



2014 Venue Rental Agreement

Reservations and Deposits:

Reservations for Random Howse are accepted on a first-come, first-served basis only. A signed rental agreement and deposit are required to reserve a date. Your date is not confirmed until you have received a copy of the rental contract and your receipt of deposit from Random Howse.

Renter Initials ____ **Date** _____

A signed rental agreement and a 30% deposit are required to reserve a date. We accept cash, checks, MasterCard, Visa, Discover and American Express. Deposits paid for a reservation of a date are transferable to another date (if available). After ten days, all deposits are subject to the cancellation policy. **(See Cancellation Policy on page 4).**

The balance of the rental and the damage deposit is due **ten (10) days** in advance of the rental date. If you are booking a date within 30 days, you will have three (3) days from the booking date to pay the rental balance.

The damage deposit will be returned within twenty-one (21) days after your event **less any charges** for damage, extra time charges not arranged in advance, or other costs incurred by Random Howse due to failure on your part to abide by the policies stated herein **including alcohol and food policies**. If any damage or theft occurs to our property, you will be responsible for the entire amount even if it exceeds \$400.

Renter Initials ____ **Date** _____

Rental Times and Pricing:

Rental prices are listed on Page 6 and are a part of this Agreement.

All rental time periods include vendor set-up and clean up time. For example, if you rent Random Howse for eight hours, you need to plan on one- two hours of set-up time and one hour of clean up time within that time slot. If you would like more time, additional hours can be added as time allows at a rate of \$100.00 per hour, prepaid or \$125.00 per hour the day of the event. Consult your event coordinator for more information. In order to prepare for your event, we need all of our preparation time. Please do not interfere with our staff by showing up early. Your cooperation is critical and much appreciated.

Renter Initials ____ **Date** _____

The rental prices include all of the following:

1. Use of Random Howse, The Bar, complete commercial kitchen, 3 restrooms, Stage dressing rooms.
2. Outside courtyard seating with heaters.
3. Free parking in the lot next to Random Howse, unless otherwise directed by your event coordinator.

4. Sound system with ipod hook-ups and microphone.
5. Free on-site wireless internet.
6. Eight (8) hour rental time with option to purchase overtime.
7. Cleaning and disposal of event waste. (additional clean-up fees may apply due to unusual circumstances).
8. An onsite representative for the duration of your event.
- 9. Random Howse capacity is 141. (Must include all staff).**
10. One hour of rehearsal time during the week prior to your event (space availability/first-come first-served basis). Reservation required.

Furnishing Services:

For an additional fee, Random Howse will rent furnishings and fixtures for up to 70 guests including tables, chairs, cocktail tables, table linens and napkins, place settings for table, chafing dishes, buffet tables and linens and a maximum of two wait staff. Set up of tables & chairs included. Furnishing rate information is on page 6, and is part of this agreement.

Renter Initials ____ **Date** _____

Catering Services:

Random Howse will make the attached commercial kitchen available for the use of your licensed caterer under the terms of this contract. Please note: All caterers must be identified and have a contract on file with Random Howse at least ten (10) days prior to the event. In the event that Random Howse is contracted for food service, additional charges will apply.

Renter Initials ____ **Date** _____

Bar Tending and Alcohol Services:

1) All alcohol service is provided by **Random Howse**. Please select your package below.

_____ No host bar: Bartending fee: \$ _____ **Renter Initials** ____ **Date** _____

_____ Open bar: \$ _____ per person for _____ hours. **Renter Initials** ____ **Date** _____
 Bartending fee waived.

_____ We will supply our own wine. **Renter Initials** ____ **Date** _____
 \$ _____ per bottle corkage fee applies

- 2) Alcohol may be served only in areas designated by Random Howse.
- 3) No alcohol may be served to minors.
- 4) Alcohol service must end 30 minutes prior to the end of your event.
- 5) Alcohol service and music for all events must conclude at 1:30 AM regardless of prepaid overtime.

Random Howse reserves the right to end alcohol service and/or the event at any time, for any reason, if our staff feels that behavior and/or alcohol consumption is getting out of control or dangerous. **Renter Initials**____ **Date**_____

House Rules:

1. Renter is not responsible for taking out or putting away tables and chairs, cleaning the floors with the exception of food spills, for which you and your caterer are responsible, or cleaning the bathrooms.

2. Report all spills or breakage to the manager immediately so that proper clean-up measures can be taken.

3. **All music should be kept to appropriate levels.**

4. Dance bands or DJs must stop one hour before the end of your rental period to allow for the clean-up hour. Music for all events must conclude at 1:30 AM regardless of prepaid overtime. **Renter Initials**____ **Date**_____

5. Unfortunately throwing rice or other substances at the bride and groom, though traditional, presents an environmental hazard. Please use bubbles only.

6. Children are welcome at Random Howse. However, it is your responsibility to see that they are supervised.

7. Smoking is allowed outside only and the ashtrays provided must be used. Please keep in mind that nicotine is toxic to plants and cigarettes extinguished in flowerbeds and pots can kill the plants.

8. Everything must be removed from the space the same day unless other arrangements have been made prior.

9. The event must officially end at 2 AM. Any overtime for tear down past 3 AM is billed at \$200/hour.

Renter Initials____ **Date**_____

Photography/Videography:

Your photographer, videographer, and DJ may arrive (1) hour before the start of your rental time. They may prepare an area for photographs, but must not interfere with the Random Howse staff as we ready the facilities for your event. The bridal party will not be allowed into the areas until your official rental time commences.

Renter Initials____ **Date**_____

Consultation and Planning Services:

Although our staff members do not operate as wedding coordinators on the day of the wedding, a representative will be on hand during your event to assist you with any facility issues.

Tours/Rehearsals: Tours are available **by appointment only**. A one-hour rehearsal will be available to you at no cost during the week before your ceremony on a space available basis and during our normal business hours. If necessary, a one-hour rehearsal may be scheduled after hours (on a space available basis. **Renter Initials**____ **Date**_____

Parking:

Ample free parking is available on the premises and on the west side of the building. Do not park in the lot across the street unless prior arrangements have been made with the owner of that property.

Damage Deposit: No damage deposit is required per se. We require a valid credit card and signature on file to serve as a deposit. Any outstanding charges or damage will be charged to this card unless other arrangements are made.

Cancellation Policy: RENTER MUST READ & INITIAL _____

Deposits are non-refundable. If it becomes necessary for you to cancel your event we will only be able to waive your liability for the balance of your contract if we rebook your date. As a reminder, if we are not available to rebook your scheduled event date, you are liable for the full remainder of your contracted balance.

Renter Initials ____ **Date** _____

Liability: RENTER MUST READ & INITIAL _____

The undersigned agrees to indemnify and hold harmless Random Howse, its owners, employees and affiliates from any and all claims, demands, losses, actions and liabilities including: injury to persons, damage to property, including but not limited to those caused by any service, food or alcohol provider and/or their products hired or obtained by the renter; except for such claims, demands, losses, actions or liabilities that arise out of negligence or willful misconduct by said owners, employees or affiliates. Random Howse and its staff will also not be held responsible for lost, stolen or forgotten articles.

The undersigned has read and agrees to abide by the above rental policies and hereby agrees to rent the **Random Howse**. **Renter Initials** ____ **Date** _____

Date of Event _____

Between the hours of _____ AM/PM and _____ AM/PM

Venue Rental \$ _____ Tax 8.1% _____ Total \$ _____

Furnishings Rental \$ _____ Tax 8.1% _____ Total \$ _____

Beverage Fees \$ _____ Tax 8.1% _____ Total \$ _____

TOTAL FEES DUE: \$ _____

Name of Renter (print): _____

Signature of Renter: _____ Date: _____

Random Howse Representative: _____ Date: _____

Contact information

Name of Bride _____ Phone _____

Name of Groom _____ Phone _____

Name of Renter (print): _____ Phone _____

Cell Phone Number _____ Email _____

Address (Renter): _____

City: _____ State _____ Zip _____

Renter:

Random Howse:

Authorized Signature Date

Authorized Signature Date

Print Name

Print Name

I agree to have Random Howse charge my credit card the following amounts.

30% of Venue Rental Fee: _____ Date Due _____

Balance of Venue Rental Fee: _____ Date Due _____

Payment Information:

Type of Card or Check Number _____ Exp Date _____

Credit Card Number _____

Billing address _____

CVV# _____ Zip Code _____

Signature of Renter: _____ Date: _____



Random Howse

Orcas Island 2014 Rental Rates:

May 23-October 31

Friday Event \$ 700

Saturday Event \$1500

Sunday Event \$ 500

(holiday weekend Sundays book at Saturday rate)

Monday-Thursday dates may be made available.

November 1- May 22

Let's talk about your needs!

Additional hours:

\$100/per hour prepaid or

\$125/per hour the day of the event.

Furnishings/fixtures rental: \$1000 for up to 70 people and includes tables, chairs, cocktail tables, linens (table and napkins) silverware, plates, glassware, and chafing dishes for buffets, buffet tables and linens and up to two wait staff. Price also includes the tables and chairs placed and tables set and ready to decorate. Also included are the sound system and microphone and a going-away gift basket for the newlyweds.

Deposit: A non-refundable deposit for 30% of the rental plus tax (8.1%) will reserve your date.