

**VENUE BOOKING REQUEST AND CONTRACT**

[The Duwamish River Community Hub](https://www.portseattle.org/duwamishriverhub) is a place-based economic development resource center in the Duwamish Valley. This community asset is managed by the Port of Seattle in partnership with the Duwamish Valley Port Community Action Team (PCAT) to fulfil Resolution 3767, the Duwamish Valley Community Benefits Commitment. **Please note that all proposed uses must align with Port-related career pathways in Section 3.**

Located in the heart of the South Park business district, the [Duwamish Hub address](https://goo.gl/maps/BYbDHZVPt1c3TVKe9) is 8600 14th Avenue South, Seattle, WA 98108. It is accessible by King Country Metro bus lines (Route #s 131, 132, 60) and has its own gated parking lot.

**INSTRUCTIONS FOR BOOKING THE HUB:**

1. Please complete this request form **at least 2 weeks prior to your event date**. Follow these steps:
	1. *Learn* about using the Hub in Sections 1 & 2
	2. *Fill out* Section 3 (Email for questions or to setup a call, DRCH@portseattle.org)
	3. *Review* and *sign* the contract, Section 4
	4. *Email* it to DRCH@portseattle.org
2. A call and/or tour (virtual or in-person) of the Hub will be setup by Port staff.
3. Port staff will process the form and create a contract. An electronic invoice will be emailed to the User.
4. Submit payment electronically, via the online link (**checks cannot be accepted**). **Note:** YOUR EVENT IS NOT CONFIRMED UNTIL PAYMENT IS RECEIVED.

**SECTION 1: Guidelines for Hub Use**

*Hub users are encouraged to prioritize creating avenues for access for Black, Indigenous, Youth of Color, workers in transition (ex: formerly incarcerated, veterans), and workers with unique abilities or needs in their planning.*

*Events at the Hub must fall into one or more categories of activities that promote Port economic development and workforce development functions serving Port-related sectors including maritime, aviation, construction and Skilled Trades, and green jobs.*

*If you have questions about your proposed event meeting the guidelines of use, please email us at* *DRCH@portseattle.org**.*

*In accordance with Washington State Law and as outlined in Resolution 3767, the Duwamish Valley Community Benefits Commitment* [*(click for website)*](http://www.portseattle.org/duwamishvalley)*, all uses of the Hub will be in alignment of the Port’s economic development mission that promotes equitable access to Port-related careers for Duwamish Valley community members.*

*Specific* ***examples*** *of approved uses are listed below:*

**Maritime and Aviation (Examples: Fishing, Boating, Shipping, Cargo Handling, Cruise, Engineering, Airport Operations, Airport Dining and Retail, Aviation and Maritime Safety, Freight Movement and Transportation, Tourism and Travel)**

* Educational activities raising awareness about maritime and aviation careers
* Career readiness workshops / professional development events such as resume/interview support

**Workforce Development (Examples: Job Training and Employment Outreach in Maritime, Aviation, Construction Trades or Green jobs)**

* Educational events about contracting and employment opportunities at the Port
* Focused trainings for Women and Minority Owned Business Enterprises (WMBE), small businesses, or others in Port-related sectors
* Career fairs by employers and others in Port-related industries
* Hands-on experiential learning activities and recruitment events promoting Port-related industries

**Green Jobs, Environmental Justice, and Sustainability (Examples:  Renewable Energy, Pollution Control, Environmental Compliance and Remediation, Solid Waste and Stormwater Management, Habitat Restoration and Carbon Banking, Eco-tourism, Sustainable Transportation)**

* Duwamish River People’s Park and Shoreline Habitat events
* Environmental education related to Duwamish River, salmon habitat restoration, Port-related clean

 air and freight traffic issues

* Training and career awareness events about the green economy in Port-related sectors

**SECTION 2: VENUE RENTAL DETAILS**

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| --- |
| **Duwamish River Community Hub – Booking Rates for events from 7/1/25-6/30/26** |
| **Hub Space**  | **Hourly Rate, 2 Hour Minimum** |
| **Cedar Room** | **$37** |
| **Snowberry Conference Room**  | **$26** |
| **Whole Facility**  | **$78** |
| **Parking Lot (as event site)** | **$26** |
| \* Flat rates include taxes, equipment rental, staffing. No booking fees or deposits required. \* Booking must include time for setup and cleanup\* DISCOUNT for Frequent Bookings: Book the Hub for 3+ events on the same application and your organization  qualifies for a 25% off discount on each booking.  |

**Building Amenities Available:**

* **Cedar Room** – Capacity 50 (dependent on setup)
* **Snowberry Conference Room** (includes TV screen with HDMI connection) – Capacity 8 adults/14 youth
* **Parking lot** – 12 spaces to share, including 1 Accessible space
* **BOOKABLE office equipment** include:
	+ 40 rolling chairs
	+ 10 rolling 8 ft tables
	+ 15 Dell laptops
	+ 1 projector
* Complimentary Wi-Fi
* Shared kitchen area includes microwave, sink, and large refrigerator (food deliveries should be during the reservation time)
* Two gender-neutral restrooms, including 1 diaper changing station
* ADA accessible (the entire facility – parking, building, restrooms)
* Self-serve facility: light cleaning responsibilities are required for event users

**SECTION 3: EVENT PROPOSAL**

**QUESTION 1: Our proposed event connects to the following Port-related career pathways (check all that apply):**

[ ]  **Maritime and or Aviation Industry**

[ ]  **Workforce Development** (Job training)

[ ]  **Green Jobs, Environmental Justice or Sustainability**

**QUESTION 2: Fill out your below information about your group.**

|  |  |
| --- | --- |
| Event Name:  | Click or tap here to enter text. |
| Organization Name: | Click or tap here to enter text. |
| Mailing Address: | Click or tap here to enter text. |
| Organization Website or Social Media Handle: | Click or tap here to enter text. |
| Primary Contact Name & Title | Click or tap here to enter text. |
| Primary Contact Phone  | Click or tap here to enter text. |
| Primary Contact Email  | Click or tap here to enter text. |
| Fee Payee Name (if different from above) | Click or tap here to enter text. |
| Fee Payee Phone (if different from above) | Click or tap here to enter text. |
| Fee Payee Email (if different from above) | Click or tap here to enter text. |

**QUESTION 3: Please answer the below fill-in-the-blank questions to describe your event.**

|  |  |
| --- | --- |
| 1. This event is connected to the above Port-related career pathways (See Question 1) because:
 | Click or tap here to enter text. |
| 1. The audiences we will serve are:
 | Click or tap here to enter text. |
| 1. This event contributes to equitable development because:
 | Click or tap here to enter text. |
| 1. This event benefits the community because:
 | Click or tap here to enter text. |
| 1. How does this event create avenues for access for Black, Indigenous, Youth of Color, workers in transition (ex: formerly incarcerated, veterans), and/or workers with unique abilities or needs?
 | Click or tap here to enter text. |
| 1. How did you hear about the Hub?
 | Click or tap here to enter text. |
| 1. Is this event open to the public? If so, do you have a flyer that the Hub can post to share with the community?
 | Click or tap here to enter text. |

***QUESTION 4: Hub Booking Request***

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| *Please fill out the below table with details about your booking request.*  |
| ***Date(s) Preferred*** | ***Time(s) Preferred***  | ***Space(s) Requested (Cedar/Main,*** ***Snowberry/Conf Rm, Whole, or Parking Lot*** | ***Estimated # Guests*** | ***Equipment Requested (projector/laptops)***  | ***Estimated Fees Due***  |
| Click or tap here to enter text. | Arrival /Setup time: Event Start Time:Event End/Clean-up Start Time:Departure Time:  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Arrival /Setup time: Event Start Time:Event End/Clean-up Start Time:Departure Time:  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

*Notes:*

* *For multiple bookings or event series, please indicate those details above.*

*Don’t Forget to Review the Contract and Sign on page 8 BEFORE Submitting!*

**SECTION 4: CONTRACT**

*The Port and the HUB user/organization have agreed to this Contract by their authorized representatives and this Contract serves as confirmation of Hub user/organization's upcoming event as outlined below.*

***TO BE COMPLETED BY PORT STAFF:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Day/Date** | **Period of Use** | **Space Location** | **# Guests** |  | **Space Rental** |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |  |  |  | **Total Space Rental:** | $ |
|   |   |   |   |   |   |
|   |   |   |   | Multiple booking discount 25%, if applicable: | - $  |
|  |
|   |   |   |   | **TOTAL:** | $ |

**THIS DUWAMISH RIVER COMMUNITY HUB (DRCH) CONTRACT:** Subject to the terms of this contract, the Port hereby grants to the Hub user/ organization the right to utilize the room(s) and space, as specified in the above table/section, located at 8600 14th Ave S, Seattle WA 98108 (“the Duwamish Hub” or “the Hub”) on the date and for the time identified above (the “Period of Use”).

**PERIOD OF USE:** Hub user/ organization may make use the specified space only for the Period of Use set forth in the section listed above. The Period of Use specifically includes set-up and clean-up time and is not subject to extension without the express written consent of the Port. Additional charges may be applied if the period of use extends beyond the times stated in this contract. The additional charges will be based off the hourly rate for the event.

**PAYMENT TERMS:** The Port uses www.authorize.net to collect fees for use of the Hub. **When use is approved by the Hub, an invoice will be created and sent by email to the party responsible for online payment.** **No cash or check will be allowed.** Payments must be received by the Port at least seven (7) days prior to the start of the meeting or event to have access to the space specified in Contract. Please note the booking or invoice number (DRCHMMDDYY\*\*). Payments not received when due may result in access denial to event space.

**CANCELLATION FEE:** If cancellation is received prior to seven (7) days before use, the Hub will retain a cancellation fee of forty dollars ($40.00). If Hub user/ organization is a “no-show” or provides less than seven (7) days notice of cancellation, then the entire fee will be retained as a cancellation fee.

No cancellation fees will be assessed for cancellations due to force majeure.

**SALES OF FOOD & BEVERAGES:** No food or beverage sales will be allowed. User is welcome to provide food and beverage for attendees and is responsible for set-up and clean-up. Alcohol is prohibited without prior written approval.

**ROOM SETUP:** The User is responsible for set-up, clean-up and removal of any material added. In the event, that the Hub user/ organization makes disproportionate use of any service, damages the facility or property, or fails to return the Hub space in a clean and tidy condition, the Port reserves the right to charge the Hub user/ organization a reasonable amount for such excess or to remedy such condition.

**PARKING AND PARKING LOT USE:** When using the facility for a meeting or an event, the shared parking lot will be available for event attendees on a first come, first serve basis. If the parking lot is the event site, please refer the Hub Rate Sheet for applicable fees.

**USER RESPONSIBLE FOR SAFETY AND PROPERTY:** The Hub user/ organization’s activities within, on or about the Hub will be at the Hub user/ organization’s sole risk. The Port will not be responsible for the safety of the Hub user/ organization, its employees, agents, licensees, or invitees, or for the condition or loss of any items of personal property brought to the Hub by any of them. In addition, the Hub user/ organization will be responsible to the Port for all damages or losses incurred by the Port or others arising from the Hub user/ organization’s use of the Hub, including rooms and parking lot, whether caused by the Hub user/ organization, its employees, agents, licensees or invitees.

**COMPLIANCE WITH LAWS, RULES, AND REGULATIONS:** At all times, the Hub user/ organization must comply fully with all applicable laws, rules, regulations, and codes, specifically including those promulgated by the Port for the general safety and convenience of its customers and the public. The Hub user/ organization must also refrain from any use of the HUB or surrounding areas that will unreasonably interfere with or interrupt the normal business operations of the Port or any other occupant of the Hub or any surrounding area.

**INDEMNIFICATION:** The Hub user/ organization agrees to indemnify, hold harmless and defend the Port, its employees, agents, and contractors against any and all liability, claims, losses, damages, penalties, charges, fines, injury, death, or damage to persons or property, expenses, and costs (including court costs and reasonable attorney’s fees), arising by reason of or in any way relating to the Hub user/ organization’s actions or those of its employees, agents, licensees, invitees or contractors.

**INSURANCE REQUIREMENTS:** The Port may require evidence of insurance coverage for certain meetings and events.

The Port requires the following evidence of insurance coverage for all social events taking place in the facility: Commercial General Liability insurance, to be written on ISO occurrence form CG 00 01 (or a substitute form providing equivalent coverage). The insurance shall provide coverage for liability arising out of premises, operations, and liability assumed under an insured contract, for bodily injury and property damage. This coverage shall be no less than $1 million per occurrence and be primary and non-contributory to any insurance the Port carries.

An additional insured endorsement that includes the Port as an Additional Insured under the policy shall be provided to the Port.

**APPLICABLE LAW; ATTORNEYS’ FEES:** This contract shall be construed and enforced in accordance with the laws of the State of Washington. In the event the Port requires the services of an attorney in connection with enforcing the terms of this contract, the prevailing party shall be entitled to a reasonable sum for attorneys' fees, witness fees and other court costs and expenses, both at trial and on appeal.

**CONTRACT; TERMINATION:** This contract is a license. In the event, that Licensee fails to perform, keep or observe any of the terms, covenants or conditions of this contract, the Port may immediately terminate this contract by providing notice to the Hub user/ organization. In the event that notice is provided orally, it shall promptly be confirmed in writing. The Hub user/ organization shall have no recourse against the Port for any such termination. The Port may also terminate this contract in the unlikely event of an airport emergency or other circumstance beyond its reasonable control. In such event, the Port will provide Hub user/ organization as much advance notice as reasonably practicable, but the Port shall have no liability to Hub user/ organization for such cancellation. If an event is cancelled as a result of an emergency, the event may be rescheduled, without penalty, on a space-available basis, and any advance payments will be credited to the rescheduled date. If the Port and Hub user/ organization are unable to agree on a date to which the event may be rescheduled, the Port will refund any advance payments.

**ACCEPTANCE**  Upon the Port’s acceptance of a signed contract and receipt of the payment, the requested space becomes confirmed, and this contract will be binding upon the Port and the User/organization.

**Approved and authorized by the User:**

|  |  |
| --- | --- |
| **Printed Name:** Click or tap here to enter text. | **Date:** Click or tap here to enter text. |
| **Signature (ok to type in name as e-sig):**  Click or tap here to enter text. | **Title:**  Click or tap here to enter text. |

**Approved and authorized by the Port:**

|  |  |
| --- | --- |
| **Printed Name:**Click or tap here to enter text. | **Date:** Click or tap here to enter text. |
| **Signature:** Click or tap here to enter text. | **Title:** Click or tap here to enter text. |