

**UNITY of WHIDBEY  
UNITY HALL RENTAL AGREEMENT**

Facilities location: 5671 Crawford Road, Langley, WA 98260 Tel.(360) 321-5030

The organization name (rental party): \_\_\_\_\_

Responsible Person (print) \_\_\_\_\_ Title \_\_\_\_\_

Contact ( ) \_\_\_\_\_ Cellphone ( ) \_\_\_\_\_

Street Address \_\_\_\_\_

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

Date(s) and Time(s) of Occupancy: \_\_\_\_\_

Title of this meeting or event \_\_\_\_\_

Unity Hall has approximately 1250 sq. ft. with seating for 65 – 70 people (sit-down seating at tables is approx 40). Kitchen, audio/visual equipment (projector and screen), and assist with set-up and take-down are additional costs and are available only to the party engaged in renting Unity Hall: See “Unity Hall Pricing” for breakdown prices.

Full kitchen available (refrigerator, microwave, dishwasher, electric range / oven, + 30 cup coffee / tea maker(s) and meal service for 30 included (dishes, cups, bowls, salad plates, service ware and meal prep cooking utensils).

This Rental Agreement is entered into by the named “rental party” (above) and Unity of Whidbey (Unity) a Washington State 501(c)3 Corporation. The rental party agrees to a \$75.00 damage and clean-up / trash removal deposit with Unity as guaranty against potential or real harm to Unity Hall including removal of all trash following specified time(s) and date(s) this rental agreement is in effect. Liability exists for rental damages exceeding the cost of the damage deposit.

Unity Hall Rental: Daily \$ \_\_\_\_\_ Hourly \$ \_\_\_\_\_ Kitchen \$ \_\_\_\_\_

Audio/Visual \$ \_\_\_\_\_ Assist with Set-Up/Take-Down \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_

\_\_\_\_\_ Total Authorized \$ \_\_\_\_\_  
Authorizing Client Signature

\_\_\_\_\_ Today's Date  
Authorized Unity Manager

Total authorized sum of this agreement is due and payable at effective date or time specified here-in.