



City Clerk's Office
407 Birch Ave SW, P. O. Box 810 Napavine, WA 98565
Phone: (360) 262-3547
www.cityofnapavine.com

Napavine City Hall Rental Agreement

The Council Chambers at the City Hall are available to the public for use. Certain restrictions apply.

Anyone using the building must keep in mind that this facility's main function is to provide a meeting place to conduct City business. No activity may interfere with this in any way. It is rare for it to happen; however, if something develops that the Council would need use of the space your event may be canceled.

Activity shall be restricted to the main room (Council Chambers) with access to the sink area and bathrooms. There are no phones available for public use.

We cannot guarantee that the hall will always be clean at the time of renting the city hall. No vacuum cleaner is made available to the public for use while renting city hall. If you wish to vacuum, we suggest that you bring your own vacuum cleaner. Those using the facility are expected to clean and return tables and chairs to their original positions.

The rental fee for city hall is \$25.00 for the room. We have a coffee maker available for use. **The use fee is non-refundable.** If set-up is required for your event that will take place on the day of your event.

All groups must inform their attendees that there is absolutely no smoking or alcohol in the building. Smoking is not allowed within 25' from the front entrance of the building in the designated smoking area.

Person requesting use: _____ Phone: _____

Email: _____

Address: _____

Group requesting use: _____

Description of activities: _____

Begin Time: _____ End Time: _____ Date: _____

I have read the above and agree to abide by the rules. User agrees to hold harmless, indemnify and defend City (including City's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, illness, exposure to infectious/ communicable disease, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the City (including City's agents, employees and representatives) or otherwise.

Signature

Authorized Signature