



RENTAL INQUIRY FORM

Tukwila Community Center

12424 - 42nd Ave. S. Tukwila, WA 98168 206-767-2322/Fax 206-767-2346
rentals@tukwilawa.gov

Completing this **Rental Inquiry Form** does not constitute a guarantee or a contract. Availability is subject to review and scheduling by the TCC Rental Office. Please allow 2-3 business days for a response.

PLEASE TELL US ABOUT YOURSELF

Organization: _____

Contact Name: _____ Day Phone: _____ Email: _____

Address: _____ City, State: _____ Zip: _____

Alternate Contact: _____ Day Phone: _____ Email: _____

We are a Non-Profit Organization: Will require proof of 501(c)3 status

PLEASE TELL US ABOUT YOUR DESIRED EVENT

Name of Function: _____

Desired Room(s)
and/or Equipment: _____

Date(s): _____ Event Start Time: _____ Event End Time: _____

Rental* Start Time: _____ Rental* End Time: _____

**Rental times include set-up & clean up time.*

Estimated Attendance: Total _____ Youth Under 21 _____

MARK ALL THAT APPLY:

Alcohol Will be Served Requires an Alcohol Beverage Request Form at least 30 days before event and is subject to approval.

Event is Open to Public DJ/Band Other List _____

PAYMENT INFORMATION

VISA MASTERCARD

Name on Card: _____

Card # _____

Expiration Date _____ CCV# _____

By checking this box, I hereby warrant and certify that I am the authorized representative of the Organization/Individual named above, that the statements are true to the best of my knowledge, and that our Organization and I agree to be bound by the regulations and policies governing the rental use of the Tukwila Community Center as listed.

By checking this box, the organization and individual listed above shall indemnify and hold harmless the City of Tukwila, its officers, employees, agents and elected officials from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Tukwila Community Center or from the conduct of the Organization's or individual's business, or from any activity, work or thing done, permitted, or suffered by Organization/Individual in or about the Tukwila Community Center, except claims, suits or actions occasioned by the sole negligence of the City of Tukwila.

Name: _____

Date: _____