

# NORMANNA HALL

1106 S 15<sup>th</sup> Street Tacoma, WA 98405

## Rental Information and Rental Agreement For **SONs Norden 2** Non-MEMBER

1. **Rental Policies for Non-Members:**
  - A. Proof of Liability Insurance Required
2. **Standard Rental Fees:** (*Daily – 12 hours*) 2<sup>nd</sup> floor Meeting/Dinning Room 125 Capacity.
3. **Rental Deposit \$150.** Will be forfeited if rental is cancelled less than 20 days of rental date.

Description	1 A
Upper Hall & Kitchen	\$600.00
Damage & Cleaning Deposit Upper Hall	\$500.00
Grand Ball Room	\$1500.00
Damage & Cleaning Deposit Grand Ball Room	\$800.00

An attendant is required for **\$35.00 per hour**.

Any deviation of the above fees shall be the prerogative of the NHA Board.

NHA reserves the right to refuse service.

The rental committee of the Normanna Hall Association, Board of Trustees (3 members) will make the basic rental decisions; any questionable decisions will be brought before the NHA Board for clarification and final approval.

4. **Rules and Requirements:**
  - A. The hall is a ***NON SMOKING BUILDING***, illegal use of drugs and alcohol will not be tolerated.
  - B. Access to the building is only allowed during the ***paid*** rental dates & times.
  - C. The use of the bar glasses and the large coffee maker is not allowed.
  - D. Do not drag tables and chairs across the floors, ***PLEASE CARRY THEM***.  
If tables & chairs have been moved, replace in original place or return to storage.
  - E. Take all garbage, rubbish and trash with you & replace trash can liners.
  - F. Leave the premises in a neat & tidy condition, floors are to be swept and all spills cleaned up, with no need of further janitorial services. If additional janitorial services are required, a charge of \$35.00 per hour will be deducted for your Damage & Cleaning deposit, plus damages.
  - G. Upon leaving building, turn off all lights & turn down heat. Close all windows and lock all doors.
  - H. Normanna Hall Norden 2, SON or any of their members shall not be held responsible for injury or damage to persons or property occurring during, or rising out of occupancy of said building or grounds by the tenant. Tenant agrees to save and hold Normanna Hall, Norden 2, SON or any of their members harmless from liability on account of any such injury or damage.
  - I. Normanna Hall is not responsible for the loss or theft of personal items left on premises before, during, or after the rental period.

**5. Responsibilities of Renter:**

- A. For proper use, operation and maintenance of all electrical, gas, heating, plumbing, fixtures, appliances and any other inventory.
- B. Security of the building and grounds.
- C. The renter shall be responsible for compliance with all rules and requirements as stated in 5 (A.- I.) governing the use of Normanna Hall, and for any and all damages to the building, grounds, or equipment and agrees to clean the premises and leave it in good condition.
- D. Damage & Cleaning deposit refundable when above requirements have been met.
- E. Checks made payable to: Normanna Hall Association (NHA). (1106 S 15<sup>th</sup> ST., Tacoma, WA 98405)

Member/Renters Name:
Address:
E-Mail Address:
Phone Number:
Purpose of Rental:
Date(s) Rented for:
Hours Rented:
Rental Fee Due:
Damage & Cleaning Deposit Due: \$

I agree to abide by all above Rules and Responsibilities in exchange for rental privileges as set forth on page 1 and above.

Signature:	Date:
NHA Member Approval:	Date:

Departure Inspection by:	Date:
Comments:	Passed / Not Passed
Damage & Cleaning Deposit refunded in the amount of:	\$
	Date:

Normanna Hall, 1106 S 15<sup>th</sup> Street, Tacoma, WA 98405  
 Normanna Hall, Normanna Hall Association and Norden 2, SON are a non-profit organization.  
 The rental rates reflect the cost of maintenance, heat, light & building upkeep only.  
 We appreciate your support and help in maintaining our building.