

# 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](http://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 37<sup>th</sup> 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

- 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](http://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.
- BANQUET PERMITS:** Required when serving alcohol.
  - Permit can only be obtained on-line - <http://liq.wa.gov/licensing/banquet-permits>

