

PAVILION RENTAL CONTRACT

Effective 10/1/2006

BUILDING USAGE FEE

A building usage fee applies for all pavilion events. This fee is non-refundable and must be received to book your event. All activities (set up, tear down, clean up, etc.) must be conducted on the day of use unless otherwise arranged. The pavilion is available from 10 AM until 12 Midnight. Rates are as follows:

<u>October through April</u>		<u>May through September</u>	
Monday through Thursday	\$ 195.00	Monday through Thursday	\$ 250.00
Saturday	\$ 350.00	Saturday	\$ 495.00
Friday and Sunday	\$ 250.00	Friday and Sunday	\$ 350.00
Non-Profit Groups*	\$ 175.00	Non-Profit Groups*	\$ 195.00
Breakfast Mtg. Rate**	\$ 50.00	Breakfast Mtg. Rate**	\$ 95.00

*(must possess a federal non-profit tax ID number and excludes Friday & Saturday.)

** Breakfast Meeting Rate rental allows use of the room from 6 a.m. until 9 a.m. when available.

GENERAL CONDITIONS

- Eaglemont must approve all activities that will take place in the pavilion (music, dancing, entertainment, food & beverage, decorations, etc.). Removal of decorations is the customer's responsibility. Use of tinsel, rice, confetti, or glitter is not allowed. Candles are permitted. All activities must take place between 10 AM and 12 Midnight. The room should be left as you found it. Eaglemont will remove the garbage, everything else is the customer's responsibility. The room needs to be vacated by 12 Midnight, thus clean up efforts need to begin accordingly.
- Music must be at low levels after 10 p.m., per City of Mount Vernon noise ordinance.
- Our pavilion cannot comfortably seat in excess of 136. Use of the outside patio is available and can seat additional guests. A tent can be rented for this patio from an outside vendor to add more seating.
- Eaglemont does not accept liability for theft or any other loss of personal property occurring prior to, during, or after the event. Any items left behind following your event will be disposed of.
- We have an inventory of 300 stackable chairs, 17 five foot round banquet tables, and 5 eight foot long banquet tables. Any other tables that may be necessary are available for rent at the customer's expense from an outside vendor.
- The neighboring golf course and restaurant operate daily and are not included in the above rental. It is expected that those parties using the pavilion confine their events to the building and its immediate surroundings and not disturb other operations.
- Pavilion restrooms are located between the pavilion building and the parking lot.
- White linen table clothes are provided at no additional cost for all events. Cloth napkins are provided for all Eaglemont catered events.
- A "cash-only" damage deposit will be required for most events.

ALCOHOL SERVICE

- All liquor sales must transpire through Eaglemont, this includes, but is not limited to, all beer, wine, and spirits. Our liquor license allows for no exceptions. Eaglemont does not allow 'special liquor permits' on our premises. Anyone who fails to comply with this will be removed from the premise by any means necessary. The Mount Vernon Police and the Washington State Liquor Control Board govern our building and it is our policy to report all offenders of the state liquor laws.
- A bartender is provided complimentary for all events with 40 or more guests.
- Minors attempting to bring in, order, and/or consume alcohol in any form, whether purchased from Eaglemont, or from an outside source, will be removed from the premise by the local authorities. Eaglemont must then suspend all bar service for the remainder of the event.

ALCOHOL PRICING

HOUSE WINE: Chardonnay, Cabernet, White Zinfandel, Merlot, Shiraz, Pinot Grigio, & Riesling, \$4.75/glass; \$19/bottle. Selection varies.

BOTTLED BEER: \$3.00 - 4.00/bottle. Selection varies.

CORKAGE FEE: \$11.00/bottle (plus tax or gratuity) for any bottle of outside wine or champagne.

COCKTAILS/HARD LIQUOR: Available, on request, at standard prices.

[NOTE: A 17% service charge will apply to all hosted bars.] [Sales tax is included in all alcohol prices, except as otherwise noted.]

KEG BEER: Kegs are available for purchase for \$164.00 for domestic or \$245.00 for all micro/specialty beers. Kegs generally yield 124 16 oz. beers. A bartender is complimentary for the keg service. Sales tax and a service charge are additional.

CATERING / FOOD SERVICE / OUTSIDE FOOD

- Eaglemont has full catering services available. Please schedule a meeting with the facility manager if interested in using the in-house selections. Our current offerings are listed on the back of this contract.
- Outside food & beverage must be approved by the manager prior to your event. This includes potlucks or donated food. Furthermore, groups not using Eaglemont's food & beverage service are expected to be completely self-sufficient. Those individuals must supply their own refrigeration, ice, storage, utensils, plates, etc. No exceptions. The adjacent Bar & Grill is off-limits. In addition, the customer is responsible for setup and arrangement of the room. Eaglemont will provide you with your desired amount of tables and chairs. Please contact us prior to your event to discuss your group's needs.
- An attendance figure is required (for set-up and in-house catering) 72 hours prior to your event. You will be billed for no less than 5% of the number given at that time, or the actual number of attendees, whichever is greater. Any guests in excess of the provided attendance figure will be charged a 15% surcharge. Deposits will be required for banquets expected to exceed \$1000 in sales.
- Local sales tax and 17.0% service charge will be applied to all food and beverage sales.
- Payment for food and beverage is expected by the conclusion of your event, unless prior arrangements have been made.

Contact person: _____ Date of Event: ____ / ____ / ____ (M) (T) (W) (R) (F) (S) (Su)

Contact phone: _____ Contact e-mail: _____ Today's Date: ____ / ____ / ____

Eaglemont representative: _____ Paid rate: _____ Non-Profit Tax ID (if applicable): _____

Signature: _____ Signature confirms agreement of the above conditions.