



City of Asotin

www.cityofasotin.org

Phone: 509-243-4411 PO Box 517 121 Cleveland Street Asotin WA 99402 Fax: 509-243-1223

Rental Usage of Accessories

Rental Applications

Resolution 2015-547 – 2015-551

Today's Date _____

Name of Applicant _____ Organization: _____

Physical Address _____ Phone # _____

Mailing Address _____ Additional Phone # _____

Address to mail Damage Deposit _____

E-mail Address _____

Date of Event _____ Time Event Begins _____ Time Event Ends _____

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 Clothes..... | \$1.00 each | (40 available) |
| Linen Napkins..... | \$.25 each | (200 available) |
| Pitchers 2 Qt..... | \$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 rental 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 Rental Agreement

Please Pick Key Up at Asotin City Hall

121 Cleveland Street

Asotin WA 99402

509-243-4411

Asotin City Hall is open Monday-Friday 9:00am–5:00pm

- **Fees** As listed on the 2016 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 and an employee will give you the key to the Community Center where you will load the rented items. For Saturday and Sunday rentals, key must be collected by 5:00pm the preceding Friday. Park at 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 no 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 Dinning 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.
- **Cancellation** If a cancellation is not made 10 days prior to the date of the event, the rental fee will be forfeited.
- **Damage Deposit** To obtain damage deposit, please bring items to City Hall 121 Cleveland, Asotin WA 99402 Monday following the event. City Hall is open 9:00am – 5:00pm. Your damage deposit will be returned by mail.
- **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.**

Requested items will be evaluated on a case-by-case request and in order of receipt. Those events or activities that pose a potential security or safety risk, or are in violation of local, state and/or federal laws shall be denied. All decisions are made by the Mayor of Asotin and are final.

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 Rental Usage of Accessories Rental Agreement for renting the Accessories.**_____ **Please initial.**

Please return Application, Payment, Damage Deposit and Key to:

Asotin City Hall
PO Box 517
Asotin WA 99402

Applicant Signature _____
Clerk/Treasurer Signature _____
Key Number _____
Key Returned _____

Date _____
Date _____
Date _____
Date _____

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_____

Dinning Ware

Portable Transportation Dining Ware Bags_____

Plates_____ Wine Glass_____ Pitchers_____

Knives_____ Forks_____ Spoons_____

Key Number_____ Date_____

Key Returned_____ Date_____

Resolution 2015-553

Replacement Cost

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