

Terms and Conditions



LAWS AND RULES

The renter shall not allow any lewd or illegal conduct on the premises throughout the scheduled event. The user shall comply with all state laws, City ordinances, and any lawful order of a Chamber representative made to prevent injury or damage.

CANCELLATIONS

The holding deposit will be refunded in full if the renter cancels the event more than 61 business days prior to the scheduled event. If the renter decides to cancel an event after that time, the renting party agrees to forfeit a portion of the deposit to the Chamber in the amounts set forth below:

- If notified 60 business days prior to event: 25%
- If notified 59 business days to 45 days prior to event: 50%
- If notified 44 business days to 30 days prior to event: 75%
- If notified 29 business days or fewer prior to event: 100%

To officially cancel a reservation, the primary contact on the application is required to submit a letter or email notice of the cancellation. Cancellation is only confirmed upon receiving this notice.

FORCE MAJEURE

Either party will be excused from delays in performing or from its failure to perform hereunder to the extent that such delays or failures result from causes beyond the reasonable control of such party, including, but not limited to, acts of God, war or terrorist acts, government regulation or action, disasters, civil disobedience, strikes or threats to strike (except that neither party may terminate the Agreement for strikes or labor disputes involving their own employees or agents), regulations or orders of governmental authorities; power outages, inclement weather (i.e. hurricane, tornado, floods), epidemics (i.e. SARS), or any event not within a party's reasonable control which make performance excessively difficult, costly or harmful, to one or both parties (each, a "force majeure event"). If a party is unable to perform its obligations under this agreement due to a force majeure event, such party will provide prompt written notice to the other party, and may terminate this agreement without further liability of any nature. All deposits will be refunded within 60 days of the force majeure event.

CONDITION OF PREMISES

The user accepts the premises upon entry into possession. The User may inspect the premises at an earlier, mutually convenient time. Upon conclusion of the event, the user shall promptly return the premises in as good condition as received, reasonable wear and tear excluded, in a clean appearance, ready for use by another user.

The renting party agrees to cover financially, in excess of normal wear and tear, any damage to the Microsoft Events Center inflicted by the renting party or its guest(s).

SET UP/TAKE DOWN

Unless paying for Chamber labor to do so, the renting party is responsible for set up and take down of the event and for cleanup of the event. Failure to do so may result in forfeiture of part or all of the damage deposit and/or additional cleaning fees. The person(s) responsible for cleanup shall complete the Post Event Checklist and accompany the Office Coordinator on a walk-through of the facility when take down is nearly complete but cleanup crew is still available, to ensure that cleanup is complete and to identify any damage. Any items identified as belonging to the renting party and left behind may result in a disposal fee.

CHANGES TO CONTRACT

Should any changes occur prior to your requested use of the facility, notify reservations@seattlechamber.com so that changes can be made to your rental agreement. Changes may increase or reduce fee amounts, prior to actual use of the Events Center. Changes must be made no less than five business days ahead of scheduled use, and is dependent on availability.

RENTAL HOURS

Events Center operating hours are 7:30 a.m. to 5:00 p.m., Monday – Friday. Events outside these hours must have Chamber staff present. If you are planning an after-hours event, please contact reservations@seattlechamber.com to check staff availability. **After hours rates may apply.** The Rainier Tower—which includes the Chamber and the Microsoft Events Center—is not open to the public on weekends.

ACCESSING RAINIER TOWER

The Rainier Tower is open from 6:00 am – 6:00 pm, Monday-Friday. The main entrance doors on 5th Avenue lock at 6:00 pm, but the entrances to Rainier Square along 4th Avenue stay open until about 10:00 pm. After-hours attendees must enter Rainier Square on 4th Avenue proceed southeast to the 12-24 FL elevator bank.

DIRECTIONS AND PARKING

Northbound: Take I-5 North to the Seneca Street Exit #165. At the end of the ramp turn right at the stop light onto 6th Avenue. Travel 2 blocks north to Union Street. At Union, turn left. Stay in middle lane and go through light, crossing 5th Avenue. A sign on your left will indicate parking for Rainier Square. If you cross 4th Avenue, you have gone too far. Once inside, take garage elevator behind the valet desk to lobby level. Proceed to the elevators marked 12-24 to the 15th floor.

Southbound: Take I-5 South to the Union Street, Exit 165B. Cross 7th Avenue, 6th Avenue, and 5th Avenue, keeping to the left-hand lanes. Once across 5th, a sign on your left will indicate parking for Rainier Square. If you cross 4th Avenue, you have gone too far. Once inside take garage elevator to lobby level. Proceed to the elevators marked 12-24 to the 15th floor.

Valet parking is available in the Rainier Square Garage, located on Union Street between 5th and 4th Avenue. Additional parking can be found at a variety of nearby [parking structures](#). The Chamber does not validate visitor parking. For Rainier Square Garage parking rates or to purchase validation stickers for your event, please contact Republic Parking at (206) 624-7040.

LOADING DOCK

Property Management prohibits passenger elevators being used for anything larger than a hand truck. The loading dock is located in the Rainier Square Garage, located between 5th and 4th Aves. on Union Street. Clearance is 11' 3".

When entering the garage, the loading dock is to the left ; they may be requested to leave vehicle keys at the valet stand. Due to the high volume of activity at the loading dock, vehicles may not remain parked for more than 20 minutes. Proceed through the double doors, turn left, then right and take the freight elevator from B Level to 15.

LINENS

The Chamber does not provide table linens, please contact the caterer of your choice for information on renting linens.

ALCOHOL POLICY

Per Washington State law, a banquet permit must be displayed if alcohol will be served at your event. Selling alcohol is not permitted. If your caterer does not have a banquet permit, you must purchase one for your event. Please visit the Washington State Liquor Control Board website: <http://liq.wa.gov/licensing/banquet-permits> for more information. When you purchase your banquet permit online, an email copy of it is sent to your local liquor enforcement office. Officers can visit gatherings, so it is important that you sign and post a copy of your permit at the location where you will be serving the alcohol at your event.

TRASH & RECYCLING

Seattle law prohibits recyclable or compostable materials being placed in the trash. Please use the compost, recycling, and trash receptacles provided in each room.

NO SMOKING

Rainier Tower is a non-smoking facility.

DECORATIONS

The Chamber does not permit decorations to be affixed to walls using tape, staples, thumb tacks or similar method. "Airborne" or flammable materials such as confetti, bubbles, rice, sparklers, or similar substances are prohibited. Candles must have an enclosed flame.

RESPONSIBILITY

The user assumes responsibility for all activities conducted on the premises, but not limited to, supervision and control to prevent injury or damage; maintenance of the premises during the use; picking up bottles, debris, and refuse; and providing security to maintain order. The Chamber disclaims any liability from, and the user agrees not to hold the Chamber liable for any occurrences arising from the event as described in the reservation application.

NO ASSIGNMENT

This permission may not be assigned, nor the premises, sublet, without the prior written consent of the Chamber.

ENDORSEMENT

The Chamber does not endorse or promote the products or services presented by members or external parties that have rented the Microsoft Events Center.

INDEMNITY

The user shall indemnify and hold the Chamber harmless from any and all claims, actions, losses and damages to person or property (including, but not limited to attorney's fees and expenses, suffered as a consequence of or arising or resulting, directly or indirectly, from any act or omission of the user on or about the premises.

In the event that any lawsuit based upon any such claim action, loss, damage or cost is brought against the Chamber, the user, after being notified that such lawsuit has been started, shall defend such lawsuit at no expense to the Chamber; and if, in such lawsuit, a final judgment is rendered against the Chamber, or the Chamber and the user, jointly, the users shall promptly satisfy such judgment.

The user's liability under the indemnification agreement shall not be reduced by any Chamber negligence; provided, that nothing shall require the user to indemnify the Chamber against the sole negligence of any Chamber employee or agent acting within the scope of such person's employment.

INSURANCE

All users must provide proof of liability insurance with the Chamber named as a certificate holder. Proof of liability insurance is due 10 business days before your event. Until Proof of Liability insurance is received by the Chamber, the reservation is considered temporary and may be cancelled at the Chamber's discretion.