



Totem Yacht Club Rental Agreement

253-759-9062 | totemyachtclub@gmail.com

5045 N. Highland, Tacoma, WA 98407

Effective 1/1/2022

Rental Date _____

Name of Renter _____

Phone Number _____

Email _____

Mailing Address _____

Purpose of Event _____

Number of Guests _____ Serving alcohol? Yes No

- Rental Rates & Options
- Security deposit for all rentals is **\$500**. This deposit is refundable if the clubhouse is cleaned per instructions and there is no damage. This deposit is required to reserve your rental date.
 - Mon - Thurs for 4 hours between 8 am – 10 pm is \$200
 - Mon – Thurs for 8 hours between 8 am – 10 pm is \$400
 - Fri, Sat, Sun, and Holidays is \$900 for the day (8 am – 1 am)
 - Early access day before for Fri, Sat, Sun, and Holidays is \$100 but can only be confirmed 2 weeks before the event date.
 - Clean up access day after for Fri, Sat, Sun, and Holidays is \$100 but can only be confirmed 2 weeks before the event date.
 - The entire weekend (Fri-Sat-Sun) can be confirmed for \$1,500. This allows set up the day before and clean up the day after. In Totem’s experience, this should be a strong consideration for events where a significant amount of alcohol will be available, such as weddings and quinceaneras.

Total Due	Deposit	\$500	
	Rental	_____	due 45 days in advance
	Early Access	_____	due at check-in
	Day After Access	_____	deducted from deposit

Definitions

- “Renter” is the person or organization that signs the rental agreement.
- “Totem”, “Totem YC” and “Clubhouse” all refer to Totem Yacht Club’s property at 5045 North Highland, Tacoma, WA 98407 including the parking lot.

Timing & Capacity

- Weekday 4-hour Rentals: Renter can check in as early as 8:00 am the day of the event and must vacate Totem YC within 4 hours.
- Weekday 8-hour Rentals: Renter can check in as early as 8:00 am the day of the event and must vacate Totem YC within 8 hours.
- Weekend/Holiday Rentals: Renter can check in as early as 8:00 am the day of the event (or the day prior if opted for) and must vacate Totem YC by 1:00 am.
- Maximum capacity of Totem YC is 120 people.

Totem YC Includes with each Rental

- The meeting/event area is approximately 1800 sq. feet (29' 4" wide by 60' 2" long).
- Carpeted stage, 8' x 18' (3 sections, each 8' deep and 6' wide).
- 10 round tables, 60 inches in diameter (easily seats 8, but can seat 10).
- 3 rectangular tables, 30-inches wide x 8-foot-long.
- 5 rectangular tables, 30-inches wide x 6-foot-long.
- 2 round tables, 48-inches in diameter.
- 120+ padded chairs.
- A large kitchen with 2 electric range/ovens, microwave, refrigerator, dishwasher, ice maker, and miscellaneous cooking dishes and serving utensils.
- Free parking for 30+ vehicles.
- Wi-Fi that is secured/password required, however bandwidth may be limited.

Food and Alcohol

- Renter may select the caterer of their choice or bring in their own food. Renters are solely responsible for verifying the caterer's food handling, catering, restaurant or other applicable permit. Totem YC is not responsible or liable for any food or beverages brought into Totem YC by Renter.
- Renter may supply their own alcohol subject to Washington State law and the Washington State Liquor & Cannabis Board. Renters are responsible for obtaining all required permits. Information can be found at <https://lcb.wa.gov/licensing/online-banquet-permit>.

Totem YC Policies

- No smoking or vaping is allowed inside Totem YC. Totem YC requires compliance with Washington State law that prohibits smoking and vaping within 25-feet of entrances, exits and open windows.
- Renter will pay for any damage to Totem YC that occurs during the rental. If Renter fails to properly lock and secure the doors and there is subsequent damage to Totem YC, Renter will be responsible for resulting damage.

- No glitter or confetti of any type is permitted on Totem YC property – inside and outside. This includes but is not limited to shiny mylar confetti that is approximately 1 inch or larger in diameter. The full security deposit will be forfeit if there is evidence of any glitter or confetti. During the walk-through when Renter receives key to Totem YC, Renter should raise concerns about confetti from previous rentals.
- The bar sinks are to be used only for ice.
- Renter will not remove or relocate any Totem YC property on the walls or otherwise.
- Totem YC recommends using blue painters’ tape or “3M command” hooks for Renter to hang decorations.
- Renter agrees to regulate the volume of noise so as not to disturb Totem YC neighbors and the community.
- Renter is responsible for any disturbances caused by guests, including their arrival and departure.
- Renter agrees to confine activities and guests to the Totem YC property.
- Renter will not intentionally release mylar balloons from Totem YC as winds are likely to push them into nearby powerlines, causing a power outage in the area.

Liability Insurance. Renter will provide a certificate of liability insurance to Totem YC before receiving keys to Totem YC.

- Renter’s insurance agent is the best source for this. Ask to add Totem Yacht Club as an “additional insured” for the day of the event. Alternatively, Totem YC has accepted insurance secured through EventHelper.com or ProtectMyWedding (Totem YC does not endorse either service, just sharing that they have been successful for previous renters).
- Totem Yacht Club (5045 N Highland, Tacoma, WA 98407) must be listed as the certificate holder and/or additional insured.
- Minimum limits are:
 - Each occurrence \$1,000,000
 - Damage to premise \$100,000
 - Medical expenses \$5,000
 - Personal injury \$1,000,000
 - General aggregate \$2,000,000
 - Deductible \$1,000 maximum
- If the option is offered, include “Host Liquor Liability” if you are providing or guests are bringing alcohol.
- Proof of insurance may be provided via email to totemyachtclub@gmail.com.

Clubhouse Cleaning Requirements: Depending on the size of the party, the amount of alcohol, and number of people helping with clean up, plan on 1 – 2 hours.

- Cleaning supplies and trash bags are under the kitchen sink. The vacuum, mop and brooms are in the closet across from the bathrooms.
- Wipe down all tables. Clean chairs as needed. Tables should be spread throughout the main room not against the walls. Stack chairs near tables, about 8 per stack. Do not put them against the wall as they can scratch the walls, requiring repairs by Totem YC at Renter’s expense.

- Sweep and mop all floors, including the bathrooms.
- Vacuum all carpeted areas: main entrance, stage and kitchen entrance.
- Clean the kitchen, including the countertops, stove, oven, microwave, coffee pots, sinks and dishwasher (if used).
- Clean the bathrooms and empty the trash cans. Supplies are under the bathroom sinks.
- Turn off all lights: 1) The switch for the main entry way is by the door; 2) for the bathrooms it is outside in the hallway; 3) lights for the main room are near the totem; 4) lights for the kitchen are to the right of the sink; and 5) switches for other lights are by the kitchen exit.
- Close and lock all windows. Close all blinds.
- Close and lock all doors: 1) porch/parking lot; 2) double front doors (pull hard from the inside); and 3) the kitchen door.
- Drop the Totem YC key in the mail slot, to the left of the double front doors.

Trash & Recycling

- There are 2 trash collections at Totem YC: 1) a green bin labeled “Ruston” and 2) four overflow bins enclosed in a blue plywood box just outside the door from the kitchen.
- All trash must be in the big black bags provided by Totem YC. Renter must bag trash in the big black bags, so they are of manageable weight and size without leaking.
- Renter must first place big black bags in the green Ruston trash bin until it is full.
- After the green Ruston bin is full, Renter must put trash in the overflow cans. All trash in the overflow bins must be in large black trash bags provided by Totem YC.
 - Renter must secure trash bags so they do not leak. Empty liquids before placing in trash.
 - Totem YC strongly recommends that Renter use more black trash bags that are partially full versus overpacking them. This is so bags do not tear because they are too full.
 - If Renter’s trash does not fit in the Ruston and overflow bins, Renter must either remove the excess or forfeit the security deposit.
- Totem YC provides bins inside to recycle aluminum cans, plastic bottles, glass, and paper/cardboard. Recycling reduces the amount of trash that Renter and Totem YC must deal with and therefore is strongly encouraged.

Securing Your Rental

- The security deposit and signed rental agreement are required to reserve Renter’s date.
- The balance of the rental fee is due 45 days prior to the event date.
- Totem YC accepts checks, money orders, and cash. Totem YC’s Rental Manager does not carry cash, so cash payments in the exact amount are required.
- Any check refused by Renter’s bank is subject to a \$50 service charge.
- By Renter’s receipt of key, they acknowledge that there is no damage to Totem YC unless concerns are called out and noted with Totem YC’s Rental Manager with copy provided to Renter.

- The security deposit is fully refundable if the Renter adheres to all policies in this document and there is no damage. The deposit will be refunded by check within 2 weeks of the event. If Totem YC is not properly cleaned, there is evidence of any glitter, or renter does not follow Totem YC’s garbage/recycling guidelines, the entire deposit will be forfeit. Totem YC will document with photos and share with the Renter.

Cancellations

- To cancel a reservation, Renter must notify Totem YC by calling the published phone number.
- If Renter cancels 46 or more days prior to the event date, the security deposit is forfeited but the rental fee will be refunded.
- For cancellations 45 days or less before the event, the rental fee is forfeited but the security deposit will be refunded.
- If the event must be cancelled or rescheduled within 30 days of the event due to government-issued restrictions related to COVID-19 (city, county or state) the rental fee will be refunded. The security deposit will be held by Totem YC for up to 12 months from the original event date, to be applied against a rescheduled event occurring within the next 12 months, after which it will be forfeited.

Signature of Renter _____

Date Signed _____

Section below to be completed by Totem Yacht Club.

Deposit		Date Rcvd	Rcvd By	Pay Method
\$				
Balance	Date Due	Date Rcvd	Rcvd By	Pay Method
\$				
Early Access	Date Due	Date Rcvd	Rcvd By	Pay Method
\$	On receipt of keys			
Day After	Date Due	Date Rcvd	Rcvd By	Pay Method
\$	Deducted from deposit	n/a	n/a	n/a

Rental Manager Notes

Reminder re Rental Fee	50 days in advance =		Done --
Interested in early access?			
Interested in clean up extension			
Proof of Insurance			
Banquet Permit			
Date/Time for Keys			

Post-Event

Security Refund	
Approved By	
Date Requested	