

# TACOMA ASSOCIATION OF FIREFIGHTERS

1109 South 50th Street  
Tacoma, Washington 98408  
(253) 474-2890

TAD JACKSON  
*President*

JOHN JONES  
*Vice President*

BRAD SHUMATE  
*Secretary-Treasurer*

Thank you for renting the **Jimmy Cason - Fire Fighters Hall**. We hope using our facility helps make your special event more enjoyable. The hall is available to you 8 a.m. to 1 a.m. **There are a few things we ask of you to help us keep our hall in good condition.**

**If you do not abide by all the terms and conditions set forth in this agreement, you will forfeit your damage deposit. You may incur additional charges if cleanup or repair costs exceed the amount paid for the damage deposit. YOU are responsible for all members attending your event. Initials: \_\_\_\_\_**

1. Enjoy yourself but remember you are in a residential neighborhood. Please keep the music and all noise down to a reasonable level so you do not disturb the neighbors. By virtue of City Ordinance, all music must be stopped by 10 p.m., all activities must be curtailed by 12 a.m., and the hall must be closed by 1 a.m. **Initials: \_\_\_\_\_**
2. Please clean up after yourself and your guests. Basically, if you brought it in, take it out (including beer kegs). There is a dumpster in the upper parking lot, just outside the exit door. Please remove all garbage before leaving and take with you all decorations, table covers, cardboard, etc. If the dumpster is full, neatly place closed garbage bags near the sides of the dumpster. **Initials: \_\_\_\_\_**
3. Please keep guests and children off the handrail and fence. If you do not, you will forfeit your entire deposit. We do review video for evidence. **Initials: \_\_\_\_\_**
4. There are enough tables and chairs for about 150 people (approx. 22 rectangular tables that are 2.5' wide by 8' long and 18 round tables that are 5' in diameter). Feel free to set them up any way you like. However, you must **CARRY** the tables and chairs to where you want them. **DO NOT** drag them across the floor. The scrapes they leave in the tile are time-consuming and expensive to repair. You should plan on having at least two strong people available to lift and carry during setup. **Initials: \_\_\_\_\_**
5. Return the tables and chairs to the storage room when you are done cleaning them off. Chairs should not be stacked higher than eight. **Initials: \_\_\_\_\_**
6. Do not use staples, pins, or tacks on the tables. Hang decorations only on the hooks strategically placed around the ceiling. Staples, pins, and tacks leave holes. Tape will take the paint right off the walls. **Initials: \_\_\_\_\_**
7. Before you leave, please turn the heat down, turn off the lights, remove all garbage and decorations, lock the doors, and be sure to return the wrench to unlock the front doors to the windowsill. **Place the key on the kitchen work table.** Leave by the exit door, making sure it is locked behind you. **Initials: \_\_\_\_\_**
8. We'll take care of sweeping and mopping after normal usage. If you have a large spill or accident, a mop and broom are located in the maintenance room behind the stage, if needed. If you do have an accident, we would like to hear it from you so we can fix it before the next customer's rental. **Initials: \_\_\_\_\_**
9. If rocks are found in the lawn and/or on the sidewalk or parking lot(s), you will forfeit your entire deposit. **Initials: \_\_\_\_\_**

## Liability Insurance Requirements

- a. You shall obtain general liability insurance covering the day of the event in the minimum amount of one million dollars in a form and amount satisfactory to the Tacoma Association of Firefighters, Inc. A certificate of insurance and a policy endorsement naming Tacoma Association of Firefighters, Inc. as an additional insured on the policy shall be provided to Tacoma Association of Firefighters, Inc. at least seven business days before the day of the event. Please be sure if you plan to serve alcohol, you need to purchase the liquor liability endorsement. **Initials: \_\_\_\_\_**
- b. All Vendors working at Tacoma Association of Firefighters, Inc. shall carry and maintain in full force and effect while working at Tacoma Association of Firefighters, Inc. hall, workers compensation insurance, general liability insurance and

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provide a policy endorsement naming Tacoma Association of Firefighters, Inc. as an additional insured showing the required insurance is in place. **Initials:** \_\_\_\_\_

- c. Notwithstanding the requirement for such insurance, the Vendor and/or Renter shall be required to also hold harmless, indemnify, and defend Tacoma Association of Firefighters, Inc. to the maximum extent allowed by law, from any and all liability arising from Vendors' and/or Renter's use of Tacoma Association of Firefighters, Inc. hall, including the payment of Tacoma Association of Firefighters, Inc.'s reasonable attorney's fees and costs incurred in defense of any actual or alleged liability. **Initials:** \_\_\_\_\_

**PLEASE NOTE:** Cancellation without 30 days' notice will result in loss of your deposit. **Initials:** \_\_\_\_\_

## Requests and FAQs

- The key you are assigned will open the locks for access to parking lots.
- We are not responsible to have CO2 for the Keg Fridge. We do have cylinders that you can rent for an additional charge.
- We do have audio and video surveillance on the exterior of the building. They are in place for security purposes. We will review them if there are complaints from neighbors or otherwise.
- We do not have cameras that cover the parking lots. We are not responsible for lost or stolen properties.
- We prefer that you pay the deposit via PayPal ([tacomaffunionhall@gmail.com](mailto:tacomaffunionhall@gmail.com)). This will allow us to refund your deposit in the most expeditious manner. If you do not use the free option (Pay Friends & Family), you will be charged whatever the fee is. Also, please be sure to add a note in PayPal with the date of your hall rental so your payment will be credited properly.
- Any suggestions or comments you may have concerning this facility would be appreciated.

Please be aware that any damage to our hall or the grounds or excessive cleanup costs will forfeit your deposit. Excessive cigarette/cigar butts or other decorations like confetti, rice, or any garbage left in the hall or parking lots, guests throwing rocks and tearing up grounds, leaving vomit for our cleaning crew, or dumping grease are a few examples of the type of things that will also forfeit your deposit. **If our repair or cleanup costs are more than your deposit, you will be billed for the additional charges. If you are going to be too busy or unable to care for our hall, you should assign someone or multiple people that duty. But remember, by signing this document, you are taking responsibility to see that all the rules in this agreement are followed.** **Initials:** \_\_\_\_\_

**I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY ALL THE TERMS AND CONDITIONS SET FORTH HEREIN.**

X _____ Signed	_____ Date Signed
_____ Print Name	_____ Rental Date
_____ Address	_____ Cell Phone Number
_____ Cash/Credit Card/PayPal/Cashier's Check	_____ Email Address

At least seven business days prior to your rental, please call (253-474-2890) or email ([tacomaffunionhall@gmail.com](mailto:tacomaffunionhall@gmail.com)) us to schedule a time to drop off the certificate of liability insurance and pick up the key.

**Please have a copy of this contract with you during your event.**