

City of Montesano  
112 N. Main Street  
Montesano, WA 98563  
(360) 249-3021

**CITY OF MONTESANO**  
**CITY HALL FACILITY USE APPLICATION / AGREEMENT**

Applicant Name\_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Alternate contact person	Contact Phone
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Facility requested (Please check one only):

\_\_\_\_\_ Large upstairs room & kitchen      \_\_\_\_\_ Large room only      \_\_\_\_\_ Small meeting room

[illegible]

Applicant understands that there is a deposit of **\$300.00** required at time of application. Applicant understands the deposit will be refunded only if the premises are cleaned to the satisfaction of the proper city officials after use. Applicant, as well as any sponsoring organization upon whose behalf they may be acting, will pay the City of Montesano for any damages done to City property by any persons attending Applicant's function. Applicant specifically agrees that the monies which are put forth as the damage deposit may be utilized to pay for such repairs, but if the cost of repairs exceeds the deposit, Applicant shall be responsible for the additional amount.

Applicant also understands that Applicant is fully responsible for all liquor related activities and will obtain a liquor banquet permit from Washington State.

The undersigned hereby applies to the City of Montesano for use of the above named facility and certifies that the information provided above is complete and correct. The undersigned further agrees to abide by all ordinances, resolutions, policies, rules and regulations, which may apply to the use of requested facilities. The applicant shall release, indemnify and hold harmless the City of Montesano, its elected and appointed officials, its employees, agents and volunteers from any and all claims, demands, suits, actions, payments and judgements as a result of injury or death of any person, or damage to any property that is sustained by the applicant or any other person, arising from or related in any manor to the use of said facility by the applicant, its agents, guests, employees or volunteers in the execution of this rental agreement, including any and all expenses, legal or otherwise, incurred by the city or its representatives in the defense of any suit or claim.

Signature of Applicant

Date of application

## CITY USE ONLY

Date application received \_\_\_\_\_ Received by \_\_\_\_\_

Deposit due    \$ \_\_\_\_\_    Deposit paid    \$ \_\_\_\_\_    Receipt # \_\_\_\_\_

Rent due      \$ \_\_\_\_\_      Rent paid      \$ \_\_\_\_\_      Receipt # \_\_\_\_\_

Number of keys issued:	Number of keys returned	Date returned
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Facility checked after rental by \_\_\_\_\_

Condition satisfactory Deposit returned: Date \$

Condition unsatisfactory

Application approved: \_\_\_\_\_

Clerk