

# **Ballard Playspace Rental Agreement**

Thank you for considering Playspace for your party!

The space is rented "as is" and you are free to tour the space at no additional cost by emailing [rentals@ballardchurch.com](mailto:rentals@ballardchurch.com) if our schedule permits. The pictures on our website are of the current layout of the space.

Below is a short list of what is included in your rental:

- Giant Inflatable Slide
- Four Bistro Tables
- Two Mounted TV's (You may login to your own streaming services for usage during parties.)
- Cornhole

There is a kitchen in the Playspace that is currently fully utilized by our Preschool and remains locked. This is NOT included in the booking of the Playspace.

## **General Procedures and Rules**

- The renter is responsible for any damage or loss to Ballard Church property, and for any personal injury to his or her invitees occurring as a result of or due to this event.
- A refund can be provided for all parties canceled more than 7 days prior to the event. Cancellations within 7 days of the event cannot be refunded.
- All children must be accompanied by an adult 18 and older.
- Maximum occupancy for parties is 50 children and adults.
- A staff person will be provided to answer questions and assist on the day of the party. They do not assist with the set up or tear down of your party.
- All inquiries before the day of the event can be sent to [rentals@ballardchurch.com](mailto:rentals@ballardchurch.com)

## **Set-Up Procedures and Rules**

- Your paid time slot includes set up and clean up. Please do not arrive early as our staff may not be onsite yet, or another party may be finishing.
- We have (3) 6ft banquet tables that are available at no extra charge. We recommend bringing tablecloths.
- Please do not attach anything to the walls with anything other than clear scotch tape, command strips, or tacky putty.

For any questions regarding the Playspace, please email [rentals@ballardchurch.com](mailto:rentals@ballardchurch.com).

## **Clean-Up Procedures and Rules**

- Renters are responsible for the clean up and trash removal of their party. Cleaning supplies are provided so please leave the place as you found it. There is a dumpster, recycling, and compost container located in the back left of the parking lot.
- Renters who fail to complete the cleaning checklist below are subject to a \$100 Cleaning Fee to the card that is on file.
- Please finish your party (including clean up) promptly at your rental time as other parties will be starting soon after.

**\*By booking a party you are stating that you have read this form and you agree to all terms and conditions.**

## **Ballard Playspace Party Clean Up Checklist**

- Vacuum Floors (including grey foam floor)
- Remove Anything Sticky On Floors (If Applicable)
- Wipe Down All Tables and Surfaces
- Take Out All Trash To The Corresponding Bins (Located in Parking Lot)
- Refill Trash Cans with Trash Bags
- Wipe Down Bathroom Surfaces
- Text Onsite Staff When Leaving The Playspace