

# SCHMIDT HOUSE

330 SCHMIDT PLACE SW • TUMWATER, WASHINGTON 98501

## GUEST RENTAL INFORMATION



*SEMINARS • RECEPTIONS • WEDDINGS • ANNIVERSARIES*

*OWNED AND OPERATED BY*



*Foundation Mailing Address:* P.O. Box 4098, Tumwater WA 98501

*Foundation Physical Address:* 110 Deschutes Way SW, Tumwater WA 98501

*Schmidt House Physical Address:* 330 Schmidt Place, Tumwater WA 98501

Phone: 360-890-2299    Email: [kjohnson@olytumfoundation.org](mailto:kjohnson@olytumfoundation.org)    [www.olytumfoundation.org](http://www.olytumfoundation.org)

# Welcome to the Schmidt House



The Olympia Tumwater Foundation (Foundation) would like to thank you for your interest in the Schmidt House. The Foundation is a 501(c)(3) public charity that uses its facilities and land to promote its passion for education and public use.

This sentiment is reflected in its mission statement: "To offer educational opportunities, a historic home and a community park to honor our history and celebrate our future!" Founded in 1950, the Foundation operates and maintains Tumwater Falls Park, the historic Schmidt House and a local scholarship program.

## ***History of the Schmidt House***

The Schmidt House, set high on a wooded bluff at the mouth of the Deschutes River, was built in 1904 for Olympia Brewery founder Leopold F. Schmidt and his wife Johanna. After the deaths of Mr. and Mrs. Schmidt the house passed to the oldest of the Schmidt sons, Peter, and his wife, Clara. Although the couple undertook some modernization of the home in the late 1930s and early '40s, the Schmidt House remains largely in its original state today.

In 1960 the Olympia Brewing Company purchased the home from the estate of Peter and Clara. When the descendants of Leopold Schmidt sold the brewing company in 1983, the Schmidt House property was donated to the non-profit Olympia Tumwater Foundation, which continues to own and maintain the house.

The Schmidt House is listed on the local, State and National Registers of Historic Places. No longer used as a residence, the house and its expansive grounds are made available for a limited number of weddings and functions as well as public history programs, tours and cultural events. Bob Crim, caretaker of the Schmidt House of 60 years, will likely provide a tale or two when you come to view the house!

<b>Estimated Indoor Seating Capacities</b>	
60 Wedding ceremony in front room 24 Training session in front room	
<b>Sit-down dining</b> Up to 50 front room 10-15 dining room 10 parlor room	<b>Buffet Reception</b> Approximately 100 Depending upon the amount of tables and chairs used.
<b>Outdoor Seating Capacity &amp; Tent Site Plan – See page 7</b>	

**Please call to schedule an appointment to visit the house.  
Office hours: 8:00AM – 4:00PM, Monday – Friday**



# SCHMIDT HOUSE FACILITIES USE AGREEMENT

## RENTAL HOURS

### Weekday

By special arrangement

### Friday, Saturday and Sunday

Eight hour rental time period between the hours of 8:00 a.m. and 12:00 midnight



**Important note:** All rental time periods include vendor set-up and tear-down time. When you rent the Schmidt House you need to plan on one to two hours of set-up time and one hour of tear-down time within that time slot. If you would like more time, additional hours can be added at a rate of \$150 per hour.

## INCLUDED IN RENTAL PRICE

- 21 Round folding tables: 46" diameter - seats up to six each (Total=126 people)
- 11 72" long folding tables (seats up to eight)
- 1 48" long folding tables
- 148 White folding chairs
- 45 Cloth chairs
- 60 Plastic/metal chairs
- 1 Residential stove (4-burner) with oven
- 1 Residential refrigerator / freezer
- 8 Cocktail tables 30" diameter, convert from 28" high for seating to 40" high for standing
  
- 1 Private bridal room (2<sup>nd</sup> floor)
- 1 Private groom room (2<sup>nd</sup> floor)

## MANDATORY CHARGES

**Cleaning fee** - \$150-\$250 non-refundable, \$150 for fewer than 150 guests, \$250 for 150 guests or more.

**Damage deposit** - \$250, refundable.

**Rental Fee** - \$2,500 for 8 hours - does not include services. Each hour additional is \$200 per hour. Each hour additional after midnight is \$400 per hour.

## OPTIONAL SERVICES AT ADDITIONAL CHARGE

**Rehearsal fee** (subject to availability) - \$250, up to 3 hours.

**Set-up service** - chairs & tables moved to desired location one time for \$150. If moved twice, or if there are 150 or more guests, the service is \$200.

**Tear-down service** - \$150 if fewer than 150 guests, if 150 guests or more, service is \$200.

**Alcohol fee** (if served) - \$75.



## 1. Payment Terms & Cancellation policy

Reservations may be made up to 15 months in advance To reserve a date a signed rental agreement along with one half of the rental fee, damage deposit and cleaning fee are required. The damage deposit will be returned within 30 days following the event, provided no damage or excessive cleaning is required. Payments may be made by cash, check, MasterCard, Visa, or American Express. Checks should be made payable to the **Olympia Tumwater Foundation**. The balance of the rental fee must be paid at least **sixty (60) days** in advance of the rental date.

Failure to pay the full rental amount within the specified time will result in material breach of the Facility Use Agreement and, at Foundation's sole discretion, result in contract cancellation and forfeiture of the rental deposit.

If you cancel your event, the Olympia Tumwater Foundation will collect the following liquidated damages, based upon the timeliness of the cancellation:

- Greater than 180-day cancellation notice – an administrative fee of \$150 will be charged for payments made by check, credit card, or cash – rental deposit and damage/cleaning deposit will be refunded.
- Between 90 & 180-day cancellation notice - 70% of rental deposit will be forfeited – damage/cleaning deposit will be refunded.
- Under 90 day notice – 100% of rental deposit will be forfeited – damage/cleaning deposit will be refunded.

## 2. Insurance

**The Foundation must be furnished with a Certificate of Liability Insurance (COL) showing the Olympia Tumwater Foundation as an 'Additional Insured' in a minimum amount of \$1,000,000. If alcohol is served, the insurance must include coverage for "Liquor Liability" or "Host Liquor Liability".** A COL may be obtained from your homeowners or renters insurance company or you may go online to purchase your liability insurance - search for "event insurance" specifically.

If your function is catered, **the caterer must also provide a similar Certificate of Insurance showing a minimum amount of \$1,000,000.** Frequent caterers to the Schmidt House have a COL on file with the Foundation. Please call 360.890.2299 to confirm your caterer's COL on file.

***Please note the event cannot be held if these documents are not provided within 30 days of the event.***

## 3. Staff Services

An Event Coordinator will be on site to answer questions, assist with compliance with Policies & Procedures and provide custodial assistance as needed. We do not setup or breakdown tables and chairs or event decorations unless previously contracted.

## 4. Restrictions

- The Schmidt House is a non-smoking facility.
- Furniture is to be moved by Foundation event staff only.
- Any and all use of weapons or pyrotechnics is prohibited (including sparklers)
- Open flames, tapered candles, candles without appropriate holders or centerpieces with candles that do not have an appropriate base are prohibited.
- Client agrees to enforce appropriate behavior of their guests.
- On-site staff reserves the right to expel individuals for unsafe or inappropriate behavior.
- Prohibited products include the following: confetti, decorative sprinkles, glitter, silly string, rice, birdseed, tacks, hooks, staples, screws, nails, tape, adhesives or similar products. These products are extremely difficult to clean up.



- The premises may not be altered, defaced, marred, or otherwise injured. Temporary removal of photos & artwork from walls is not allowed. Generally, all decorations, signage and markers must be free-standing. All decorations must be removed before leaving.
- The Schmidt House is not wheelchair accessible.
- To comply with Washington WAC 173-60-040, loud outdoor music and noises must end at 10:00 p.m.

## 5. Alcohol Policy

Alcohol is limited to beer (no kegs), champagne and wine. Hard liquor is allowed if permission is received from the Foundation in a written statement. The Foundation reserves the right to end alcohol service, and/or the event at any time, if, for any reason, our staff feels behavior and/or alcohol consumption becomes inappropriate or unsafe. The Foundation requires a copy of any server's liquor license 30 days prior to the event.

Banquet Permit - In compliance with Washington Law, a Banquet Permit is required by the renter/application if alcohol is served. If renter's caterer carries a liquor license then a banquet permit is not necessary, and a copy of the caterer's liquor license is required 30 days prior to the event. Washington State Banquet Permits are available for a nominal charge at [www.liq.wa.gov](http://www.liq.wa.gov).

Liquor License - In compliance with Washington Law, a Liquor License (check with your caterer if they have one) is required if alcohol is sold on the premises.

## 6. Wedding Rehearsals and Rehearsal Dinners

Wedding rehearsals and rehearsal dinners may be scheduled at an hourly rate subject to availability. Set-up and tear-down are excluded from this rate.

## 7. Clean Up

We provide trash bags and containers, toilet paper, paper towels, and hand soap. Staff will remove bagged trash and vacuum house and clean restrooms; this is considered routine. Any cleaning beyond routine tasks ( e.g. carpet stain cleaning) will be charged and deducted out of the damage/cleaning deposit.

All personal belongings including food items, rented items and decorations must be removed before leaving the premises.

All tables & chairs that are property of the Schmidt House that have been used outside must be moved back inside and stacked appropriately before leaving.

## 8. Catering & Kitchen

You may use any caterer you prefer, as long as adequate insurance is provided. You are responsible for any damages or excessive cleaning that your caterer may cause.

Use of the kitchen and appliances is allowed. Shelves and drawers in the refrigerator are not to be removed. Please do not overload refrigerator shelves or drawers. Appliances must be left in the same condition as found. Ice is to be disposed of in the kitchen sink - **not on the lawn** (kills the grass).

## 9. Rental Items

Rental items may be delivered after 8:00 a.m. the day of the function. All rental equipment must be folded and placed in the open garage immediately following the event before leaving the premises. Pick-up for rental items must be scheduled no later than 8:00 a.m. the next day. All set-up and tear-down of rental equipment is the renter's responsibility and excluded from our set-up and tear-down fees.



## 10. Tent Policy

Tents are restricted to "frame or free-standing" tents only, all tent legs must have 4" square pads or larger. No tent pegs allowed to be driven into any part of the grounds.

## 11. Electrical Provisions

Electrical outlets are available inside & outside for guest use. Please identify your needs prior to the event e.g. musical groups, DJ's, espresso carts, outdoor lighting, food service, signage.

## 12. Non-discrimination

Olympia Tumwater Foundation does not discriminate on the basis of race, ethnicity, national origin, ancestry, creed, color, gender, marital/parental status, veteran's status, sexual orientation, age, or religion.

## 13. Facility Unavailability

If, due to public emergency or necessity, force majeure events, restrictions imposed by law, acts of God, labor disputes or for any other cause, including mechanical or electronic breakdowns, beyond Foundation's control, the facility is not available for rental on the contracted date, Foundation may suggest a substitute date for the event. If no such substitute date is acceptable to Applicant, Foundation's sole liability shall be to refund all monies paid under this contract.

## 14. Waiver, Release and Indemnification

You (contractor and all guests) agree that if you or any of your guests use any part of the premises referred to as the Schmidt House, you do so at your own risk. This includes, without limitation, your use of the parking area, the grounds, sidewalk(s) and any equipment stored and/or used at the facility. You agree that you are voluntarily using these facilities and premises and assume all risk of injury to you or any damage, loss or theft of any personal property. You agree on behalf of yourself (and your personal representatives, heirs, executors, administrators, agents and assigns) **to release and discharge the Schmidt House, the Olympia Tumwater Foundation, and affiliates, employees, agents, representatives, successors and assigns, from any and all claims or causes of action (known or unknown) arising out of our negligence.**

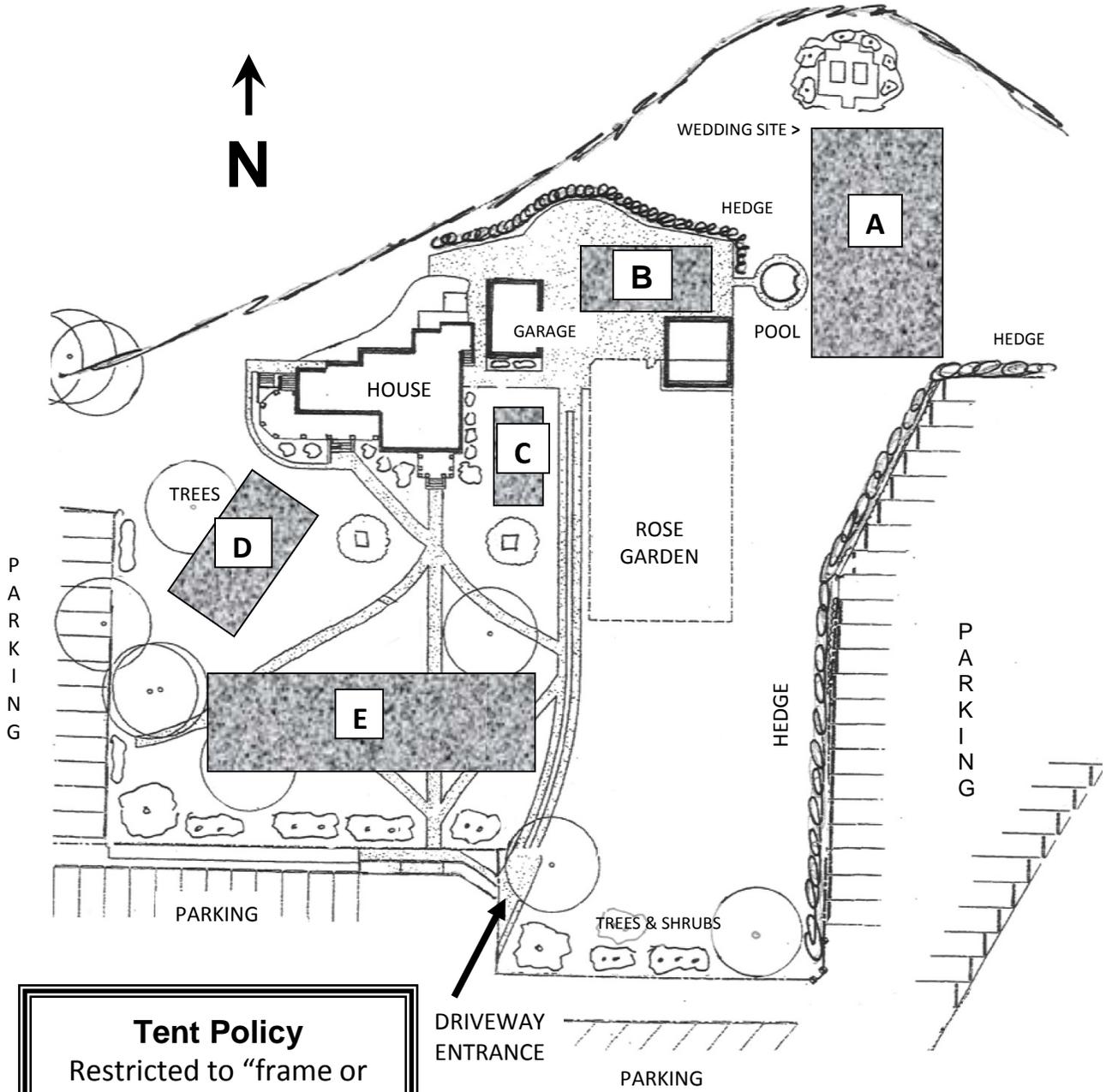
This Waiver and Release of Liability includes, without limitation, injuries which may occur as a result of (a) your use of any of the equipment or facilities which may malfunction or break (b) improper maintenance of any equipment or facilities, and (c) you slipping and falling while on the premises or using the facilities. **You acknowledge that you have carefully read the Waiver and Release and fully understand that it is a release of liability. You are waiving any right that you may have to bring legal action to assert a claim against us for negligence. You further agree to indemnify, defend and hold the Olympia Tumwater Foundation harmless from and against all claims, losses, costs and damages, including but not limited to attorney's fees, and actions to the fullest extent permitted by law.**

## 15. Disputes

Absent the specific written commitment by Foundation in the Facility Use Agreement, all disputes will be settled at the option of Foundation.



**Schmidt House & Grounds Site Plan – Tent Placements**



**Tent Policy**  
 Restricted to “frame or free-standing” tents only, all tent legs must have 4” square pads or larger -- **NO** tent pegs allowed to be driven into any grass. **THERE ARE NATURAL GAS LINES & IRRIGATION LINES IN LAWN AREAS!!**

**TENT SPECS / SEAT COUNT**  
 (Maximum Size)

A = 40' x 80'	Aprox 250 seated
B = 20' x 40'	Aprox 80 seated
C = 20' x 30'	Aprox 55 seated
D = 30' x 60'	Aprox 160 seated
E = 40' x 90'	Aprox 300 seated

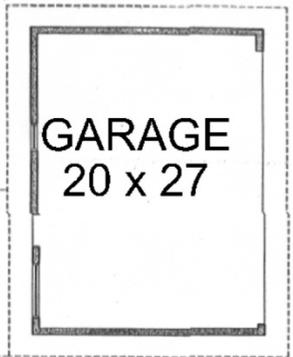
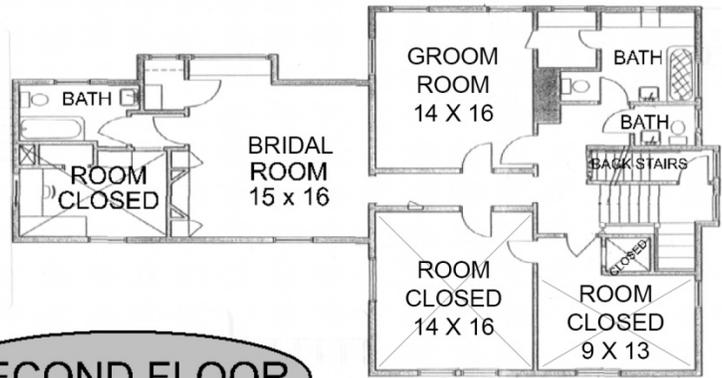


**Schmidt House Floor Plans**

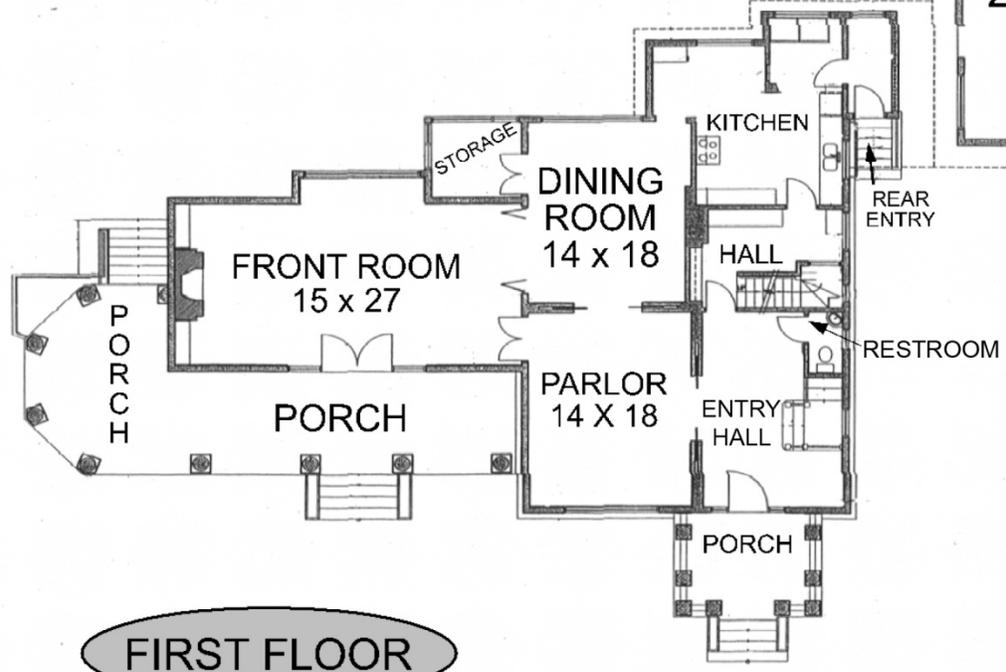


**NORTH**

**SECOND FLOOR**



**FIRST FLOOR**





## Schmidt House Facility Use Application

PO Box 4098, Tumwater, Washington 98501  
PH: (360) 890-2299 Email: kjohnson@olytumfoundation.org

**APPLICATION INFORMATION**

Applicant:		Today's Date:	
Primary Contact:			
Address:		City:	State: Zip:
Phone:	Cell:	Email:	

**EVENT INFORMATION**

Date requested:	Time requested: From		am	pm	To	am	pm
Type of event:		Guest count:					
Approvals requested for:		Alcohol	Amplified music	Special equipment ( <i>specify</i> )			
Caterer name:				Caterer phone:			

**EVENT FEES**

Use	Total Cost	
House and/or grounds*	\$2,500 up to 8 hours	\$2,500
<i>*Additional \$200/hour beyond 8-hour booking.</i>		
<i>*Additional \$400 for each hour after midnight.</i>		
<b>Optional Services</b>		
Rehearsal fee - <i>subject to availability</i>	\$250 up to 3 hours	
Set-up service	\$150-\$200	\$150-\$200
Tear-down service	\$150-\$200	\$150-\$200
Alcohol fee (if served)	\$75	\$75
<b>Mandatory Charges</b>		
Refundable damage deposit	\$250	\$250
Non-refundable Cleaning fee	\$150 - \$250	\$150-\$250
Other charges:		
<b>GRAND TOTAL</b>		
<b>50% DUE IMMEDIATELY</b>		
Management Use Only:	<b>Balance due on or before:</b> ____/____/20____	

**APPLICANT SIGNATURE**

I have read and agree to follow all conditions of use described in the attached Facility Use Agreement.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Management Use Only		Accounting Use Only			
Required Paperwork	Date Received	Date Received	Amt. Rec'd.	Pmt. Method	Balance Due
Facility Use Application		Deposit:			
COL Insurance (caterer)		Payment:			
COL Insurance (applicant)		Payment:			
Banquet or Liquor License(s)				<b>Date</b>	<b>Amount</b>
<b>Damage Deposit Refund</b>					



## OLYMPIA TUMWATER FOUNDATION

Heritage | Legacy | Community

P.O. Box 4098, Tumwater WA 98501

Foundation Office: (360) 943-2550

Direct Line: (360) 786-8117

vfarler@olytumfoundation.org

www.OlyTumFoundation.org

### SCHMIDT HOUSE RENTAL Liability Insurance Requirements

The person listed on the contract must obtain commercial general liability insurance in the amount of \$1,000,000.00 per occurrence. This may be obtained through your homeowner's policy or other insurance carrier. The user's coverage shall be primary. The Olympia Tumwater Foundation is to be covered as additional insured by an endorsement for commercial general liability coverage. (See page two for example.)

- The renter's name must be listed as the one "insured".
- The policy must not expire before the event date.
- The policy must be for \$1,000,000.00 per occurrence.
- The "description" must list the rental location, date of event, and type of event planned.
- The Olympia Tumwater Foundation at P.O. Box 4098, Tumwater WA 98501 must be listed as "additional insured".

The original **certificate of liability insurance** must be submitted to the Olympia Tumwater Foundation at least 30 days prior to the event. Your event may be cancelled if the certificate of insurance fulfilling all requirements are not received by the Olympia Tumwater Foundation at least 30 days prior to the event date.

Please use the following address on the insurance certificate under "Certificate Holder":

**Olympia Tumwater Foundation**

**P.O. Box 4098**

**Tumwater, WA 98501**

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#### Frequently Asked Questions:

**Q:** *What is a certificate of liability insurance?*

**A:** It is an insurance policy designed to provide protection in which an event holder must defend themselves against lawsuits or pay damages for bodily injury or property damage to the third party. This policy also gives protection to the venue of the event by adding them to the policy as an Additional Insured, e.g., slipping and falling or damaged floors.

**Q:** *I've been asked to list my facility as an Additional Insured. What does this mean?*

**A:** This simply means that the venue is asking you to add them to the required liability insurance policy as an insured.

**Q:** *Where can I find an insurance provider?*

**A:** You can check with your homeowner's insurance carrier, or search online. There are many online insurance companies that can help you with this service. Search for "Certificate of Liability Insurance for Event" to research your options.

**Q:** *Do insurance companies charge for this service?*

**A:** It depends on your insurance provider. Your insurance agent will be able to help you with the fees, if applicable.

**Q:** *I'm only serving coffee at my event. Do I really need to provide insurance?*

**A:** Yes, the Olympia Tumwater Foundation requires all events that serve food, and/or beverage of any kind to provide insurance.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  <b>Insurance agency information</b>	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED  <b>Renters name and address</b>	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	<b>Event date</b>
	INSURER F :	<b>Must be \$1,000,000.00</b>

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, CONDITIONS AND EXCLUSIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$ <b>1,000,000.00</b>
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>		<b>XXX1234</b>	<b>06/30/14</b>	<b>06/30/14</b>	DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$
<input checked="" type="checkbox"/>	POLICY	<input type="checkbox"/>	<input type="checkbox"/>				GENERAL AGGREGATE \$
	PROJECT	<input type="checkbox"/>	<input type="checkbox"/>				PRODUCTS - COMP/OP AGG \$
	LOC	<input type="checkbox"/>	<input type="checkbox"/>				\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
<input type="checkbox"/>	ANY AUTO						BODILY INJURY (Per person) \$
<input type="checkbox"/>	ALL OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per accident) \$
<input type="checkbox"/>	HIRED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						\$
<input type="checkbox"/>	EXCESS LIAB	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE \$
	DED	<input type="checkbox"/>	<input type="checkbox"/>				AGGREGATE \$
	RETENTION \$	<input type="checkbox"/>	<input type="checkbox"/>				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	<input type="checkbox"/>				OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>				E.L. EACH ACCIDENT \$
		<input type="checkbox"/>	<input type="checkbox"/>				E.L. DISEASE - EA EMPLOYEE \$
		<input type="checkbox"/>	<input type="checkbox"/>				E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**Example description:**

Certificate holder is an additional insured for the following event: wedding and reception on June 1, 2014 at the Schmidt House, 330 Schmidt Place, Tumwater, WA 98501.

(Description must include: date, location, type of event and the Olympia Tumwater Foundation additional insured.)

CERTIFICATE HOLDER CANCELLATION

<b>Olympia Tumwater Foundation P.O. Box 4098 Tumwater, WA 98501</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  <b>Insurance agent signature</b>

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