



Carol Edwards Center RENTAL APPLICATION

EVENT INFORMATION

Event Title: _____ # of adults attending: _____ # of children attending: _____

Requested Day of the Week and Date(s) of event: _____

Rental Times (include set-up and take-down): _____

ORGANIZATION OR INDIVIDUAL INFORMATION

Organization (if applicable): _____ Non-Profit # (if applicable): _____

Contact Name*: _____ Title: _____

E-Mail: _____ Contact Number (s): _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

**NOTE: In order to keep discussions clear, City will communicate rental arrangements with only one contact. Contact person can be reassigned to another person by the original contact person listed on this form. This notification of change can be done in person, by fax or email.*

FACILITY INFORMATION: Full disclosure is required. Failure to disclose all event information may result in a forfeiture of all/some of the deposit. To assist in serving you better, please answer the following questions.

Room (s) You Are Requesting?

Madrona Kitchen Evergreen Gym Willow C2 C4 Dogwood A2 (Sr. Room)

Event Type:

Meeting Birthday Party Reception Company Party Seminar or Training Vendor Show Other

Equipment Needs :

Portable PA Portable Projector Portable Screen TV/DVD/VCR Podium Easel Chairs Tables

OTHER INFORMATION (Please answer each question.)

Is your event open to the public? Yes No Are you advertising the event to the public? Yes No

Will you be serving food or beverages? Yes No Will there be live or amplified music? Yes No

Will there be Music and Dancing? Yes No

Are you hiring a party vendor? (Cater, DJ, Entertainer, etc.) Yes No

Are you charging for admission on site or off site? (City's admission tax may apply) Yes No

If you are having your event catered, what catering company are you planning on using?

Company: _____ Telephone: _____

Will you be requesting Alcohol Approval?: Yes* No

**bottle beer, wine, and champagne only! No hard liquor/mixed drinks or kegs*

Responsible on-site contact person* during event: _____ **Day of Cell #:** _____

**This is the person who the City staff will communicate with during the event. This person is responsible for ensuring guests are following the rules and policies of this permit. This may be a different person than "Contact Name" listed above.*

This is an application only and not a confirmation of use. Confirmation of use is given when the permit is approved, City has received payment and a "Firm" Facility Permit has been sent back to the applicant.

→ PLEASE READ TERMS & CONDITIONS ON BACK AND SIGN ←

Carol Edwards Center

Woodinville Parks & Recreation, 17401 133 Ave. NE, Woodinville, WA 98072

425-398-9327 ph 425-489-2758 fax www.ci.woodinville.wa.us recreation@ci.woodinville.wa.us

Terms and Conditions

- Woodinville Parks & Recreation suggest that reservations for facilities be made at least one month in advance of the event. Payment in full is required to secure a reservation. Payment Options: MasterCard, Visa, Cash, or Check. Deposits must be paid a minimum of 10 business days prior to rental date.
- Woodinville Parks & Recreation may need to deny a request or revoke a permit to use the facility if it should conflict with a City program, if the facility becomes unavailable due to an unforeseen maintenance issue, if the Applicant/User does not comply with the rules and regulations governing use of the facility, if damage has occurred during the rental time, or would violate other applicable noise regulations.
- Facility use shall be limited to those dates and times specified on the approved application. Guests will confine themselves to the rented area, and will not interfere in any way with the events of other clients of the Carol Edwards Center.
- Applicant/User (and their designated onsite contact person) agrees to be responsible for monitoring the conduct of their guests or invitees.
- Applicant/User (and their designated onsite contact person) shall be responsible for making sure the occupancy capacity of the facility being rented is not exceeded.
- Weekend rentals must be a minimum of 3 hours (Madrona Room is 5 hours). City designated holidays are a minimum of four hours.
- The Applicant/User agrees to reimburse the City for any overtime fees, other expenses or damages incurred by the City because of the Applicant/User's use of facility or failure to comply with permit or City regulations. In conjunctions with the rental or use of any City facility, the City reserves the right to have representatives present, and to enforce any rules and regulations or other state or local rules. The Applicant/User acknowledges that it will receive an invoice from the City for any costs, expenses, or damages that have not been covered by the rental deposit, and that any unpaid invoices are due within 15 business days of invoice. Unpaid balances will be sent to a collection agency.
- Cooking will not be allowed in any facility other than the designated kitchen area. Food and drink is allowed in certain City facilities pursuant to City procedures and policies.
- Smoking is not permitted within any City facility. This includes the Carol Edwards Center's inner courtyard.
Smoking is permitted 30 feet from the outside of the building.
- Alcohol may be served in designated facilities only. An Alcohol Beverage Request Form shall be completed 30 days prior to the rental. Insurance and banquet permit are required.
- The use of candles or any other open flame is prohibited. The use of rice, birdseed, confetti, dance wax, rose petals, and other similar materials is not permitted in any City facility.

- If approved decorations may be placed on walls pursuant to the following rules: decorations must be flame-retardant; must be capable of being used or affixed in a manner that will not cause any damage to the facility or leave residue.
- The Applicant/User is responsible for removal of all decorations and any other items brought into the facility, and clean up of the room at the end of use. Room clean up includes placing all trash in appropriate dumpsters, wiping down tables, chairs, and counters at the end of use. Prior to leaving the Applicant/User will go through a room check with staff. Completion of satisfactory room check is required for full deposit refund.
- Other than assistance animals, no animals are allowed inside the City rental facilities, including the Carol Edwards Center's inner courtyard.
- The following rules apply to any advertisement for events to be held in a City facility pursuant to this facility rental application. 1) no use shall be made of the City of Woodinville's logo; 2) all advertisement shall be consistent with the information provided in the rental permit; 3) all advertisement shall be consistent with the rules and regulations governing use of the facility; 4) all advertisement shall contain the following statement in font no smaller than 10-point; **"This event is not sponsored or endorsed by the City of Woodinville."**
- The City may require insurance or security when alcohol is part of a rental, the event will have 300 or more people attending, the event includes a high risk activity or inflatable rides, or if the rental is on-going.

CANCELLATIONS – In the unlikely event that you should decide to cancel your rental after you have paid and received a "Firm" permit, the following refund policy applies. Cancellation notification must be in writing (mailed, emailed or faxed.)

Meeting Rooms

- 50% of rental fees will be charged for rental cancellations less than 1 month prior to rental date for meeting rooms and gym.

Madrona Room

- 50% of rental fees will be charged for rental cancellations more than 6 months prior to rental date. No refund is provided for rental cancellations less than 6 months prior to the rental date.
- Rental Transfer Fee: \$26 to change a permit date(s).

Indemnification / Hold Harmless

The undersigned certifies that the information given in this application is accurate. User has read all the Terms and Conditions and agrees to abide by all the Terms and Conditions. User shall defend, indemnify and hold harmless the City of Woodinville, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Woodinville.

➔ **Applicant/User Signature:** _____

Today's Date: _____

FACILITY RENTAL FEES – BOOKED ON & BEFORE 3/14/2010 –

→ \$15/DAY CUSTODIAL FEE IS ADDED FOR WEEKDAY RENTALS; \$27/DAY FOR WEEKENDS ←

	Resident (R) Weekday Rate	Non-Resident (NR) Weekday Rate	Resident (R) Weekend Rate*	Non-Resident (NR) Weekend Rate*	Damage Deposit
Small Rm. (max. 15) Dogwood	\$20.00 / hr	\$23.00 / hr	\$35.00 / hr	\$40.25 / hr	None
<i>Dogwood room may be used by a non-profit group at no charge during regular office hours.</i>					
Medium Rm. (max. 35) C2, C4, C3/C5, A2 & Willow	\$24.00 / hr	\$27.60 / hr	\$39.00 / hr	\$44.85 / hr	None
Large Rm. (max. 96) Evergreen (44' x 28')	\$32.00 / hr	\$36.80 / hr	\$50.00 / hr	\$57.50 / hr	\$100
Gym (max. 400) 3,000 sq. ft. (67' x 53')	\$27.00 / hr	\$31.05 / hr	\$45.00 / hr	\$51.75 / hr	\$100
No food or beverages are allowed in the gym					
Madrona (Max. 230) 2,970 sq. ft. (60' x 43')	\$56.00 / hr	\$64.40 / hr	\$375.00 up to 5 hrs \$75.00 per add'l hour	\$431.25 up to 5 hrs \$86.25 per add'l hour	\$300 w/o alcohol \$600 w/ alcohol
Kitchen (only rented with Madrona)	\$15.00 / hr	\$17.25 / hr	\$15.00 / hr	\$17.25 / hr	None
Courtyard (must be rented with a room)	\$25.00 / hr	\$28.75 / hr	\$25.00 / hr	\$28.75 / hr	None

*Weekend Rate: Rental Fees apply Friday, 1pm – Sunday

*Weekends: Minimum Rental = 3 hours; Madrona Room = 5 hours

- For City designated Holidays a minimum rental is 4 hours

STAFFING FEES:

- Facility Monitor Fee added to all weekday rentals outside of regular business hours.
Business Hours: Monday 9am-5pm, Tuesday-Thursday 9am-7pm, and Friday 9am-1pm
- Weekend Rental Rates includes Facility Monitor Fee.
- Facility Monitor Fee and Custodial Fee double on designated City Holidays.
- A daily Custodial Fee is added to all weekday and weekend rentals *per room rented*.

	<u>Weekday (R)</u>	<u>Weekday (NR)</u>	<u>Weekend (R)</u>	<u>Weekend (NR)</u>
Facility Monitor Fee	\$15 / hr	\$15 / hr	Included	Included
Custodial Fee (per room)	\$15 / day	\$15 / day	\$27 / day	\$27 / day

ADDITIONAL FEES:

Staying Past Scheduled Time:

\$30/hour Penalty Fee plus applicable Rental Rate, plus \$15/hr Facility Monitor Fee if after hours.

Extra Cleaning Fee: If facility is not left as it was found a \$55/hr Cleaning Fee may be assessed.

EQUIPMENT RENTALS:

	<u>Per Day</u>		<u>Per Day</u>
Mobile Audio System	\$58	Projection Screen	No Charge
Projector	\$50	Easels	No Charge
TV / DVD / VCR	\$25	Podium	No Charge
Linen Tablecloth	\$10 each		

See Cancellation Policy under Terms and Conditions of the Rental Application Form.

There is a \$25 Rental Transfer Fee to change a permit date to another date.

v3.11.10

FEES LISTED VALID IF BOOKED ON/BEFORE 3/14/2010.

FACILITY RENTAL FEES – BOOKED ON & AFTER 3/15/2010 –

→ \$16/DAY CUSTODIAL FEE IS ADDED FOR WEEKDAY RENTALS; \$28/DAY FOR WEEKENDS ←

	Resident (R) Weekday Rate	Non-Resident (NR) Weekday Rate	Resident (R) Weekend Rate*	Non-Resident (NR) Weekend Rate*	Damage Deposit
Small Rm. (max. 15) Dogwood	\$21.00 / hr	\$24.15 / hr	\$36.00 / hr	\$41.40 / hr	None
<i>Dogwood room may be used by a non-profit group at no charge during regular office hours.</i>					
Medium Rm. (max. 35) C2, C4, C3/C5, A2 & Willow	\$25.00 / hr	\$28.75 / hr	\$40.00 / hr	\$46.00 / hr	None
Large Rm. (max. 96) Evergreen (44' x 28')	\$33.00 / hr	\$37.95 / hr	\$51.00 / hr	\$58.65 / hr	\$100
Gym (max. 400) 3,000 sq. ft. (67' x 53')	\$28.00 / hr	\$32.20 / hr	\$46.00 / hr	\$52.90 / hr	\$100
No food or beverages are allowed in the gym					
Madrona (Max. 230) 2,970 sq. ft. (60' x 43')	\$57.00 / hr	\$65.55 / hr	\$381.00 up to 5 hrs \$77.00 per add'l hour	\$438.15 up to 5 hrs \$88.55 per add'l hour	\$300 w/o alcohol \$600 w/ alcohol
Kitchen (only rented with Madrona)	\$16.00 / hr	\$18.40 / hr	\$16.00 / hr	\$18.40 / hr	None
Courtyard (must be rented with a room)	\$26.00 / hr	\$29.90 / hr	\$26.00 / hr	\$29.90 / hr	None

*Weekend Rate: Rental Fees apply Friday, 1pm – Sunday

*Weekends: Minimum Rental = 3 hours; Madrona Room = 5 hours

- For City designated Holidays a minimum rental is 4 hours

STAFFING FEES:

- Facility Monitor Fee added to all weekday rentals outside of regular business hours.
Business Hours: Monday 9am-5pm, Tuesday-Thursday 9am-7pm, and Friday 9am-1pm
- Weekend Rental Rates includes Facility Monitor Fee.
- Facility Monitor Fee and Custodial Fee double on designated City Holidays.
- A daily Custodial Fee is added to all weekday and weekend rentals *per room rented*.

	<u>Weekday (R)</u>	<u>Weekday (NR)</u>	<u>Weekend (R)</u>	<u>Weekend (NR)</u>
Facility Monitor Fee	\$16 / hr	\$16 / hr	Included	Included
Custodial Fee (per room)	\$16 / day	\$16 / day	\$28 / day	\$28 / day

ADDITIONAL FEES:

Staying Past Scheduled Time:

\$30/hour Penalty Fee plus applicable Rental Rate, plus \$16/hr Facility Monitor Fee if after hours.

Extra Cleaning Fee: If facility is not left as it was found a \$56/hr Cleaning Fee may be assessed.

EQUIPMENT RENTALS:

	<u>Per Day</u>		<u>Per Day</u>
Mobile Audio System	\$59	Projection Screen	No Charge
Projector	\$51	Easels	No Charge
TV / DVD / VCR	\$26	Podium	No Charge
Linen Tablecloth	\$10 each		

See Cancellation Policy under Terms and Conditions of the Rental Application Form.

There is a \$26 Rental Transfer Fee to change a permit date to another date.

v3.11.10

FEE INCREASES APPLY TO BOOKINGS MADE ON/AFTER 3/15/2010.