

Vendor Application for Kelso Senior Center-
106 NW 8th Avenue - Kelso WA 98626
Call: 360-232-8522 email: seniors98626@gmail.com

Event _____ date _____ time _____

Name/Organization: _____

Billing/ mailing address: _____
P O Box /Street City State Zip

Responsible contact name (please print) _____

Phone: daytime _____ Cell _____ E-mail _____

Liability signature on file Date down pmt made _____
 Date pd in full _____ Director in charge _____

- **All reservations must include a 50% deposit with balance due within 24 hours before use.**
- **All events cancelled within 48 hours of the event, qualify for a refund.**

Area	Cost	
Main floor and kitchen	\$45 per hr Max.\$450	Note: Renter is given 1 hr to set up and clean up without charge
General use of Main Hall for hours outside business hours of 10AM-3PM	\$20 an hour	Note: Renter is given 1 hr to set up and clean up without charge
Rental of Main Hall or Conference Room during business hours if 10AM-3PM	\$15 an hour	
<i>Note: Volunteer labor is used to man the center during events. Please respect their time by starting and finishing your event as agreed.</i>		

TOTAL

For additional info on making arrangements not listed, please call 360-232-8522

This application must be on file with the Kelso Senior Center Association at least 48 hours in advance of the date of use. Checks can be sent to the Kelso Senior Association: P O BOX 1154 - Kelso WA

In consideration of the acceptance of this entry form, and intending to be legally bound, I (we) hereby waive and release for myself, heirs, executors and administrators, any and all rights and claims for damages I (we) may have against Kelso Senior Center Association, and the City of Kelso, and its members and volunteers connected with this event, for any and all injuries or equipment damage and/or loss suffered related to the booking of an event at the Kelso Senior Center. **I HAVE READ THE ABOVE STATEMENT AND AGREE TO THE TERMS AND CONDITIONS.**

Vendor signature _____ date _____

Office use only: Reserved by _____ date _____

Kelso Senior Center Property Agreement

106 NW 8th Ave - Kelso, Washington 98626

Reservation and Use Agreement

The Kelso Senior Center located at 106 NW 8th Avenue in Kelso WA provides a large communal area for senior citizens and business associates that will bring programs of interest to area senior citizens. The facility hosts a large multi-purpose room, a dining area with banquet tables and chairs, and handicapped accessible bathrooms. A new kitchen opened June 2011.

The Kelso Senior Center is available for reservation and a date can be secured by contacting the Center at: 360-232-8522. The reservation and building use regulations agreement, and the Vendor Application need to be signed and accepted by Board of Directors.

Building Use Regulations

- Renters of this facility are responsible for set-up and clean-up which will return the facility to its original setting.
- Instructors of classes or vendors with a specific clientele must secure an attendance roster and turn it in at the end of their session(s).
- Specific vendors could be required to secure a \$1Million liability insurance policy, naming the City of Kelso and the Kelso Senior Center.
- Liquid or substance spills at an event, must be immediately cleaned in order to prevent slipping hazard and damage to the wooden floors.
- No open flames or fire(s), including candles, are permitted inside the building
- The Kelso Senior Center, as a City of Kelso Park facility, is under the restriction of the Washington State Law which prohibits smoking in all public buildings.
- Smokers/guests who choose to smoke can do so outside the building, by standing at least 25 feet from any entrance to the building and disposing of burning materials safely.
- All decorations must be fire resistant and comply with fire codes.
- No decorations are to be attached to the light fixtures or structures which hold lights.
- The use of nails, tacks or staples are not allowed when hanging decorations.
- Adhesive tape is a permitted attachment vessel on the walls, but must be removed after the event.
- The city noise curfew is at 10:00 PM. Amplified music or sound is not permitted after 10:00 PM.
- All events are to end, and clean up / take down needs to be completed with all users and guests out of the building by 12:00 AM, Midnight of the day of rented use. Exceptions to pick up items the following day can be arranged, but may require additional costs. The cost of disposal of abandoned property left after 60 days, will be billed to the applicant.
- Motor vehicles are restricted to the parking and driveways. during their reservation.
- Access to rooms other than those approved on this agreement is not permitted
- No animals are permitted in the building, except for service animals.
- The Kelso Senior Center Association, or the City of Kelso is not responsible for the storage, care, custody or control of any equipment used by the renter.
- Groups must conform to all applicable Federal, State, County & Local codes, acts and laws.

I HAVE READ THE ABOVE STATEMENT AND AGREE TO THE TERMS AND CONDITIONS.

Vendor signature

date