



# SKAGIT TRANSIT

**Skagit Station Meeting Room Rental Agreement**  
Meeting Room address: 105 E Kincaid, Mt. Vernon, WA 98273  
Agreement # \_\_\_\_\_

Individual, Organization or Group Name (Renter): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Describe type of event: \_\_\_\_\_

Date of requested Rental: \_\_\_\_\_ Number of participants (95 max): \_\_\_\_\_

Start time: \_\_\_\_\_ End time: (including clean-up) \_\_\_\_\_

**Kitchen facilities are available. (Refrigerator, warming drawers, microwave, sink). Will you be using kitchen facilities? Y\_\_\_\_\_ N\_\_\_\_\_**

- Rental hours available are from 8:00am to 9:00pm Mon - Fri. Sat 9:00-6:00. Sundays and after hours available for additional charge.
- Alcohol is permitted at Skagit Station with a \$500 deposit. **Will there be alcohol at your event: Y\_\_\_\_ N\_\_\_\_**  
**If Alcohol is being served, a copy of your banquet permit will be REQUIRED.**
- Prepayment of rent is required to reserve meeting room. Room is reserved on a first pay first reserved basis.
- Damage deposit and Certificate of Insurance must be received no later than 3 days prior to rental date.

Renter hereby certifies that by signing below I/we agree to the terms and conditions herein (listed on page 2 of this form) and understand that this Agreement is not valid until signed below by Skagit Transit.

To pay by Visa/MC 

Card Number: _____	Expiration: _____
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Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

**Return Rental Agreement to Skagit Transit Administration office at:  
600 County Shop Lane, Burlington, WA 98233**



**SKAGIT TRANSIT APPROVAL:**

- Prepayment of Rent received in the amount of \$\_\_\_\_\_ (receipt #\_\_\_\_\_)
- Damage Deposit received
- Proof of Insurance received
- Copy of Banquet Permit (If alcohol is being served)

Notes: \_\_\_\_\_

Approved by: \_\_\_\_\_  
(Skagit Transit Authorized Representative)

## TERMS AND CONDITIONS OF RENTAL AGREEMENT:

1. This Rental Agreement is not valid until signed by the authorized representative of Skagit Transit and rental fee; deposit and certificate of insurance have been collected.

2. Rented Facilities include the meeting room with one private doorway into the room. This agreement creates no rights to use other areas of Skagit Station except that event participants may use the Skagit Station restrooms in common with other station users.

3. Rental Rates are as follows;

0 to 2 hours: Mon - Sun \$75

Over 2 up to 4 hours: Mon - Thurs \$125 / Fri – Sun \$150

Over 4 up to 8 hours: Mon – Thurs \$175 / Fri – Sun \$225

Over 8 hours: Mon – Thurs \$200 / Fri – Sun \$250.

Additional rental fees will be charged if your event exceeds the reserved time.

**\*\* Additional \$50 Setup Fee will apply for setting up the room for conference/seminar with audio equipment and they are only available Mon thru Fri, 8:30 am – 4:30 pm (excluding holidays)**

4. Keys will be obtained from Customer Service on the day and at the time of event. Customer Service hours are Monday – Friday 8:30 am – 4:30 pm. Before/after hours or if Customer Service is not available keys will be obtained from the Security Guard.

5. \$350 Damage Deposit for non-alcohol use is required. \$500 Damage Deposit for alcohol use is required. Credit cards are preferred. Card will not be charged unless there is damage. Other arrangements may be made on a case-by-case basis. Deposit must be received at least three days prior to event date.

6. Certificate of Insurance is required. Renters must procure, at their own expense, a Comprehensive General Liability Insurance policy, naming Skagit Transit as an additional insured; Private Citizens must have a \$300,000 policy, Corporations must have a \$1,000,000 policy and Government agencies are waived. The Certificate of insurance must be received at least three days prior to event/rental day.

7. Cancellations must be made at least seven days in advance of rental date. An administrative fee of \$25.00 will be charged for all cancellations. If the event is cancelled less than seven days prior to the event a \$50.00 fee will be assessed. If the rental fee is less than the administration fee, the rental fee will be retained.

7. Meeting Room Hours are 8:00 am to 9:00 pm. No access to meeting room prior to 8:00 am and all events must end by 9:00 pm. Other arrangements may be made on a case-by-case basis.

8. Security Hours are 7:00 am to 9:00 pm Mon – Fri and Sat 8:00 am to 6:00 pm. If your event is schedule outside the parameters of our security hours, an addition fee of **\$25.00 per hour** will be charged to cover the expense of securing the grounds during your event.

9. Alcohol is permitted with a \$500 damage deposit and a Banquet Permit from the Washington State Liquor Control Board.

10. No smoking is permitted anywhere in the Skagit Station building. Outdoor smoking is permitted only in designated areas.

11. Only service animals are permitted anywhere in the Skagit Station Building. Any other animals require specific prior approval.

12. No tacks, nails or tape will be used to hang any posters or displays.

13. No disruption of transit use by Renter, Renters guest or visitors. Skagit Station is a transit center and its first priority is for transit use. Renter will ensure that the event activities or the event participants do not in any way hinder transit vehicles or transit passengers.

14. Noise Restrictions are in place in the City of Mt Vernon as per Municipal Code 9.28. The Renter agrees to abide by this code by not disturbing the peace after 10:00 pm.

15. Parking only in designated areas. No parking is allowed in the transit zones of the station. Parking space at the Skagit Station is limited and first priority for spaces is given to transit users. Renter will ensure that no oversized vehicles are parked at the station and that only one space is taken for each of the event participant vehicles.

**16. The Renter will perform Cleaning after their event. All equipment will be cleaned and returned to the proper storage space; floor will be vacuumed; trash will be bagged and put into the dumpster; and any other action shall be performed to ensure that the room is left in the same condition as found prior to the event. Boxes need to be broken down and deposited in the appropriate recycle bin.**

17. Failure to clean any portion of meeting room immediately following the end of the event will result in a minimum charge of **\$100** against the renter's damage deposit for cleaning to be performed by Skagit Transit.

18. Locking and securing the meeting room will be performed by the renter after the event.

19. Renter is responsible for all breakage and damage done to the building, furniture, rugs, electrical/IT equipment, etc. as a result of their event. Value of broken items will be deducted from Renter's damage deposit or claim made against the Renter's insurance in the case where the value exceeds the damage deposit.

20. Renter agrees to defend, indemnify and hold harmless Skagit Transit, its employees and agents from and against all liability, claims, suits, damages, expenses and losses, including expenses of litigation, in any manner resulting from or connected with any loss or damage to any property or person caused by or resulting from any act or omission of the Renter or the Renter's guests or visitors during the event.

## **About Skagit Station Meeting Room:**

A carpeted room with maximum occupancy of 95 with a podium.

2 wired microphones, 1 is always setup in the room and the second is available upon request.

1 wireless microphone (Available upon request).

4 assisted listening devices (Available upon request).

Projector and screen with input plates on the wall.

## **FAQ:**

### **How can I pay for my rental?**

We accept Cash, Check, or Credit Card

### **Can we have alcohol at our event?**

Yes, with a \$500 deposit and a Banquet Permit from the WA State Liquor Control Board. No exceptions. Permits can be obtained online at [www.liq.wa.gov](http://www.liq.wa.gov)

### **Is there a deposit? How much?**

The deposit amount if there is NO alcohol is \$350. If there will be alcohol the deposit is \$500. If there is a check written for the deposit, the check will not be cashed unless there is damage, electronics are missing or clean up that needs to be completed by Skagit Transit staff. The minimum amount that will be charged for cleanup is \$50. Total deposit is forfeit if any of the provided equipment is missing or damaged (i.e. Microphones, Cables, etc...)

### **How many tables and chairs are available?**

We have 95 chairs and 16 rectangle tables (6 X 2.5 feet)

### **How will I get in the room for my rental?**

Security will have the schedule and will unlock the room upon your arrival.

### **What is available in your kitchen?**

1 refrigerator, 2 microwaves, two warming drawers, and 1 sink. Renter is responsible for their own cleaning supplies.

### **Can I have Skagit Transit set up the room for me? (Tables and chairs)**

No, set-up and take down is the responsibility of the renter.

### **What are the available hours of the meeting room?**

7:00am – 9:00pm. Any rental hours outside this period will be charged an additional \$25 PER HOUR to keep security on the premises during your rental and must have prior approval.

### **Can I hang a banner?**

No banners can be hung in the meeting room without prior approval from our Facilities Dept.

### **What video inputs are available for the projector?**

Supported video inputs are HDMI and VGA.

### **Is there WIFI available?**

Yes, there is guest WiFi available that does not require any special setup.

### **I noticed a camera, is that available for use?**

No, the camera installed in the room is for security purposes and records video but not audio.

### **Can I plug in my own audio device for playback?**

Yes, there is an input plate that has stereo RCA's and 3.5mm headphone jack.

**Please see the Terms and Conditions page for a full list of renter responsibilities.**