



Event Date:	Application Date:
Contact Name	Holding/Damage Deposit Received on (Date):
Organization Name	Amount of Deposit:
Address	Deposit Received From:
City/State/Zip	Cash _____ Check _____ Card _____
Phone Number(s)	Rental Fee Amount:
Email Address	Rental Fee Received on (Date):
Type of Event	Rental Fee Received From:
# of Guests	Cash _____ Check _____ Card _____
Event Start Time (5 hour block of time):	Deposit Return Date:
Will you use our Tables and/or Chairs? Chairs: YES ___ NO ___ How many? (250 max) _____ Tables: YES ___ NO ___ How many? (25 max) _____ <i>(Overnight storage for rentals is \$200 per night. UIATF assumes no responsibility for loss or damage)</i>	Will Alcohol be served? YES ___ NO ___ If YES, <i>Original</i> copy of permit due 2 weeks prior to event
	Will you use a caterer? YES ___ NO ___ If YES, Please provide Name and Contact Info
	Floor plan received? YES ___ NO ___ Needed 2 weeks prior to event

RENTAL AREA: Lower Level _____ Lounge _____ Classroom _____
 Cap. 300 Cap. 25 Cap. 40

LIABILITY AND AGENCY STATEMENT

As a condition of rental of the premises covered by this agreement (including buildings and grounds), the party (renter), which enters into this agreement, agrees to comply with the following:

1. Renter shall obtain any permits necessary to legally use the premises for renter's stated purposes, including banquet permits and any other permits required by state, county, city or other local authorities.
2. Renter shall be liable for and agrees to pay for any damage to the premises (including damage to the buildings, furnishings, appurtenances, art work and grounds) which exceed the \$500 minimum damage deposit which is required under the Building Use Fee Section of this agreement which may occur during the term of this agreement or as a result of the renter's use of the premises.
3. All renters' personal property on said premises shall be at the risk of the renter. Lessor or Lessor's agent shall not be liable for any damage, either to person or property, sustained by renter or others, caused by any defects now in said neglect of any other persons, including Lessor or Lessor's agent or employees, or due to the happening of any accident from whatsoever cause in and about said Building. Renter agrees to defend and hold Lessor and Lessor's agent harmless from any and all claims for damages suffered or alleged to be suffered in or about the leased premises by any persons, firm or corporation.
4. Renter also agrees that the Damage and Holding Deposit that are required under the building Use Fee Section of this agreement is not refundable due to cancellation of this agreement.
5. Renter has fully read both this Liability Statement and the Rules and Regulations for use of the premises and agrees to fully comply with all of the Terms and Conditions of this rental agreement.

**DAYBREAK STAR BUILDING USE AGREEMENT
RENTAL RULES AND REGULATIONS**

1. Building Use is restricted to the space requested and approved.
2. All Users must sign a Building Use Agreement.
3. Security Monitors are to be provided by the User to assist the Daybreak Star Building Management Staff with:
 - (1) _____
 - (2) _____
 - a. Keeping individuals from touching the artwork.
 - b. Maintaining smoking, eating, and drinking regulations.
 - c. Monitoring bathroom and other areas with plumbing to see that these to not become play areas.
 - d. Keeping people from writing on wall/or defacing the building.
 - e. Keeping people from climbing on the building extensions.
 - f. All other duties necessary to preserve the building, artwork, and grounds.
4. Children are to be supervised at all times, inside and outside the building.
5. Parking is limited to 25 cars immediately next to the Daybreak Star Center.
6. Additional parking is on the road leading up to the building
7. The speed limit of 15 miles per hour is posted and enforced by the Seattle Police Department.
8. The Upper Level of Daybreak Star is open to the public weekdays from 8:30 AM – 5:00 PM and weekends from 10:00 AM to 5:00 PM. The building is closed on holidays.
9. **ONLY THE LOWER LEVEL is closed to the general public at the user’s request until 11 PM when events are to be concluded.** The upper level will remain open to the general public during normal business hours as defined in paragraph #8.
10. Renters are prohibited from posting signs restricting public access to the building during the normal business hours defined in paragraph #8.
11. Food and beverages are to be consumed in designated areas only.
12. Food preparation is **NOT ALLOWED** in the building – catered food services are permitted. **NO HOT ITEMS ON TABLES.**
13. Smoking is allowed in designated smoking areas only.
14. Alcohol and drugs are prohibited, however, alcohol may be approved with an authorized Banquet Permit.
15. **THE BUILDING MUST BE LEFT IN THE SAME CONDITION AS PRIOR TO ITS USE – DAMAGE TO THE BUILDING FROM DECORATIONS OR DECORATING (TACKS, SCREWS, ETC..) WILL BE DEDUCTED FROM THE DEPOSIT FEE. ALL EQUIPMENT MUST BE REMOVED FROM THE BUILDING THE SAME DAY AS THE EVENT. A FEE OF \$200**
16. **DEPOSITS ARE NOT REFUNDABLE IF THE DATE IS CANCELLED.**
17. **DAYBREAK STAR IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS**

For information regarding your rental, please contact *Chrissy Harris*, Daybreak Star Events Coordinator at (206) 829.2219

Please make checks payable to: UIATF (United Indians of All Tribes Foundation)
and mail to: ATTN: DAYBREAK STAR RENTAL
PO Box 99100
Seattle, WA 98139
FAX # 206/282-3640

By signing this document, the undersigned first affirmatively represents that he/she is signing in his/her own behalf or is authorized to sign on behalf of: _____ organization, as its agency, and has agreed to all terms of this agreement including Building Use Fee, Liability and Agency Statement, Rental Rules & Regulations, and space rental guidelines and specifics.

Signature

Date

Please Print Name

Capacity of Signator

Organization

Daybreak Star Event Coordinator (Chrissy Harris)

Building Use Agreement must be signed and returned with Holding & Damage Deposit. This agreement is null and void unless signed by the Daybreak Star Event Coordinator.