

## TERMS AND CONDITIONS

### Log House Museum

The Log House Museum is in a renovated 1900s log structure, built from Douglas Fir logs in 1904-1905. It originally served as a carriage house, or stable, to the Fir Lodge (now the Homestead Café, home to Il Nido restaurant). Around 1908, as the city began building streets in the neighborhood, the building was moved from its original location (about 100 ft NW of its current location) to make way for Stevens Street. It is likely that at that time the foundation was added and the building was converted from its original purpose as a stable. Since that time the Log House Museum has been a home to various businesses and families. The Log House Museum is a City of Seattle historic landmark.

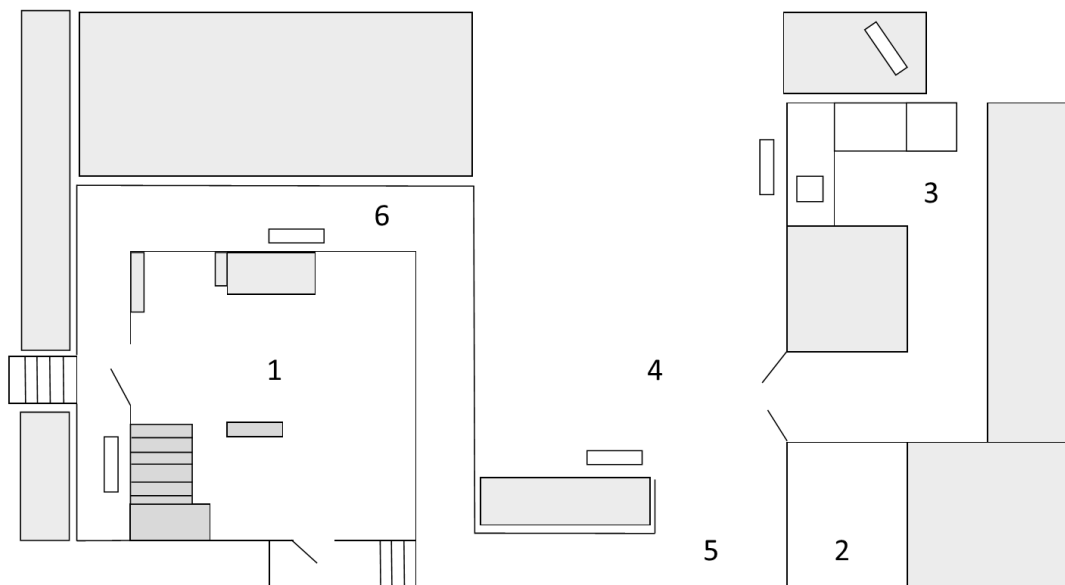
The Log House Museum is located near the site of the Denny Landing Party of 1851. The landing party is understood to be the first permanent settlement of non-native people in what is now Seattle. The landing party, and the American emigrants who followed, were welcomed by Chief Sealth of the Duwamish and Squamish tribes at Alki Beach.

### Capacity and Floor Plan

The Log House Museum has a capacity of 30 (seated) 49 (standing), not including the porch or courtyard. Rentals cannot exceed 100 people total for indoor/outdoor events.

The museum is ADA accessible via ramp on the south side of the building.

Log House Museum Floor Plan, 2023



- |   |  |
|---|--|
| 1. Log House Museum Gallery                             | 4. Outdoor Courtyard*                          |
| 2. ADA restroom (inside Annex)                          | 5. ADA accessible entrance                     |
| 3. Annex Kitchen* (small sink, small fridge, microwave) | 6. Wrap around, covered porch with two benches |

\* additional fees, see chart

## Equipment and Services

### Included:

- 30 folding chairs
- Four 6' tables
- One 8' table
- Two 4' tables
- 41" TV monitor and HDMI cable for projection from your laptop
- Projector available 2024
- Wifi

### Additional services:

- Set-up and tear-down: \$100 (layout plan must be approved and submitted 10 days in advance, does not include clean-up)
- Annex/Kitchen Access: \$75
- Courtyard with tent: \$100
- Tour/Talk: \$35 for 30-minute introduction to the historical society, history of the Log House Museum and West Seattle; \$70 for a one-hour tour, includes a 30-minute walking tour of the neighborhood/Alki Beach (11am – 5pm only, dependent on availability)

### Local equipment rental:

Pedersen's Rentals  
206.749.5400/1.866.885.7368  
sales.seattle@pedersens.com  
<https://seattle.pedersens.com>

## Parking and Accessibility

Street parking only. King County Metro Bus Stop (Route 50) is adjacent to our museum. The museum is ADA accessible via ramp along the south side of the building.

## Deposit, Rental Fee, Cancellations and Refunds

**Rental Minimum:** A basic rental is billed at a three-hour minimum, although renters can choose to book for under three hours. There is a per hour charge for every hour that exceeds a three-hour rental. See chart below.

**Deposit:** A deposit of \$250 is due at the time of booking the date of your rental. This is a separate charge than the rental fee and returned to the renter only after a walkthrough inspection of the facility after the rental.

A portion of or the entire deposit may be retained in the event of damage to the museum or its property or if equipment, garbage, or personal property is left by the renter or any vendors. Moreover, if the damage expenses exceed the deposit, the renter shall immediately pay the excess expense upon further billing.

**Rental Fee:** The full rental fee is due at least 7 days prior to the date of the rental or upon submission of the rental if less than 7 days from the event.

**Returned Checks:** SWSHS has the right to charge an additional processing fee of \$36 for any returned checks for non-sufficient funds.

**Cancellation/Refund:** If cancelling your event is necessary, please contact us immediately. If your event is cancelled more than 30 days before it is scheduled, your rental deposit and any fee paid for your rental will be returned in full. However, if your event must be cancelled less than 30 days leading up to your event, the Southwest Seattle Historical Society has the right to retain 50% of the rental deposit. Cancellations within one week of the event shall result in the forfeiture of the entire deposit.

**Return of Rental Deposit:** Security Deposits will be returned by check between 10-14 business days after your event to the name and address indicated on this form. We cannot refund back to a credit card.

## Set-up, Clean-up

**Set-up:** Access to the building for after-hours events begins at 4pm. If your rental is during regular business hours, access begins no earlier than 8am. Access ends no later than 10pm regardless of the event's start time. All parties must exit the building no later than the time listed on the signed agreement.

Access to the building for "set up", decorating, unloading of rented event equipment, deliveries of catering and other supplies and services will start at the time you designate on this agreement.

Renters are responsible for all set-up, unless the renter pays appropriate fees and submits a layout plan no less than 10 days prior to the event and pays the appropriate fees (see above).

You must describe your set up plan/schedule/layout at least (10) days before the event so that the proper number of tables, chairs, staffing etc. can be supplied.

**Clean-Up:** The premises including the kitchen area must be left in an "as found or better" condition at the end of your rental.

All garbage, food, beverages, rented equipment, supplies and services must be removed from the premises by the end of the rental time and no later than the stated exit time or you may be charged an excess rental fee.

All floors must be swept or lightly mopped for spillage, after use of the space.

Rentals are responsible for the maintenance of the Log House Museum and its property. Rentals who do not clean up or leave the museum or its property damaged or dirty forfeit their deposit. Additional charges may apply.

## Destruction and Damage

If anyone in the renter's party, or third-party vendors, damages the facilities, equipment, artifacts, or artwork during the rental period, the Renter shall pay for all necessary repairs. The deposit will not be returned if the damage exceeds \$250.

## Conduct

The Log House Museum is located in a residential area. The conduct of all guests while on the Log House Museum property shall be the responsibility of the Renter. Renter also accepts all responsibility for any injury to person(s) or property, or loss of or damage to property, or theft of personal property during the rental.

The Log House Museum retains the right to evict objectionable persons from its premises. Repeated violations may result in denial of future rental requests.

## Building Safety

The Log House Museum is an historic structure and is not built to current building code standards. To protect your party, renters are disallowed from accessing the office spaces upstairs.

The renter will not sell or distribute tickets to events in excess of the seating capacity or admit a larger number of persons than can safely and freely move about in the rented areas, or in excess of the capacity stated in your attendee's total of this agreement. SWSHS has the right to terminate the rental event at any time if the capacity in the building exceeds Seattle Fire Department and City of Seattle codes.

No portion of any passageway, area of egress, inside or out, shall be blocked or obstructed in any manner and no exit door shall be blocked while the facility is in use. All designated exists shall be visible and accessible at all times.

**Office Security:** The rental signer is responsible for the security of the museum and its assets. Renters, guests, and vendors are not allowed to access the upstairs of the museum at any time during the rental. Violation will result in forfeiture of 50% of the deposit or more as the result of damage or disturbance to equipment or property in the office spaces. Further, The Log house museum reserves the right to pursue any damages that may exceed the deposit.

**Tobacco/Cannabis/Vaping:** Smoking is prohibited in the Log House Museum and on its property, including on the porch, in the courtyard, and in the gardens.

**Alcohol:** Renters who wish to serve alcohol must obtain and provide a copy to SWSHS of the appropriate Washington State Liquor and Cannabis Board license. A MAST licensed server is required for any event serving alcohol. Contact museum@loghousemuseum.org for suggested servers (fees apply).

**Museum as an artifact:** The Log House Museum is an artifact, landmarked by the City of Seattle, as well as a museum. Tape, nails, and staples are not allowed on the Log House Walls (interior and exterior), fireplace, fixtures, porch, or railings. Decorations may be hung from existing hooks and nails with prior approval. Blue painter's tape and/or command strips may be used on some surfaces with

prior approval. Open flames, rice, confetti, birdseed, potpourri, glitter, or any substance of that nature are prohibited.

## Facility Use Compliance

Renter agrees that any use of the Longhouse facilities will comply with all statutes, ordinances, rules, and regulations issued by Federal, State, and municipal governments, including all rules and directives of the city, county, and state Police, and Fire Departments.

## Force Majeure

The ability to execute this agreement by either party is subject to the Acts of ‘God’, including but not limited to hurricanes, flooding, earthquakes, fires, power outages, etc., as well as any government intervention, civil disorders, terrorism, or other emergencies. Should the event be canceled through a Force Majeure event, all fees paid by Client to SWSHS will be returned to Client within thirty (30) days.

## Indemnity

Renter shall release, indemnify, keep and save harmless, SWSHS and Log House Museum agents, officers, employees, or volunteers from any and all responsibility or liability for any and all damages or injury of any kind or nature whatever (including death) to all persons, whether agents or employees of the Renter or persons attending the events for which the premises have been leased, and to all property damage proximately caused by, incident to, resulting from, arising out of, occurring in connections with, the use by the Renter of the premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs, and expenses, including reasonable attorney’s fees.

No promotion, publicity, or advertising (printed or otherwise) may state, imply, or allude to any sponsorship by or affiliation with the Log House Museum.

## Rates

Log House Museum Facility Rental Rates by Hour		
	October – March	April – September
Mondays – Thursdays (day time rental)*	\$100	\$150
Friday & Saturdays (business hours)*	\$200	\$250
After hours and Sundays*	\$150	\$200

\* Three hours minimum

## Discounts

SWSHS does not consider requests for free facility rental for any reason but can provide a 20% discount to 501(c)(3) Non-Profit Organizations, a 10% discount to SWSHS members, and a 5% discount to residents and businesses located on the Duwamish Peninsula.

## Rental Agreement

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Type of Event \_\_\_\_\_ Number of people \_\_\_\_\_

Event Date \_\_\_\_\_ Event Time \_\_\_\_\_

Early Access \_\_\_\_\_ Departure Time \_\_\_\_\_

### *Equipment/Services Requested (and quantity)*

<input type="checkbox"/> Folding chairs
<input type="checkbox"/> 6' tables
<input type="checkbox"/> 8' table
<input type="checkbox"/> 4' tables
<input type="checkbox"/> TV monitor and HDMI cable
<input type="checkbox"/> Projector
<input type="checkbox"/> Set-up and tear-down
<input type="checkbox"/> Annex/Kitchen Access
<input type="checkbox"/> Courtyard with tent
<input type="checkbox"/> Tour/Curator Talk

### *Vendor Equipment and Contact information*

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**This Agreement shall include the accompanying Terms and Conditions.**

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Authorized Museum Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_