

**Application/Agreement for Use of Artworks Facility**

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Purpose of Use \_\_\_\_\_

Rooms to be used:

- Great Room
- Classroom only (maximum 15 people)
- Kitchen and/or Office (circle one)

**Rental dates/times, fees and conditions:**

Rental Fee \_\_\_\_\_ Janitorial Service Fee (optional) \_\_\_\_\_

Deposit Paid \_\_\_\_\_ (to hold date; under 6 hrs: \$50/more than 6 hrs.: \$100)

Damage Deposit \_\_\_\_\_

Copy of Driver's license attached

**I understand that alcohol is not permitted on the premises unless agreed to in writing by the ArtWorks Director and your representative or agent. Initial here \_\_\_\_\_**

I have received and read a copy of Artworks Rental policies and Clean-up checklist. I hereby assume full responsibility for the facilities and agree to comply with all the rules and regulations as set forth for such usage. I also agree to assume full responsibility for any damage to the facility or public liability incurred during the rental period and further agree to hold harmless the Edmonds Arts Festival Association, Edmonds Arts Festival Foundation, Artworks, their agents, volunteers and employees from any claim, loss or liability of any kind or nature; to any person or property arising from or out of rental of the facility. I agree to pay for any damages incurred that exceed the amount of the original damage deposit. I also understand in order for my damage deposit to be returned in full, there must be no damage to the facility, the rooms must be completely cleaned and the completed clean-up check list must be returned within 3 days of the rental period.

\_\_\_\_\_  
Signature Date

\*\*\*\*\*For office use only\*\*\*\*\*

**Rental Fee** \_\_\_\_\_ **Date Paid** \_\_\_\_\_

Check # \_\_\_\_\_

VISA/MC

**Damage Deposit** \_\_\_\_\_ **Date Paid** \_\_\_\_\_

Check # \_\_\_\_\_

VISA/MC

**Janitorial Service Fee** \_\_\_\_\_ **Date Paid** \_\_\_\_\_

Check # \_\_\_\_\_

VISA/MC

Date returned \_\_\_\_\_ Amount Returned \_\_\_\_\_ Check # \_\_\_\_\_

Person mailing check \_\_\_\_\_

Send check to: ArtWorks, Attn: ArtWorks Director, P.O. Box 699, Edmonds, WA 98020

# ArtWorks

201 – 2<sup>nd</sup> Ave S, Edmonds, WA 98020

Contact Meredith Arnold at 425-774-6049 or [artworks@artworks-edmonds.org](mailto:artworks@artworks-edmonds.org) for booking inquiries

## Rental Information & Policies

*Located in beautiful downtown Edmonds, ArtWorks is a gathering place where the Art community can rent space for exhibitions, demonstrations, workshops, seminars, classes, fundraisers, and meetings. Formerly the site of the Edmonds Public Works, the building has been remodeled and offers an opportunity for enriching and promoting the arts and arts education in our neighborhood. The facility accommodates 49 people and has a 1730 square foot exhibition & event space, 640 square foot classroom, full kitchen, 2 restrooms and local phone access. Rental fees also include use of 50 chairs and 11 six-foot tables. Parking is available in front of the building and on the street. The facility is fully accessible to persons with disabilities.*

### Rental Fees

Use Category	Rental Rate/hr.	Rental Rate/day	Deposit	Janitorial Fee (optional)
Classes, Workshops, Meetings	\$25/hr/ 2 hr.min.	\$150/day	\$50.00/ \$100.00*	\$150.00 to arranged in advance
Art Exhibitions	2 week min.	\$ 5/day	N/A	\$150.00

**\*Deposit for rental less than 6 hrs. is \$50.00/for more than 6 hrs. is \$100.00**

### Rental Hours of Operation

8am – 11pm daily

### Rental Policies

1. Smoking and candles are prohibited inside the building.
2. No alcohol is permitted on the premises unless approved in writing by the ArtWorks Director.
3. Music and amplified sound must not be audible outside the facility. Please keep the door closed to minimize impact on the neighbors.
4. **Renters are responsible for set-up, clean up & take down of furniture during the contract rental time.**
5. ArtWorks is not responsible for lost or stolen items.
6. **Only blue tape may be used on painted surfaces for any reason.**
7. The renter will be responsible for any and all damage or accidents that occur during the rental period.
8. ArtWorks reserves the right to cancel reservations at any time for any reason or due to emergency situations.

### Reservations & Cancellations

- Return completed rental application/contract with full payment and security deposit payable to the *Edmonds Arts Festival Foundation*, P.O. Box 699, Edmonds, WA 98020.
- Payments and applications must be received at least 30 days before the event rental unless otherwise agreed upon. **Dates are confirmed only when deposit has been received.** Deposit will be applied towards rental unless short notice cancellation occurs (see below) resulting in a forfeit of deposit.
- **Notice of cancellation must be received 14 days prior to rental date** in order to receive a full refund.

### Clean-Up

- Damage deposit (if required) will be returned within 3 weeks after the clean-up checklist has been received. Leave checklist on kitchenette counter after event or mail to the P.O. Box above. Damage deposit will be returned in full only if the area is properly cleaned, no damage has occurred, the space was properly locked up and ArtWorks rental policies were not violated.
- Janitorial Service Fee is also an option. Our janitorial service will come in and clean up after your event. Janitorial service option **must be arranged and paid in advance.**