



The Rotary Room rental agreement is entered into between Chavelitas Pub Grill & Cantina at Trailhead and

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**Room is NOT available on Tuesday's from 11am to 2pm and Wednesday's 8am to 12pm  
Hours open 8am to 9pm (other hours may be accommodated)**

**Room Rates (100 Inside Capacity):**

- **Business Meetings**  
(Monday-Friday ONLY)  
2 hours \$150  
4 hours \$250  
9 hours \$500 - Full business day rental 8am to 5pm
- **Events**  
(bridal showers, baby showers, birthdays, graduations, celebration of life etc.)  
4 hours \$600 - Setup is allowed 1 hour before scheduled event start time  
Additional set up time \$100 per hour
- **Weddings:**  
12 hours \$1,500 – Full day (8am to 8pm)  
If available you may have access the day before for 4 hours for set up for \$250
- **Non-Profit 501C3:**  
4 hours \$200 (cleaning fee waved – see General)  
Maximum of two events per year without prior approval
- **Golf Tournaments:**  
4-hour rental fees are waved if the tournament is held at Trailhead Golf Course  
and Chavelitas provides Food and Beverage for the event
- **General**  
20% Gratuity is charged to all events with catered food and drinks  
Any event going over the agreed scheduled time will be charged \$200 per hour  
Any other table and chair configuration \$75 (see below)  
All Room Rates include a \$75 cleaning fee with the exception for Non-Profit events, which are waved  
provided they agree to clean the room after using the contract check list

**Patio Rates (50 Outside Capacity):**

- Additional fee for all events (excluding Golf Tournaments)  
Includes half of the patio outside of the Event Space  
1 hour \$150 (to add to an event – must match same rental duration as inside event)  
1 hour \$200 (stand-alone outside only event 2 hour minimum)

The Rotary Room rental rates include the following:

- Three (3) 65" in-house flat screen smart TV's, one (1) 85" 4K in-house flat screen smart TV and all TV's include multiple audio and video sources
- Thirteen (13) 6' ft round tables to seat eight (8) people, one hundred eight (108) chairs, three (3) 6' rectangle tables for food or accessories
- Speaker podium, Microphone 25' wired for room and patio speakers, media ready for wall inputs for line in audio and HDMI for audio and video displays, NEMA 240v outlet for band equipment, and audio and video conferencing equipment with camera
- The Rotary Room is regularly configured with nine (9) tables, and seventy-two (72) chairs. \$75 fee for any other configuration
- Our staff will clean up at the end of your event
- Complimentary water can be provided

Policies of Rotary Room:

Group agrees to abide by and complete the following policies and attached Rotary Room event rental checklist, which is incorporated herein and made a material part of this agreement.

Rental Procedure:

All Rotary Room rental fees must be paid at Chavelitas Pub Grill & Cantina during normal business hours. Payment must be submitted with a signed rental agreement form.

Cancellations:

There shall be no cancellation fee if a written notice is provided by the group to Chavelitas no less than seven (7) days prior to the reservation date. In the event that the notice is properly received a full refund of the Rotary Room will be given to the Group. If payment was paid by credit card, it would be refunded back to the credit card. Cash and check will be refunded by check back to the group.

Any cancellations less than seven (7) days prior to the reservation date will not receive a refund.

Marketing:

For any and all marketing purposes, including but not limited to marketing materials, the Group shall provide the name and phone number of the Group contact. Do not put Chavelitas Pub Grill & Cantina or Trailhead Golf Course.

Room Set-up:

In addition to the items included above as part of the Rotary Room rental fee, the Group is responsible for the repair of any damaged AV equipment, furniture, walls or doors incurred during their event. Any other needs that are not provided by the Rotary Room will have to be arranged by the Group renting the room. The Group may bring in their own AV equipment from an outside third party. Group is responsible for arranging the rental equipment, any set up, and dismantling of the equipment. Please provide the name of the company delivering AV equipment.

Linens and decorations for the room are provided by the Group renting the space, not Chavelitas Pub Grill & Cantina or Trailhead Golf Course.

Clean-up:

The Group must take all their belongings at the end of their event. Anything left behind will be thrown away. Chavelitas staff will begin cleaning up 15 mins after the group event has ended.

### Food:

Chavelitas would be happy to cater for your event. We provide a range of sandwich and salad trays. We also can provide taco bar set ups, trays of salads and sandwiches, small appetizers such as chips and salsa, taquitos, and flautas. We provide plates, utensils, napkins, serving spoons and to-go containers. Point of contact for catering is Makenna or Vanessa.

Group may order from an outside caterer or provide their own food. There is a \$500 fee Chavelitas will not provide plates, napkins, utensils, or serving spoons. The Group must provide their own materials. The rectangle serving tables in the Rotary Room can be used for setting up food.

Food cannot be prepared onsite, must be ready upon arrival.

No cooking or BBQing of any kind is permitted on the premises.

\*Serving or plating your own outside catered food or desserts require an extra fee\*

**\*\*\*There is a \$500 fee to bring in any outside catering without prior approval\*\*\***

### Alcohol:

Chavelitas has a liquor license and can serve alcohol during your event. This is up to the Group if they would like to host the alcohol or provide a cash bar for their guests. Chavelitas has a mobile bar, and coolers. One of the Chavelitas staff members must be present, if the Group decides to have alcohol. The Group cannot bring their own alcohol. As per Washington State Code RCW 66.24.481

\*\*\*There is a fee to have a separate bartender (Ask about rates) \*\*\*

Group assumes all risk of, and agrees that Chavelitas, its' employees, and owners shall not be liable for any and all damage to property or injury to or death of any persons including, without limitation, Group or its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, in, on or about the Rotary Room, Trailhead facility, or Chavelitas from any cause except where such damage or injury arises out of the gross negligence of the Rotary Room or Chavelitas. Further, Group shall defend, indemnify and hold the Chavelitas, Trailhead facility and their respective members, directors, officers, employees, insurers, attorneys, and agents harmless from all claims, demands, actions, causes of action, losses, damages, or liability (including, without limitation, all expenses of litigation, court costs, and attorney's fees) for any injury, damages, or death to any person, property or entity, including, without limitation, any claims for medical expenses, pain and suffering, mental anguish, emotional distress, loss of consortium, or for lost wages, or any injury received or sustained by any person or property arising out of the acts or omissions, including negligence, of the Group or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, or the performance of, or failure to perform by, the Group or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, of any of the Group's obligations under this Agreement even if such claim is based on a claimed negligent act or omission of any of the indemnified parties Group assumes all responsibility for repair and restoration in the event of damages caused by the Group or their invitees. Group agrees to be, and is, responsible for ensuring that the meeting, including the layout of the meeting room and any equipment and/or other item used in connection with the meeting and/or the Group function, is ADA accessible and compliant.

### Miscellaneous:

- No smoking or vaping (this includes the outside patio)
- Garage doors must remain closed
- No confetti
- No lighted candles
- No essential oils
- Do NOT staple or poke holes in the wall

### Miscellaneous (cont.):

- Do NOT bring in outside alcohol  
(Chavelitas has a liquor license, outside alcohol can put our license at risk)
- Everyone will need to present a valid ID to be served alcohol
- Do NOT tape or stick anything to the walls
- Children must stay within the Event Center and designated patio area. They may not run into the Golf Pro Shop, Simulator Room or through the Golf Course or Driving Range.

### Before Event:

- Be prepared to carry in the Group items, equipment, and/or materials. No carts/dollies are available.  
(Chavelitas staff can assist)
- The Group is fully responsible for the set-up.
- Bring any equipment cords the Group may need (HDMI, VGA, connectors, extension cords, etc.) for the reservation event.
- Rotary Room tables and chairs are for indoor use only. If using the patio, Chavelitas can provide tables and chairs.
- Be prepared to take all event items, equipment, and materials upon conclusion of the event. Storing items for a later pickup time is not allowed.

### Wi-Fi:

Network: Trailhead Guest

Password: LLTHgolf23!

### Check In:

Arrive on time. The start time listed on the Group's reservation is the time the Group will be given to access the room unless other arrangements have been made in advance. The Group will only have access during reserved time(s). The Group may not drop off any items, equipment, or materials prior to the reserved time. If Group arrives late, there will be a fee for needing extra time.

### During Event:

- **Do NOT change the thermostat**
- **Do NOT prop open any doors**
- **The group may unlock the door to the patio by depressing and holding the push bar while turning the dog ear to hold it unlocked. If the Group fails to do this, they will be locked out.**
- **Do NOT attempt to open the glass garage doors**

### Check Out:

- Take all equipment and belongings
- Take leftover food
- Remove all personal items
- Only use trash cans provided in the Rotary Room
- Checkout with a Chavelitas staff member before leaving
- If any damage was done to the room, damage must be paid for at the end of the event.



# CHAVELITAS

PUB GRILL & CANTINA

The Group or individual signing below, or behalf of the Group, has the authority to sign this agreement and has read this agreement and the terms and conditions set forth therein, including the attached checklist and agrees to be bound by and abide by such terms and conditions.

Group:

Non-Profit 501C3#:

Purpose of event:

Date of event:

Time of event from start to end:

Total reservation fee:

Email:

Phone #:

Address:

Print name:

Signature:

Date signed:

Return a signed copy of this agreement.

Payment must be paid the day the agreement is signed.

Chavelitas accepts credit cards, cash or check.

**Thank you for choosing the Rotary Room for your event!**



**CHAVELITAS**  
PUB GRILL & CANTINA

