

Puget Sound Association of the Deaf Meeting Hall Rental Agreement

AVAILABILITY

Before you fill out this form and submit it to the address at the bottom, please email secretary@psadeaf.org to see if the meeting hall is available for your meeting or event.

CONTACT INFORMATION & RENTAL RATES

Members/Deaf Orgs: \$50/day, \$20 refundable deposit returned after the event.

Members Annual: \$100/year, use the hall 25 days in the 12 months after payment, no refundable deposit.

Non-Members: \$100/day, no refundable deposit. (A credit card may be requested for a security deposit)

Rental Date: _____ Rental Times: _____ Number of Attendees: _____

Name: _____

Business or Group: _____

Contact Phone: _____ Contact E-mail: _____

Address: _____

MEETING HALL SETUP

Check the setup that works best for your group,

Seated (Round, rectangular and card tables that can be setup to accommodate up to 40 seated guests)

Theater (No tables, chairs for up to 75 guests)

Setup Comments:

ADDITIONAL SERVICES AVAILABLE

All additional services listed below are included in your rental rate and will be available to you if selected below or requested via email before your event starts.

TV with DVD/Blu-ray player

Projector & Screen (bring your own laptop)

Computer/Printer

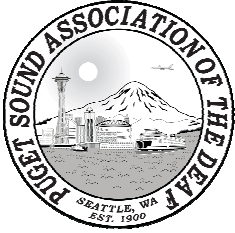
Podium

Wi-Fi

White Board

Kitchen (oven/stove/microwave/refrigerator/cookware/coffee pots — coffee, paper plates and plastic utensils available for a fee)

Payment is due at least one week before your event date. Make checks payable to PSAD and mail this form with the check to: PSAD 2407 1/2 NW 60th Street Seattle, WA 98107. Please contact us with any questions at (206) 783-1266 or secretary@psadeaf.org. Any cancellations made the week prior to your event date will not be eligible to receive a refund.



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ADDITIONAL INFORMATION

PSAD's rental hall is located at 2407 NW 60th Street, Seattle WA 98107 in a residential area in Ballard. Parking is available on side streets but not on the property itself. There is drive in access to the door for loading and unloading supplies you bring for your meeting. The meeting hall has both a television and projection screen that can display different information at the same time. Please check with secretary@psadeaf.org for any technical questions or requests at least a week before your event date. The hall has a full kitchen and restrooms available. There is a check-in/registration desk at the back entrance. Feel free to hang signs or banners from the handrails outside as long as you remove them when you leave. Water is available free of charge from the dispenser, sodas are available for \$1.00 each. You can use the kitchen to cook for yourself or bring in food from a caterer, we are not able to provide any food for your events. You must read and sign the statement below to complete your rental agreement. The meeting hall must be left in the condition it is found in, all cleanup must be done the same day your event is held.

GUEST WAIVER & LIABILITY STATEMENT

I desire to voluntarily utilize the facilities and if applicable any equipment provided by Puget Sound Association of the Deaf (PSAD). As a consideration for the right and privilege of being permitted access to PSAD's meeting hall, and if applicable any equipment, I do hereby release PSAD, its owners, agents and officers from any and all liabilities of any kind whatsoever arising out of any physical or mental injury or damage incurred or sustained by myself or my property, while voluntarily preparing to use, using or cleaning up after using, any of the services and applicable equipment provided by PSAD, and furthermore, agrees to save and hold harmless PSAD, its owners, agents and officers, for any damages or injuries arising out of my use of the facility, equipment and/or services.

I, the undersigned, or the organization I represent, will be responsible for any damages sustained to the facility. Any lost equipment or damages sustained to PSAD property shall be compensated within seven days.

I agree that this reservation is granted with the understanding the PSAD may cancel if the facility is not usable due to an unforeseen circumstance, In this case, an alternated date will be scheduled or al monies paid will be refunded.

In signing this waiver, I certify I have read and understand and will abide by the facility rules and regulations.

By signing below, guest agrees to everything on this Agreement.

Guest's Signature _____ Date _____

Guest's Name (printed) _____

PSAD Association Rep _____ Date _____