



City of Asotin

www.cityofasotin.org

Phone: 509-243-4411

PO Box 517

121 Cleveland Street

Asotin WA 99402

Fax: 509-243-1223

2015 Rental Usage of Accessories

Rental Application

Resolution 2015-547- 2015-551

Today's Date _____

Name of Applicant _____ Organization: _____

Physical Address _____ Phone # _____

Mailing Address _____ Additional Phone # _____

E-mail Address _____

Address to mail Damage Deposit _____

Rental Time: _____ Number of Participants _____

Pick up Date/Time _____ / _____ Return Date/Time _____ / _____

Rental Time is defined as "time Picked up to time Returned" on Rental Application. Items must be cleaned and packed the way they were when picked up. If cleanup is not completed, the damage deposit will be forfeited. If additional time is needed to cleanup, you may be charged additional fees.

Rates are subject to change

DAMAGE DEPOSIT.....\$350.00 (requires a separate check)

Plain Chair.....	\$1.00 each	(115 available)
Chair Covers.....	\$.50 each	(115 available)
6' Tables.....	\$5.00 each	(10 available)
Linen Table Cloths.....	\$1.00 each	(40 available)
Linen Napkins.....	\$.25 each	(200 available)
Pitchers 2Qt.....	\$1.00 each	(16 available)
Wine Glasses.....	\$2.00 each	(175 available)
Dining Ware.....	\$50.00	25 Place Settings
Dining Ware	\$100.00	50 Place Settings
Dining Ware.....	\$150.00	100 Place Settings
Dining Ware.....	\$200.00	200 Place Settings

If a **cancellation** is not made 10 days prior to the date of the event, the Damage Deposit fee will be forfeited.

Payment, Damage Deposit and Application is due at the time of reservation

Cash _____

Check _____

Credit Card _____

The Credit Card Transaction Fees and Charges will be paid for by the applicant.

Asotin Rental Usage of Accessories Agreement
Please come to Asotin City Hall to Pick Up
Asotin City Hall is open Monday-Friday 9:00am–5:00pm

- **Fees:** As listed on the 2015 Rental Usage of Accessories Rental Application.
- **Contact Telephone Number** Leave contact telephone number and name with City Hall when key is collected.
- **Rental Time** is defined as “time Picked up to time Returned” on Rental Application. Items must be cleaned and packed the way they were when picked up. If cleanup is not completed, the damage deposit will be forfeited. If additional time is needed to cleanup, you may be charged additional fees.
- **Pick up/Drop Off:** Come to City Hall an employee will give you key to the Community Center where you will load up the rented Items; for Saturday or Sunday rentals, key must be collected by 5:00pm the preceding Friday. It is easier if you pull to the back of the Community Center and load items from the back door. You will then return items to the Community Center at the same place they were picked up.
- **Dining Ware** **Do not place USED Dining Ware in the portable transportation bags.** The portable transportation bags are for **CLEAN Dining Ware ONLY.**
- **Clean-up** - the applicant is responsible for clean-up of all Dinner Ware items rented. Dirty linens need to be placed in plastic bag and returned to City Hall to be cleaned. The City will wash all linens. Clean-up includes washing, sterilizing, rinsing and drying and placing items back in packaging.
- **Damage Deposit-** To obtain damage deposit, please bring keys to City Hall 121 Cleveland, Asotin WA 99402 Monday following the event. City Hall is open 9:00am – 5:00pm. **And/Or** you can place the keys in the drop box at City Hall, once everything is checked and verified and your deposit will be returned.
- **Cancellation** If a cancellation is not made 10 days prior to the date of the event, the rental fee will be forfeited.
- **The City of Asotin** will not be responsible in case of theft, accident or loss of any kind. It is your responsibility to advise all persons involved in rental of items.
- **Emergency Contact After Hours** #208-791-2704.

Pick up/Drop Off Keys:

Asotin City Hall
121 Cleveland St
PO Box 517
Asotin WA 99402 509-243-4411

I agree to indemnify and hold harmless the City, its employees and agents for all liability claims arising out of the event. I agree to pay for all damages to the premise or its contents deemed excessive by the City which incurred as a result of the event. I have read and understood the Asotin Rental Usage of Accessories Agreement. _____ Please Initial.

CHECKLIST OF RENTED ITEMS
(To be completed by City of Asotin employee)

ITEMS RENTED:	ITEMS RETURNED:	VERIFIED
# Plain Chairs _____	# _____	Initial _____
# Chair Covers _____	# _____	Initial _____
# Tables _____	# _____	Initial _____
# Linen Table Cloths _____	# _____	Initial _____
# Linen Napkins _____	# _____	Initial _____

DINING WARE:

Portable Transportation Dining Ware Bags _____

Plates _____ Wine Glass _____ Pitchers _____

Knives _____ Forks _____ Spoons _____

Key Number _____

Date _____

Key Returned _____

Date _____

RESOLUTION 2015-553
Replacement Costs

Plain Chair	\$40.00 each
Chair Cover	\$10.00 each
Tables	\$50.00 each
Linen Table Clothes	\$15.00 each
Linen Napkins	\$ 5.00 each
Plate	\$10.00 each
Fork	\$ 5.00 each
Spoon	\$ 5.00 each
Knife	\$ 5.00 each
Wine Glass	\$10.00 each