

City of University Place Facility Rental Application



3715 Bridgeport Way W
University Place, WA 98466
PH: 253.566.5656 FAX: 253.460.2541

This application will not be processed nor will the facilities be reserved until this form has been completed and approved by the City of University Place and **ALL FEES AND DEPOSITS ARE PAID IN FULL. Reservation will be cancelled if Certificate of Insurance is not received by the City at least 15 days prior to the event date.**

APPLICANT INFORMATION

Applicant _____ Group/Sponsor _____
Address _____ Drivers License # _____ / Expiration Date: _____
City/State/Zip _____ Phone #: Home _____ Work _____

RENTAL ROOM INFORMATION

Rental Date: ____/____/____ Application Submittal Date: ____/____/____
Total Rental Hours: **2 HOUR MINIMUM** Set-up/Start Time:____ Event/Start Time____ Clean-up/End Time____

Alcohol: *Yes No (* If yes, a **Banquet Permit, Additional \$150 Deposit** and **Insurance** are required.)

Caterer: *Yes No (* If yes, a **Certificate of Insurance** is required. See details on page 2 of application.)

Food: Yes No Kitchen Only: (for Senior Center) Yes No

***To obtain a Banquet Permit and/or Certificate of Insurance see details on page 2 of application.**

Senior /Community Center 564-1992
2534 Grandview Drive West

Town Hall Room 566-5656
3715 Bridgeport Way West

FUNCTION

Wedding Reception Meeting Social Dance Party Other/explain:

Number of Guests: Adults _____ Minors _____ **Supervision By:** _____

Maximum Capacity: Town Hall Room: 145 **OR** Table Seating 100
Senior/Community Center: 88 **OR** Table Seating 80

Admission: (check all that apply): Member only Invitation only Open to public Donation Fee Free

Security Required: Yes* No

*If yes, \$ _____ Per Hour Fee. (Security provider and fee are determined by the City and payable in advance.)

Advertising: Advertising used for your event (i.e. wedding invitation, radio, flier, etc.): _____

Music: None Band DJ Karaoke Other/explain:

Clean-Up: The following person has agreed to supervise the clean-up of our event and will leave with the staff on duty that night. Name _____ Phone # _____

Other conditions specific to rental: (Check with Facility Supervisor for specific agreements pertaining to your rental that are not addressed in this application.)

CITY APPROVAL SIGNATURE FOR ABOVE CONDITIONS _____

ACKNOWLEDGEMENT

The undersigned Applicant hereby makes application for use of the facilities described above and certifies that the information on the application is correct. The applicant agrees to adhere to all applicable rules, regulations, laws and ordinances and the rules outlined in the City of University Place Facility Usage Policy of which Applicant hereby acknowledges receipt. The applicant/renter shall indemnify and hold harmless the City of University Place employees, agents, volunteers and the City of University Place from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury, death or property damage arising from, or connected with the use of the premises. Fees and deposits are subject to change at any time.

By signing, Applicant hereby acknowledges that the Applicant has reviewed the information on both sides of this Agreement.

Applicant's Signature _____ Date _____ Approved by _____ Date _____

**CITY OF UNIVERSITY PLACE
FACILITY USAGE POLICY**

- 1. ABSOLUTELY NO CHECKS WILL BE ACCEPTED 15 DAYS PRIOR TO AN EVENT.**
- 2. Applicant:** Must be an adult as recognized by the State of Washington (18 years or older), and willing to be financially responsible for the rental of the facility. The responsible agent for the organization must be present on site throughout the entire event/activity. Insurance must be in the applicant's name.
- 3. Rental Payment:** All fees and deposits are due at the time of application. Rental fee must include time for set-up and clean-up. Valid identification must be provided at time of application. Checks shall be payable to the City of University Place.
- 4. Cancellation:** Requests for cancellation must be received in writing. When notice is received 61 or more days prior to the scheduled rental date, a full rental fee, less administrative fee of \$25 will be refunded. When notice is received 31 to 60 days prior to the scheduled rental date, one half of the rental fee, less an administrative fee of \$50, will be refunded. **No refunds will be made when notice of cancellation is received 30 days or less prior to the rental date.**
- 5. Damage/Cleaning Deposit:** A damage/cleaning deposit of \$250 for Town Hall or \$200 for the Senior Center is due at time of application and will be deposited by the City of University Place, whether paid by check or cash. Unless paid by credit card, the returnable portion of your deposit will be refunded by check approximately three weeks following the rental
- 6. Alcohol (Liquor) Deposit:** An additional deposit of \$150 will be charged for events involving alcohol and is due at time of application. When liquor is to be served and/or consumed, a banquet permit and a certificate of insurance are required. Alcohol may only be served and/or consumed in Town Hall and cannot be served and/or consumed in the lobby, restrooms, or outside the building. If the alcohol deposit is paid by check, the returnable portion will be refunded by check approximately three weeks following the rental.
- 7. Banquet Permit:** The banquet permit is issued by the Washington State Liquor Control Board and may only be obtained on-line at <http://lig.wa.gov/licensing/banquet-permits>. The permit must be received by the City of University Place at least 15 days prior to your event.
- 8. Insurance:** A certificate of insurance is required when the renter is serving alcohol or providing a caterer. The certificate must be in the applicant's name, provide insurance coverage of at least \$1,000,000 for bodily injury/property damage and name the City of University Place as an additional insured. A certificate of insurance can be obtained from your insurance agent or through the City's provider at www.ebi-ins.com/tulip. The certificate of insurance must be received by the City of University Place at least 15 days prior to your event or your reservation will be cancelled.
- 9. Security:** Certified security is required if deemed necessary by the City. Security is required at the facility if liquor is served and/or admission is charged and/or the event is open to the public and may also be required at the discretion of the Facility Supervisor. The security provider and the per hour fee are determined by the City and payable in advance by the Applicant.
- 10. Facility:** Applicant must pay for entire rental period, even if the event ends early. If additional hours are desired, Applicant must give notice 48 hours prior to event and pay for the additional cost prior to the event. An hourly rate as outlined on the fee schedule will be charged. All activities must end at MIDNIGHT. Only rooms listed on the rental application and the restroom facilities are to be used. All tables and chairs must remain inside the building. Use of any open flame or non-fireproof materials is not permissible. Smoking is prohibited within 25 feet of doorways and in all City of University Place facilities.
- 11. Set-up/Clean-up:** Rental groups are responsible for their own set-up, clean-up, cleaning materials and must pay for the necessary time. Clean-up includes garbage removal, sweeping, mopping, vacuuming, wiping down tables, kitchen counters, appliances, and restaging of the tables and chairs, etc.
- 12. Damage:** The Applicant is financially responsible for any damage to, or loss, of property. A fee equal to the total replacement cost will be charged. An administrative charge of up to 15 percent may be added to actual expenses, and a \$20 per hour staff person fee will be charged against the deposit for necessary repairs or additional cleaning. Payment for damage shall be deducted from the damage deposit refund. If the cost of the damage is more than the deposit, the Applicant will be assessed the additional amount. Failure to pay the additional amount bars the applicant from any further use of the facility.
- 13. Lost Items:** The City of University Place is not responsible for personal items lost or stolen from facilities.
PLEASE READ ITEMS 1 THROUGH 13 ABOVE AND INITIAL HERE: _____

RENTERS' CHECK LIST

Rental Fee: \$ _____	Damage/Cleaning Deposit: \$ _____	Alcohol Deposit \$ _____	Security Fee: \$ _____
Banquet Permit: _____	Certificate of Insurance: _____	ID Verification: _____	Receipt # _____

TOWN HALL MEETING ROOM



3715 Bridgeport Way W
University Place, WA 98466
PH: 253.566.5656 FAX: 253.460.2541

Thank you for your interest in the City of University Place Town Hall Meeting Room. Located in the heart of the City's Town Center, Town Hall sits adjacent to Homestead Park, which features an abundance of Azaleas, Rhododendrons, and a Fern Grotto. The natural woods and plants make a tranquil, picturesque setting for any occasion. The Town Hall Meeting Room is used for a variety of activities such as *weddings, receptions, banquets, parties, ceremonies, and meetings.*

All fees are due at the time of application.

TOWN HALL RENTAL RATES

All reservations require a 2 hour minimum.

NON-PROFIT

RESIDENT: \$60 an hour, \$540 all day rate*

NON-RESIDENT: \$70 an hour, \$630 all day rate*

PROFIT

NON-RESIDENT: \$75 an hour, \$675 all day rate*

**All-day rates are based on nine hours or more.*

ALL FEES AND DEPOSITS ARE SUBJECT TO CHANGE AT ANY TIME AND WITHOUT PRIOR NOTICE.

To view the Town Hall call 253.566.5656. The Facility Rental Application and Usage Policy can be obtained at City Hall or on-line at www.CityofUP.com.

DIRECTIONS

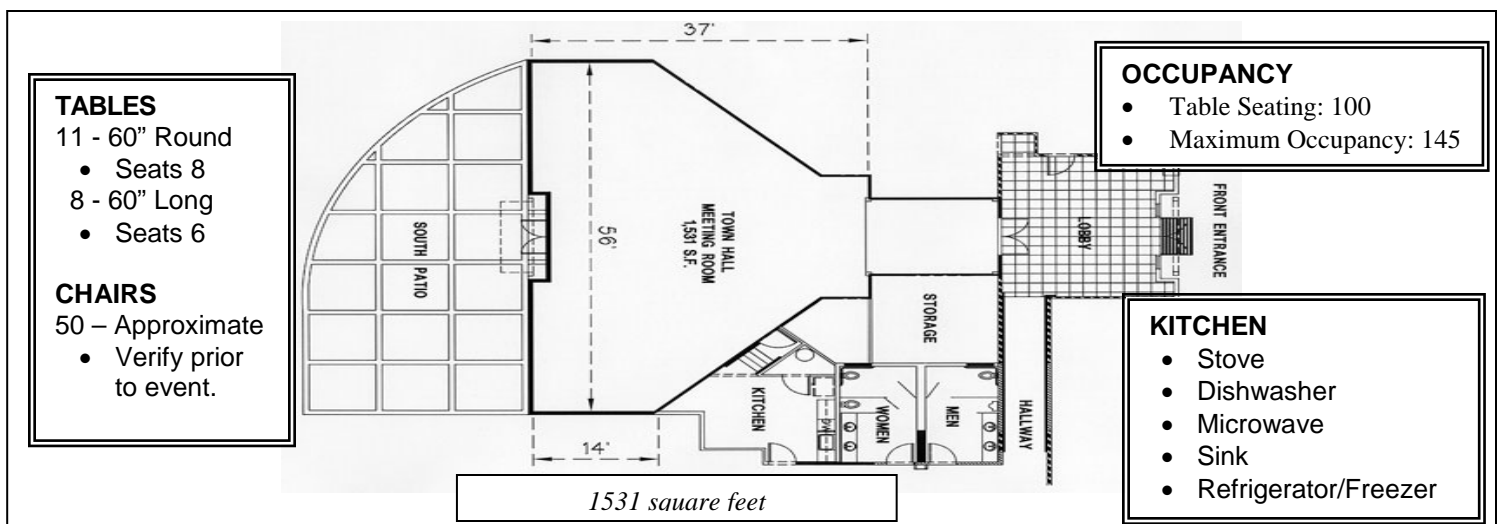
From I-5 take Highway 16, at Exit 132 and continue until Jackson Avenue, Exit 4. Take a left onto Jackson Avenue for approximately 2.25 miles. (Jackson will eventually become Bridgeport Way West.) Turn left onto 37th Street West then turn right into the parking lot of Windmill Village where City Hall is located.

DEPOSIT FEES

Damage Deposit: \$250

Alcohol Deposit: \$150

- 1. INSURANCE CERTIFICATES:** Required when serving alcohol or providing a caterer and can be obtained through your insurance agent or the City's provider. If using the City's provider, follow the directions below.
 - Access the site at www.ebi-ins.com/tulip.
 - Go to: TULIP - Event Insurance/Purchase or Quote
 - Enter Venue ID Code – Provided by City at time of application
 - Enter Event Details
 - Click on "Quick Quote"
 - If electing to purchase the insurance, fill in the user and contact information.
 - The transaction may only be completed on-line with a credit card.(Visa or MasterCard)
 - In a matter of minutes, following credit card approval, an insurance certificate will be emailed to the user and to the WCIA member.
- 2. BANQUET PERMITS:** Required when serving alcohol.
 - *Permit can only be obtained on-line - <http://liq.wa.gov/licensing/banquet-permits>*



PLEASE READ THE FOLLOWING LIST TO BETTER HELP YOU UNDERSTAND WHAT IS EXPECTED OF YOU AT YOUR EVENT. AFTER READING PLEASE INITIAL NUMBER 20 BELOW TO ACCEPT THE TERMS.

PLEASE OBSERVE THE FOLLOWING:

1. YOU ARE RESPONSIBLE FOR EVENT SET-UP AND POST EVENT RESTAGING.
2. WE DO *NOT* PROVIDE THE FOLLOWING:-
CLEANING SUPPLIES TAPE STAPLERS LADDERS
KITCHEN TOWELS PINS MARKERS EXTENSION CORDS
3. WE DO PROVIDE THE FOLLOWING:
2 – 33 GALLON GARBAGE CONTAINERS WITH LINERS
VACUUM CLEANER
PODIUM
4. MAKE SURE THAT YOU WIPE-OFF ALL TABLES AND CHAIRS BEFORE PUTTING THEM BACK. IF YOU NEED ASSISTANCE IN REMEMBERING HOW THEY ARE ARRANGED, PLEASE ASK THE ATTENDANT.
5. DO NOT PUT TAPE OR ADHESIVE ON FLOOR OR CARPET; THEY LEAVE RESIDUE THAT WILL NOT COME OUT UNLESS PROFESSIONALLY CLEANED, DUE TO CHEMICALS THAT ARE USED TO PRESERVE THE FLOOR AND THE CARPET.
6. DO NOT ALLOW GUESTS INTO THE STORAGE ROOM UNLESS SETTING UP OR CLEANING UP. THIS ROOM IS NOT INTENDED TO BE A COAT ROOM, CHANGING ROOM, OR GATHERING ROOM.
7. REMIND YOUR GUESTS TO SUPERVISE THEIR CHILDREN AT ALL TIMES. LOITERING IN OTHER PARTS OF THE BUILDING AND RUNNING UP AND DOWN HALLS IS NOT ALLOWED.
8. SMOKING IS PROHIBITED WITHIN 25 FEET OF BUILDING ENTRANCES. NO BALLOONS ARE PERMITTED.
9. USE OF ANY OPEN FLAME OR NON-FIREPROOF MATERIALS IS NOT PERMISSIBLE (NO CANDLES).
10. ALL TABLES AND CHAIRS ARE TO REMAIN INSIDE THE BUILDING.
11. ALCOHOL MAY BE CONSUMED IN THE TOWN HALL ONLY. ALL FOOD AND DRINK MUST BE CONSUMED WITHIN THE TOWN HALL, NOT IN THE LOBBY OR RESTROOMS. A BANQUET PERMIT MUST BE OBTAINED FROM A WASHINGTON STATE LIQUOR STORE IF LIQUOR IS TO BE SERVED AND/OR CONSUMED. A COPY MUST BE GIVEN TO THE FACILITY NO LESS THAN 15 DAYS PRIOR TO THE RENTAL.
12. INFORM THE ATTENDANT WHEN A SPILL OCCURS AND BEGIN TO CLEAN IT RIGHT AWAY. IF A STAIN RESULTS, YOU WILL BE CHARGED ACCORDINGLY, AS STATED IN # 12 ON RENTAL AGREEMENT.
13. WIPE OUT THE REFRIGERATOR AFTER REMOVING ALL LEFT-OVER ICE AND FOOD.
14. REMOVE ALL GARBAGE TO THE FAR DUMPSTER.
15. BREAK DOWN ALL CARDBOARD BOXES AND PLACE IN RECYCLE BINS.
16. PLEASE DO NOT LEAVE APPLIANCES PLUGGED IN WHILE UNATTENDED.
17. THE HEAT OR AIR MAY NOT BE ADJUSTED. FOR THE UNIT'S BEST PERFORMANCE, KEEP THE DOORS TO TOWN HALL CLOSED.
18. YOU MAY USE THE LUNCHROOM FOR STORING YOUR BOXES, ETC. DOOR WILL BE LOCKED DURING EVENT.
19. DO NOT LEAVE VALUABLES UNATTENDED. WE ARE NOT RESPONSIBLE FOR STOLEN PROPERTY.
20. PLEASE INITIAL HERE TO ACCEPT THE TERMS ABOVE _____

SHOULD YOU HAVE ANY QUESTIONS, PROBLEMS, OR CONCERNS ABOUT THIS LIST, NOTIFY THE EVENT ATTENDANT.