

The 2100 Building Meeting Room Rental Guidelines

2100 24th Avenue South ♦ Seattle, WA 98144 ♦ (206)407-2100 ♦ info@2100building.com

Building Hours/Access: Monday-Saturday 8am-8pm (*unless closure is indicated on schedule*); Sundays by email request and staffing availability only. For security reasons, the front doors are locked on weekends and after 8:00pm on weekdays when we do not have reservations and they cannot be propped open. We will program the doors to be open according to your reservation time.

Meeting Rooms (*open four months at a time*): The 2100 Building has four large community rooms, five small conference rooms, and a kitchen available for rent to nonprofit organizations. *We do not rent rooms for private social events.*

LARGE:

- **The Board Room:** seats **46** people. Three-tiered horseshoe *fixed* configuration.
- **Community Room A:** seats **40** people. Tables and chairs are available.
- **Community Room B:** seats **60** people. Tables and chairs are available.
- **A & B combined:** seats **100** people. Considered two separate rooms.
- **The Art Room:** seats **35** people. Tables and chairs are available.

*Extra tables & chairs can be requested but are **NOT** guaranteed.*

SMALL (*available on evenings & weekends ONLY*):

- **Conference Room 2A:** seats **12** people. One large oval table, chairs & credenza.
- **Conference Room 2B:** seats **15** people. Four tables, chairs, & credenza.
- **Conference Room 2C:** seats **25** people. Four tables, chairs & large counter space.
- **Conference Room 3A:** seats **12** people. One large oval table, chairs & credenza.
- **Conference Room 3B:** seats **12** people. Four tables, chairs, & credenza.

*Please note **none** of our smaller conference rooms have projector screens.*

KITCHEN:

Flat rate fee of **\$25.00**. For food preparation, storing belongings of guest in refrigerators, coffee service, or any other use. Users are responsible for all consumables, (*i.e. napkins, coffee, tea, sugar, creamer, foil, plastic wrap, etc.*), & for cleaning the kitchen after use.

Reservations can be made by one of the following ways:

Online Reservation System	
Large Rooms/Kitchen	www.2100building.com click book now
Small Rooms	Email info@2100building.com for URL

Reservations: Rooms may be reserved up to four months out (See date restrictions below):

Jan 1st–April 30th
 Feb 1st– May 31st
 Mar 1st– Jun 30th
 Apr 1st– Jul 31st
 May 1st– Aug 31st
 Jun 1st–Sep 31st

Jul 1st–Oct 31st
 Aug 1st–Nov 30th
 Sept 1st–Dec 31st
 Oct 1st–Jan 31st
 Nov 1st–Feb 28th
 Dec 1st–Mar 31st

Rental Fees: \$15.00 per hour/per room; Kitchen \$25.00 flat fee

Deposit: We have chosen to waive our deposit fee and instead have chosen to adopt a three strikes you're out warning system.

Warning System: Thistledown will send two warnings for failure to uphold our meeting room guidelines. Any further warnings after this will result in the following violation ban:

Third Violation: 30 day ban **Fifth violation:** 6 month ban

Fourth violation: 3 month ban **Sixth violation:** 1 year ban

Any violations after this would result in a **permanent ban** from Thistledown.

Note: *This is applicable to the reserving party and not organization based.*

Usage Guidelines:

- The 2100 Building only rents to **nonprofit organizations** for meetings and training sessions. We do not rent rooms for private social events.
- Reservations can be made **three months out from the 1st of every month.**
- **Please pay close attention to our cleaning policy and table configuration in rooms and complete these duties prior to departure.**
- **Room set-up/breakdown is the responsibility of the user.** If you will not be in attendance for the event, someone in attendance must be responsible for the set-up/breakdown and they must be informed that building staff is not available to do it. ***Your participation in this allows us to keep the room rental rates to a minimum.***
- Furniture may be moved within the meeting rooms in order but must be returned when done. **DO NOT STACK THEM OR FOLD THEM DOWN.**
- Food and beverages may be served in the conference rooms. Event hosts are responsible for clean-up. **Please breakdown all lunch boxes and remove contents inside and place in appropriate waste bins.**
- **Take all coffee carafes/catering items to the Kitchen when your reservation is complete.**
- **DO NOT LEAVE FOOD IN THE KITCHEN.** All Donated Food should come to the management office. Thank you
- Cleaning: Cleanup of the room includes wiping tables if necessary and placing food waste, wrappers, and containers in large bins (available near kitchen). Please allow time to put any dirty dishes in the dishwasher. ***A cleaning cart with supplies is located near Kitchen.***
- Recycling/Composting: The City of Seattle has a new recycling/composting ordinances that bans recyclable/compostable materials from trash dumpsters. Please follow directions posted in your room for proper disposal (breakdown all boxes).
- **Spills on the carpet must be reported to the Building Staff immediately** (many stains can be removed if we can get to them before the "set" into the carpet). Any expenses for extraordinary cleaning or repair of damages are the responsibility of the reserving department/organization.
- ***Thistledown may make it necessary to occasionally give priority to, or cancel one event in favor of another.*** When such a cancellation becomes necessary, the unit or group holding the reservation will be notified as far in advance as possible.
- Certificate of Liability: A Certificate of Liability with Thistledown LLC named as additional insured may be requested at the time the room is reserved.
 - **Thistledown not does provide a business center.** Please note that we don't provide copies, provide computer access, print documents, or any other business needs.
 - **Violations of these policies may result in denial of future meeting room requests.**

Equipment: Two of our large rooms have large built-in glass white boards. All of our large rooms have projector screens in them. We can generally provide easels, table-top podium, conference phone, extension cords, and TV/DVD or VCR. Easel pads, pens, etc. are the responsibility of the user. ***Please note that we do not guarantee equipment.***

LCD Projectors: (The Board Room & Community Room A ONLY) Thistledown only has wireless capability at this time. In order to do so you will need to download the Epson drive to your computer first (*this can take up to 30mins*). ***Please email us (info@2100building.com) for instructions prior to your workshop.***

Cancellation: *Notice of cancellation is requested in writing by email at least 8 days in advance of the event date. Failure to do so will result in a fee that is 100% the cost of the rental.*

Confirmation: A confirmation will be sent to your email address and can take up to 24 hours for approval.

Refund Policy: If you cancel your reservation 8 days prior to your event a refund will be issued to you at 100% the amount you paid directly back towards the card you used on file (***please call/email to request refund***).

Payment: We take all payments via PayPal at the time of your reservations*. If you do not have a PayPal account you can sign out as a guest using your debit or credit card and a receipt will be distributed to you immediately. ***Please Note:** Failure to make a payment at the time of your reservation will result in cancellation of your reservation.

Driving Directions: The 2100 Building is located on 24th Avenue South between South Hill and South Walker St. It is one block east of Rainier Avenue South, in the same neighborhood as Remo Borracchini's Bakery, and Mutual Fish. On-street parking is available in the surrounding area, and in a street-level garage accessed through the alley. We also provide parking in the fenced area across the street from the building next to the pharmacy.

Directions from anywhere:

- Get onto Interstate-90
- Take the Rainier Avenue South exit
- At the end of the ramp, turn right onto Rainier Avenue South
- Turn left onto South Massachusetts Street
- Turn right onto 24th Avenue South
- The building is several blocks down, just past South Hill Street

Important Note: When referring to the building in any of your information for attendees, please use the building name, "The 2100 Building", **not** "Treehouse". Treehouse is one of the tenants in the building and it is very disruptive to them when building visitors go to them for information.

**ASSUMPTION OF RISK, WAIVER AND INDEMNIFICATION AGREEMENT
(The 2100 Building Meeting Room Rental)**

WHEREAS, Thistledown LLC, a Washington limited liability company (the "**Owner**") owns that certain office building located at 2100 24th Avenue South, Seattle, Washington, 98144 commonly known as The 2100 Building (the "**Building**");

WHEREAS, the undersigned organization/individual (the "**Licensee**") desires to enter into a Meeting Room Rental Agreement (the "**Rental Agreement**") to temporarily rent or use a conference room (the "**Premises**") located in the Building (which conference room is more particularly described in the Rental Agreement"); and

WHEREAS, Owner has requested Licensee execute this Assumption of Risk, Waiver and Indemnification Agreement as a condition to Owner's provision of the Rental Agreement.

NOW THEREFORE, IN CONSIDERATION OF the Rental Agreement and Licensee being able to enter, rent and use a conference room in the Building, Licensee represents, warrants, covenants and agrees as follows:

1. Licensee represents and warrants that: (a) it desires to visit and have access to the Premises; (b) while in the Premises and Building, Licensee covenants and agrees to cause its employees and invitees to strictly follow all rules and regulations of Owner and to heed all posted signs and warnings; (c) it voluntarily assumes, on behalf of itself and its employees and invitees, all of the risks involved in being present upon the Premises and Building; and (d) Licensee understands and acknowledges that Owner will not allow Licensee or its employees or invitees access to the Premises and/or Building unless they agree to release and waive any and all Claims (defined below) against Owner and its affiliates, and each of their respective owners, officers, directors, employees, independent contractors, representatives, agents, shareholders, members, insurers and assigns (each a "**Released Party**" and collectively, the "**Released Parties**"). Licensee specifically and expressly waives any immunity that may be granted it under the Washington State Industrial Act, Title 51, RCW. Further, the indemnification obligation under this Rental Agreement shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable to or for any third party under Workers' Compensation Acts, Disability Benefit Acts, or other employee benefits acts; provided Licensee's waiver of immunity by the provisions of this paragraph extends only to claims against Licensee by Owner, and does not include, or extend to, any claims by Licensee's employees directly against Licensee.

2. To the fullest extent permitted by law, Licensee, for itself and on behalf of its employees, officers, invitees, successors and assigns, hereby forever releases, covenants not to sue, discharges, holds harmless, defends and indemnifies the Released Parties from any and all liabilities, claims, demands, suits, damages, costs, expenses and causes of action, of whatever kind and nature ("**Claims**"), arising out of Licensee's use of, or presence upon, the Premises and the Building, and even though any such Claims may be attributable, in full or in part, to the negligence or misconduct of a Released Party.

3. Insurance Applies Does not apply (Consult with Thistledown Representative)
Licensee shall maintain during the course of this agreement, Commercial General Liability insurance at limits of no less than \$1,000,000 each occurrence and aggregate, naming Owner as Additional Insured. Proof of such insurance shall be provided to Owner upon execution of this agreement.

4. If Licensee is a corporation, partnership or limited liability company, each individual executing this Assumption of Risk, Waiver and Indemnification Agreement on behalf of Licensee hereby represents and warrants that Licensee is a duly formed and existing entity qualified to do business in the State of Washington and that Licensee has full right and authority to execute and deliver this Assumption of Risk, Waiver and Indemnification Agreement and that each person signing on behalf of Licensee is authorized to do so.

5. This Release shall be governed by and construed in accordance with the laws of the State of Washington. If any portion of this Release is held to be invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

6. Licensee represents and warrants that it has read this Release, fully understands its terms, and understands that it is giving up legal rights, including its right to sue. The undersigned acknowledges that he/she is signing this Release freely and voluntarily on behalf of Licensee, and intends such signature to be a complete and unconditional release of all liability to the fullest extent permitted by law.

Name of Licensee: _____

	Organization Licensee	Individual Licensee
Signature (of Licensee Representative):		
Printed Name (of Licensee Representative):		
Title (of Licensee Representative):		
Address of Licensee:		
Phone Number of Licensee:		