G.A.B., INC. OWNED PROPERTY

Antique Barn Rental Agreement

950 Gardiner Beach Road, Sequim, WA 98382

Carefully read, complete, sign, and return this Rental Agreement with the reservation deposit within seven (7) days following the agreed-upon date of booking. The person signing is referred to as RENTER. The authorized signature confirms that RENTER has read and accepts responsibility for the conditions in this Agreement.

Standard rental	$3,000, due in full 45 days before the reserved date.
Reservation deposit	$500, due within seven (7) days of booking. This becomes the refundable damage deposit and is separate from the rental amount.
Included access	Full day before the event for setup; the event day; and cleanup until noon the following day. Kitchen use is included. No separate setup-day or kitchen-use fee applies to the standard rental.
Capacity	150 people with 25 six-person tables; 200 maximum without tables.

Reservation and damage deposit

The $500 reservation deposit reserves the Antique Barn for the intended use and will be applied toward the damage deposit. If RENTER does not submit the required reservation deposit, this Agreement will be voided. The damage deposit is refundable after the event following the Barn Manager's inspection, provided there is no damage to the Barn, its contents, or equipment, and cleanup and closing requirements have been met. Damage and cleaning costs above the deposit will be billed to RENTER.

Cancellation policy

Cancellation must be submitted in writing to the Barn Manager at least **90 days before the reserved date** for a full refund of all monies paid. Cancellations made fewer than 90 days before the reserved date are subject to forfeiture of the reservation deposit. Refunds for bookings made within a shorter time frame are subject to the Barn Manager's discretion at the time of cancellation.

Mail checks payable to **G.A.B., Inc.** to **431 Rondelay Road, Sequim, WA 98382**
Amanda Duty: amanda@trollhaven.org | (559) 577-3067

RESERVATION INFORMATION

Your event details

Setup date / agreed access time

Event date / agreed event hours

Cleanup date / deadline (no later than noon)

Name of group(s) participating / description of event

Estimated attendance / contact person(s)

Mailing address / city, state, ZIP

Home or primary phone / work or alternate phone

Email address / website address

Event arrangements

Open to the public? _____ Admission or vendor fees? _____
Alcohol served? _____ Alcohol sold to the public? _____

RENTER must obtain the licenses and permits appropriate to the event and display them as required. Confirm alcohol arrangements with the Barn Manager. Current Washington State Liquor and Cannabis Board guidance: lcb.wa.gov/licensing/banquet-permits.

Catered? / caterer name and phone

Person responsible for setup / phone

Person responsible for cleanup / phone

Decorator name / phone

Portable toilet provider / booking confirmation

RENTAL CONDITIONS

Care for the place. Enjoy your celebration.

RENTER agrees to the following conditions:

01. Pay all agreed reservation, rental, and damage-deposit fees.

02. Accept financial responsibility for guests or participants who damage, destroy, defile, or deface the Antique Barn, its contents, or equipment.

03. Accept responsibility for damage and cleanup costs above the required deposit, including reimbursement for items taken without the Barn Manager's permission. Costs above the damage deposit will be billed to RENTER.

04. Provide licenses and proof of liability insurance appropriate to the event as required by Jefferson County and the State of Washington, including requirements applicable to banquet users or alcohol vendors.

05. Give a copy of this Rental Agreement and the cleanup checklist to each person sharing responsibility for the event.

06. Coordinate access with the Barn Manager. The standard rental includes the full day before the event for setup, the event day, and cleanup until noon the next day. No separate setup-day charge applies. Event-day entry is no earlier than 7:00 a.m.

07. Obtain permission from the Barn Manager before using decorations, posters, or similar items.

08. Follow the instructions posted in the kitchen for use of the kitchen and its equipment. Kitchen use is included in the standard rental without a separate kitchen-use charge.

09. Keep all EXIT lights visible at all times during the event.

Portable toilets

RENTER must arrange portable toilets appropriate to the party size. Proof of portable-toilet booking is required when booking the facility. The Barn Manager can provide local contractor information.

RENTAL CONDITIONS & SIGNATURES

Leave it ready for the next gathering.

10. Accept responsibility for occupancy control. Attendance must not exceed the capacity stated in this Agreement.

11. Turn music off by 10:00 p.m. on the event night.

12. Promptly report personal injury or physical damage to the Barn or its contents to the Barn Manager.

13. Return tables, chairs, and kitchen equipment to their original locations in good condition after the event.

14. Clean all areas used by noon on the day after the event. This remains RENTER's responsibility even if the event is catered. Failure to finish by noon may result in additional maintenance charges.

15. Remove all food, equipment, decorations, and other items not belonging to the Barn. The Barn is not responsible for items left in or near the building; disposal charges will be billed to RENTER.

16. Close and lock all exterior doors when leaving. Failure to do so may result in forfeiture of the damage deposit. Vacate and lock the Barn by 11:00 p.m. on the event night, or up to $200 may be forfeited from the deposit.

Renter acknowledgment

I have read this Rental Agreement and its conditions and accept the responsibilities stated. I am responsible for carrying out these provisions. Delegating responsibilities to others does not relieve me of liability under this Agreement. I agree to reimburse the Antique Barn for damages arising from RENTER's use.

Printed name

Authorized signature

Date

For the Barn Manager

Deposit received (date): _____ Amount: $_____
Check / payment reference: _____
Barn Manager signature: _____ Date: _____