

**BENTLEY HOUSE  
REQUEST FOR PRIVATE USE**

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Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Bentley House Tenant: \_\_\_\_\_

Tenant Unit Number: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Additional Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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**ROOM(S) REQUEST:** The following rooms are available for private use by qualified Bentley House tenants. Please circle those you wish to reserve for private use. (*Only one reservation can be made at a time per resident*)

Billiards / Game Room

Roof Top Patio

Boardroom

Theater / Media Room

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**TIME REQUEST:** \*Note: Maximum time for a private party is 4 hours including set-up, decorating and clean-up time.

Set-Up Time: \_\_\_\_\_ am/pm

Event End Time: \_\_\_\_\_ am/pm

Event Start Time: \_\_\_\_\_ am/pm

Check-Out Time: \_\_\_\_\_ am/pm

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**EVENT DETAILS:**

Estimated Guests in Attendance: \_\_\_\_\_

Total Number of Hours Reserved: \_\_\_\_\_

Guest Parking will take place in: a) Font Parking

b) Offsite Parking

Type of Entertainment? **Yes** **No** (If Yes, Describe: \_\_\_\_\_)

Type of Decorations? **Yes** **No** (If Yes, Describe: \_\_\_\_\_)

\*Note: Decorations must be approved by the Owner / Management .

Food Served? **Yes** **No** Will the Event Be Catered? **Yes** **No**

If catered, please give the name and phone # of the catering company:

- Caterer Contact Info: \_\_\_\_\_

Will you be renting equipment/tables/chairs from an outside vendor? **Yes** **No**

- Vendor Contact Info: \_\_\_\_\_

Will you be borrowing Bentley House tables/chairs? **Yes** **No** ( \_\_\_\_\_ Amount of Tables \_\_\_\_\_ Amount of Chairs)

Will alcohol be served? **Yes** **No** \*Note: Host liquor liability insurance is required for any event serving alcohol. This can be attained through general homeowners insurance or through a 3<sup>rd</sup> party insurer. (**Initials** \_\_\_\_\_)

**SECURITY / DAMAGE FEES (Refundable if no damage and facility cleaned – see rules below)    \$ 300.00 (USD)**

**Deposit Received:**      Date: \_\_\_\_\_      Check #: \_\_\_\_\_

**Bentley House Management Initials:** \_\_\_\_\_

**FACILITY RULES AND REGULATIONS**

- The Bentley House tenant is required to be in attendance at the event throughout its entire duration.
- The Bentley House tenant is required to provide valid insurance for any provider coming to Bentley House from off property
- The Bentley House owner and management will not be held liable in the event of accidents resulting in injury, illness from food preparations, lost or stolen items, or any unforeseen mechanical problems.
- All security / damage deposit fees are due 5 days in advance of the event. Failure to post the security / damage deposit timely will result in cancellation of the reservation.
  
- All events must begin and end at the time indicated on the agreement. This will include set-up and clean-up times.
- The Bentley House tenant will be completely responsible for the set-up and clean up of the event. (*i.e. All trash must be removed, cleaning of the reserved facility, furniture and restrooms; and returning all furniture and decorative accessories back to their original positions*).
- There is a No Smoking policy. Smoking is permitted outdoors only.
- The resident will be responsible for setting and arranging any and all tables made available.
- No Glassware will be allowed outside the facility.
- Linens, serving ware, ladders or extension cords will not be provided by the owner or management.
- The tenant shall arrange for all pick-ups and deliveries to be made during the time the facility has been reserved.
- The building must be vacated by all guests of tenant by the check out time indicated on the agreement.
- All areas used are required to be returned in the condition that they were received. A check-in/out form will be provided to you by a Bentley House staff member, this form will need to be signed by the tenant at check in and check out.
- All areas used are to be disinfected with a disinfectant wipe, vacuumed or mopped; all tables and chairs are to be restored in the original format.

**HOLD HARMLESS AGREEMENT**

I, the undersigned agree to defend, indemnify and hold harmless The Bentley House owner and management, Statesman Group of Companies and any of their employees or agents from any claim, liability or loss suffered by anyone wholly or partially responsible through my negligence or staff negligence or equipment failure. I, as the Bentley House tenant will be in attendance throughout the entire length of the event, and understand that if I leave the event, this agreement will become null and void, the event will end, and the deposit will be forfeited in full with no amount of refund returned to me.

\_\_\_\_\_  
**Bentley House Tenant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Bentley House Staff Member Signature**

\_\_\_\_\_  
**Date**