks after reservation</td>
<td>$375 Security Deposit and signed Gallery Rental Contract due</td>
</tr>
<tr>
<td>30 days before event</td>
<td>Full Payment due</td>
</tr>
<tr>
<td>One week before event</td>
<td>Estimated guest count due</td>
</tr>
<tr>
<td>Day of event</td>
<td>Rental Clean-Up Agreement walkthrough before setup</td>
</tr>
<tr>
<td>Within 30 days after event</td>
<td>Refund of Security Deposit, less any charges</td>
</tr>
</tbody>
</table>
CWB Rental Agreement

ADA Access & Parking
CWB’s docks and Boathouse are ADA-accessible. There are ADA parking spaces in the North Lot (see Loading In for access instructions) and in the Lake Union Park lot. These lots are shared, and spaces are non-reservable.

Loading in
Access to the Gallery begins at the agreed-upon Event Start Time, specified in the Contract. No rental equipment or supplies may be loaded in to the Gallery before that time (see Deliveries & Pick-Up).

Renters may have access to the fire lane road that leads to the wharf and the North Parking lot. Before 5:00pm, use the callbox to request that the gate be opened (tell them that you are loading in for a CWB event). After 5:00pm, renters may check out a key that opens the gate. CWB is unable to provide the gate code to renters.

When offloading, do not park or stop vehicles in the fire lane road, especially at the top of CWB's west ramp. Loading vehicles can temporarily (30 min or less) park in the spaces marked “Load/Unload” on the south side of the parking lot.

Smoking
CWB is a smoke-free facility. Smoking of any substance is not allowed in any of CWB’s buildings, on any docks, in any boats, or in the neighboring Lake Union Park.

Alcohol
CWB allows only beer, wine and champagne to be served at events in the event venues. No hard liquor is allowed. All alcohol must remain within the rental area of the Boathouse and North Deck or The WEC. No alcohol is allowed in Lake Union Park.

If your party plans to serve alcohol, a Banquet Permit from the Washington State Liquor Control Board is required (http://liq.wa.gov/licensing/banquet-permits). Alcohol is not allowed in any of our boats. Livery boats will not be rented to customers who show signs of intoxication or alcohol/drug use.

Decorations
CWB’s event venues double as classrooms and exhibit galleries. Please respect the exhibits, artifacts, and ecosystem by abiding by these rules:

a) No tape, nails or staples may be used on walls or rafters. Decorations may be hung from existing hooks and nails, but not from exhibit boats displayed on gallery ceiling or their supports. Blue painter's tape may be used on some surfaces with prior approval.
b) Candles are permitted only with prior approval (see Open Flame).
c) No rice, confetti, birdseed, potpourri, glitter or any substance of that nature may be used.
d) Flower petals may be used for decorating purposes on tables only, and must be cleaned up entirely.
e) Supplemental lighting may be used both inside and outside in the form of string lights and/or centerpieces. Exterior lighting can be hung from existing nails and hooks on the Boathouse eaves, and on freestanding posts (provided by renter) along the edge of the North Deck.
CWB Rental Agreement

Noise Levels
CWB allows amplified sound systems and live bands inside its buildings – outside approved on case-by-case basis to be considerate of our neighbors. Events must abide by Seattle City Noise Code (http://www.seattle.gov/dpd/codesrules/codes/noise/).

Damage or Defacement of Property
By renting the venue, it is understood and agreed that the renter will take responsible precautions to prevent persons admitted to the premises from damaging or defacing the premises. In the event that the premises are damaged or defaced by the act, default, or negligence of the renter, or any employee or guest of the renter, the renter shall pay CWB the amount necessary to restore damaged portion of the premises to its original condition.

Please encourage guests to avoid wearing high heels, as they damage the hardwood floors and are extremely dangerous on the docks.

Violation of Rules
By renting the venue, it is understood and agreed that, should your group fail to adhere to all rules and policies, and conform to the proper use of the building, The Center for Wooden Boats may, at its discretion, terminate this agreement and require the renting parties to vacate the building (during the event if necessary), forfeiting any and all fees and monies.

Indemnification
By renting the venue, it is understood and agreed that the renter shall indemnify and hold CWB harmless from any and all losses, claims, actions or damages suffered by any person or persons by reason of, or resulting from, any act or omission.
CWB Rental Contract

Event Date: __________________ Start Time: __________________ End Time: __________________

Name of Renter/Organization: _______________________________________________________

Responsible Party: __________________ Email: __________________

Address: __________________ Phone: __________________

Event Name: _____________________________________________

i.e. “Schmidt/Green Wedding,” “Lewis Anniversary Party”

Estimated Guest Count: __________________

By signing this Contract, I state that I have read and understand the Facility Rental Agreement and the policies it contains. I understand that if I or any of the guests or vendors at the event does not comply with this agreement or the policies, the event may be immediately terminated by The Center for Wooden Boats, at its sole discretion, and/or all deposits made may be retained by The Center for Wooden Boats. I understand and agree that, in addition, I will be responsible for and liable to The Center for Wooden Boats for any costs exceeding the amount of the retained deposit.

FOR THE CENTER FOR WOODEN BOATS:

name (please print) __________________ date

signature

FOR THE RENTER:

name (please print) __________________ date

signature