

Chrysalis Conference Center

15446 Bel-Red Road, Suite B-15, Redmond, WA 98052

info@primavitamedicine.com

Tel: 425-273-0741 Fax: 844-218-1125

Name:	_____				
Address:	_____				
City:	_____	State:	_____	Zip:	_____
Cell:	_____	Work:	_____		
Email:	_____				
Name of Business:	_____				
Business Address:	_____				
City:	_____	State:	_____	Zip:	_____
Website	_____				

Event Date: _____ Event Time: _____

We recommend that you include 20 minutes for set up and 20 minutes for tear down and cleaning as all time in the room will be charged, and you must return it to its original condition.

Total # hours: _____ (Hourly Rate _____) **OR** Total Bulk Rental: _____

Security Deposit: _____

I have read this agreement's terms and conditions in full and I hereby comply and acknowledge the terms of all pages of this event contract and any additions.

I also authorize the rental fee to be charged to the Credit card on the authorization form attached to this agreement.

Applicant's Signature: _____ Date: _____

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General Terms and Conditions

Indemnification

The Client will be solely responsible for those in attendance at its events. If there is any damage to property or injury to persons by the Client or anyone in attendance at its events, or default by Client in the performance of this Agreement, the Client will pay expenses promptly for all such damage and injury and for all repairs, replacement costs, lost revenues, attorney's fees and expenses incurred by the Chrysalis Conference Center and Primavita Family Medicine, its officers, directors, employees and representatives.

The Client will hold Chrysalis Conference Center and Primavita Family Medicine and its officers, directors and employees harmless from all claims made by third parties as a result of acts or omissions by the Client and those present at its events.

The liability of Chrysalis Conference Center and Primavita Family Medicine and the owners of the premises and their respective officers, directors, employees, partners and representatives to the Client is limited to the amount paid by the Client for the space, and in no event will they or any of them be liable for any incidental, consequential, special or indirect damages.

Clients agree that Chrysalis Conference Center and Primavita Family Medicine shall not be liable for failure to provide physical properties and services in the event that such failure is caused by acts or regulations of public authorities, labor difficulties, strike, epidemic, interruption or delay of transportation services, delays in construction schedules or any other cause beyond the control of Chrysalis Conference Center and Primavita Family Medicine.

At the discretion of Chrysalis Conference Center, the Client is required to add Primavita Family Medicine and Chrysalis Conference Center as an additional insured on the Client's insurance policy. This will be decided on a case-by-case basis.

ATTACHMENT I -- GENERAL TERMS AND CONDITIONS

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- 1) **Laws and Rules:** Renter shall not allow any lewd or illegal conduct on the premises. The users of the conference room shall comply with all WA state laws, Redmond ordinances, regulations of King County, and any lawful order of a Chrysalis representative made to promote safety of our guests. No gambling devices are permitted on the premises.
- 2) **Permits:** All Permits must be displayed and on hand during the event.
- 3) **Liquor:** No liquor shall be allowed in or about the assigned premises without prior approval, banquet permit, Class 12 Mixologist permit, and appropriate proof of insurance submitted to management at Chrysalis Conference Center.

Event Scheduling deems the right to require additional permits and requirements at the cost of the renter. When permitted, liquor is allowed inside the facility only. It is against the law for liquor to be consumed in unauthorized outdoor areas on the premises. All catering employees or volunteers that pour, serve, distribute or sell alcohol must have on their person a Washington State Liquor Control Board Class 12 Mixologist Permit. No exceptions will be made to this. Chrysalis staff has the right to request to see and examine these permits at any time.

4) **Event Hours:** *Your event time must be pre-scheduled and begins at the start of setup and ends when the last person related to the event leaves the building.* Events that go beyond the scheduled time will be subject to time-and-a-half costs for room and staff charges. Please be considerate of other events after you by allowing enough clean up and pack up time to have the room ready for the next event group. This clean up time is considered part of your pre-scheduled time window.

5) **No Smoking** allowed on the premises, indoors or outdoors.

6) **Condition of Premises:** The User accepts possession of the conference room upon entry onto the premises. The User may inspect the premises at an earlier, mutually convenient time. Upon expiration or termination of the Permit or an earlier revocation, the User shall promptly return the premises in as good condition as received, reasonable wear and tear excepted, in a clean appearance, ready for use by another.

7) **Set Up/Packing Up:**

- a) Renters are responsible for set-up, packing up, and for cleanup of the event.
- b) No tape, including duct tape or masking tape, may be applied to any floor in the building except tape specifically defined as painter's tape. Painter's tape is blue. Please do not apply any tape of any kind to the walls without prior authorization and

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permission. For alternatives and suggestions, please speak with a Chrysalis staff member.

c) The person(s) responsible for cleanup must ensure that cleanup is complete and to identify any damage that might have occurred. Failure to satisfy this obligation may result in forfeiture of part or all of the renter's damage deposit and further charges to repair damages as a result of the event.

d) All rented equipment that the renter may bring in for the event must be removed from the premises at the end of the specified time on the rental agreement unless authorized with prior approval from a Chrysalis staff member.

8) **Approval Required:** The following activities are NOT ALLOWED without advanced written approval of Chrysalis: the sale of food, beverages, and goods or merchandise (exceptions could be made). Any advanced writing approval will be included in the Contract or Attachment II of this Permit/Contract.

9) **Changes to contract:** Should any changes occur prior to your requested use of the facility, notify staff at the facility immediately so that changes can be made to your rental agreement. Changes may increase or reduce fee amounts, prior to actual use of the facility. Changes must be made 2 weeks in advance of scheduled use. Written and signed acknowledgement and documentation of these changes will be necessary.

10) **Fees and Charges:** Fees and charges are detailed in the Permit/Contract and are not refundable. *Full payment of all fees and charges are due 1 week prior to the first day of the scheduled event or on the date of reservation of the space if the event is less than a week away.* Any additional charges your event has incurred as outlined in the contract and this agreement will be charged at the completion of your event.

11) **Cancellation policy:**

a) Cancellations must be submitted in writing to an authorized staff member. Cancellations that do not receive a response in writing from an authorized staff member will not be honored.

b) If a scheduled event is cancelled 30 days prior to the start of the event, the Client shall have their full deposit and rental fees refunded in the same form they paid for it (credit card refund if reserved with a credit card, a check refund if paid with a check)

c) If a scheduled event is cancelled prior to 2 weeks notice, the Client will receive a refund of their deposit and rental fees minus a 15% cancellation fee.

d) If the scheduled event is cancelled under 2 weeks notice, the Client will not receive a refund payment nor will be charged a cancellation fee. The rental fee will become a

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credit toward future room use. Rental Credits must be redeemed within 6 months of being granted. No refunds are available.

e) Clients that repeatedly make cancellations are subject to be denied space.

Initials: _____

12) **Space rental area rules:**

- Renters are only allowed in the conference room and along the hallway to and from the entrance of the office to the conference room door. The offices or rooms beyond the front desk are not available for use under this contract.
- Bathrooms are located outside of the office space, past the elevators to the left.
- There is a loading dock for use, at the side of the building which opens to a door just beyond the elevators. If this is used for the event set-up or clean-up, Client must make sure the doors are closed and locked after use.
- There are stairs to the basement are located down a hallway to the left of the elevators (if entering from the front entrance). If entering from the rear entrance, the stairwell to the basement is on the left, prior to the lobby where the elevators are located. At the basement level, one is to exit to the left and make another left down the hallway to B-15.
- Hours for the lobby are from M-F 6am-8pm, Sat 8am-1pm. If your event occurs after these hours, you may need to have a staff member of your event open the door to let your attendees in. Alternatively, you may leave a sign at the front or rear door to have them call a cell number where someone will be notified to let them in.
- No propping of the building's doors are allowed during an event as this would compromise building security.
- Pets are not allowed in the building (unless they are service dogs).
- No smoking is allowed in the premises or in the building. Designated smoking areas are located behind the building where there are ashtrays and appropriate places for cigarette butt disposal.

Food and Beverages:

- Clients must notify Chrysalis Conference Center in advance before bringing in food and beverages for events or programs.

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- Chrysalis Conference Center does not provide catering service. We have a list of nearby restaurants that is available for your reference.
- Clients are responsible for providing necessary items for serving food and beverages.
- Clients are responsible for disposing of all unconsumed food and beverages in the appropriate garbage receptacles at the end of their events, as well as removing any serving or catering supplies.
- If a spill or food is dropped, appropriate measures must be taken to clean the table, floor or carpet of the food or beverage debris. Chrysalis staff must be notified of the food/drink episode during the event or prior to the end of the agreed rental period.

Alcoholic Beverages :

- Alcoholic beverages may not be served at any event unless by special written permission from Chrysalis Conference Center Director. See #3 above for details.

Capacity:

- The number of participants specified in the rental contract must be adhered to; Chrysalis Conference Center reserves the right to limit any additional persons beyond the contracted number in the facility.

Deliveries

- Clients must inform Chrysalis Conference Center of the names of all persons or vendors making deliveries for events in advance as written in the rental contract.
- Clients must arrange for deliveries to arrive when they are present.
- Chrysalis Conference Center will not be liable in any way for the fact or subsequent consequences of a delivery not being accepted.
- Chrysalis Conference Center will not take responsibility for COD deliveries.
- Chrysalis Conference Center is not liable for any deliveries that arrive when the Client is not present.

Noise :

- Client must keep all noise, music, and other sounds within the event at a reasonable volume. Any sound that interrupts any other activities within the building is unacceptable. Any group that cannot keep noise under control may be asked to leave the building.

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Services:

- Chrysalis Conference Center provides no services other than space access and pre-approved furniture set up.
- Clients are responsible for their own equipment and supply set-up and clean up.
- Chrysalis Conference Center will not provide help carrying equipment or supplies, setting up equipment, or any other service.

Storage :

- Chrysalis Conference Center cannot be responsible for equipment or property that is left on its premises even if the Client is given access to storage space by Chrysalis Conference Center staff.
- We reserve the right to dispose or donate any property left on the premises outside of arranged storage agreement.
- Nothing may be stored on site prior to rental. With a storage fee, short term storage and minimal storage is available at the discretion of the Chrysalis Conference Center Director.

Initials: _____

13) Decorations & Property:

- a) All decorations must be approved by Chrysalis staff in advance.
- b) No decorations may be attached to the ceiling or light fixtures.
- c) Only blue painters tape may be used to affix decorations.
- d) No posting of any signs or materials outside of meeting space.
- e) All decorations from the event must be removed and disposed of in the proper waste and recycling receptacles.

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14) Equipment :

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- a) AV equipment will be provided if the AV equipment rental and agreement forms have been properly filled out and the appropriate deposit has been received prior to the scheduled event.
- b) All equipment must be paid for and requested 14 business days in advance. All equipment requests must be approved by Chrysalis staff.
- c) Equipment is to be signed out at front desk when signing in for session and returned to front desk at the session's completion. Client is responsible for setting up and utilizing equipment without assistance from Center staff.
- d) All Chrysalis equipment and furniture must remain inside the premises at all times. Client shall always exercise care in their use of the Chrysalis Conference Center and its equipment and furniture.
- e) Chrysalis Conference Center reserves the right to charge a Client for repair or replacement of any equipment or furniture that is damaged or missing during the period it was rented to the Client.

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Authorization Form for Credit Card Charge

Name on Card: _____

Credit card Type: VISA MasterCard Discover

Card #: _____

Date of Expiration: _____

Mailing address for Credit Card (where you receive your statement)

Address: _____

City: _____ State _____ Zip: _____

Meeting Space Rental charge: \$_____ Initial Here: _____

Meeting Space Damage Deposit: \$_____ Initial Here: _____ (refundable if no damages and if Client abides by contract agreement)

I am authorizing The Chrysalis Conference Center (aka Primavita Family Medicine) to charge my card as shown above for the amount(s) shown above.

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Signature

Date

Printed Name

Phone Number

Email contact for the person signing above