



Wenatchee Community Center Reservation Application

RESERVATION INFORMATION

Name of Use/Event: _____

Event Date (s): _____ Time from: _____ Time to: _____

Facility Requested: Social Hall Veteran's Hall Kitchen Courtyard

Description: _____

Estimated Total Attendance: _____ Residents: _____ Non-Residents: _____

Will Amplified Music/Sound be used: DJ Stereo Live Band No Music

Will Alcohol be served: Yes by caterer Yes by Self No alcohol

CONTACT INFORMATION

Person Responsible: _____ Today's Date: _____

Organization: _____

Mailing Address: _____ City: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail: _____

INDEMNIFICATION AGREEMENT

The sponsor/authorized representative agrees to defend, indemnify and hold harmless the City of Wenatchee, its appointed and elected officials, employees and agents from and against any and all liability, loss, costs, damage and expense, including costs and attorney fees in defense thereof because of actions, claims, or lawsuits for damages resulting from personal bodily injury, including death at any time resulting therefrom, sustained or alleged to have been sustained by any person or persons on account of damage to property, arising or alleged to have arisen directly or indirectly out of or in consequence of the permitted use.

Printed Name Signature Date

AFFIDAVIT OF APPLICANT

I, _____, do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I also certify that I understand the policies governing the Community Center and that this application is made subject to the policies and rules established by the City of Wenatchee.

Signed Date

OFFICE USE ONLY

EVENT NUMBER: _____

Banquet Permit Required: No Yes

Date Received: _____

Certificate of Insurance Required: No Yes

Date Received: _____

Security Required: No Yes

Police Receipt Number: _____

Number of Officers required _____

FEES AND CHARGES

Rental Fee: \$ _____ 7000

Cleaning Deposit: \$ _____ 7010

Security Fees: \$ _____ 7005

Total Due: \$ _____ Amount Paid: \$ _____ Date Paid: _____

Check Number: _____ Cash: _____ Purchase Order: _____ Receipt Number: _____

POST EVENT DEPOSIT REFUND

Amount of Deposit Released: \$ _____ Date to Finance: _____ Date Paid: _____

COMMUNITY CENTER FEE SCHEDULE

CATEGORY I

Category I includes civic, youth and human service oriented programs or activities. This includes user groups that provide direct benefits to the community, specifically the South Wenatchee neighborhood and City general fund supported department activities. This would include but not be limited to: City general fund supported departments; Organizations conducting fund raising activities for charitable purposes benefitting youth, low income or the community at large (e.g., Together for a Drug Free Youth, Rotary Club, American Red Cross, United Way, etc.); Chartered youth groups (e.g. Boy Scouts, Girl Scouts, Camp Fire Girls, 4H, etc.); Entities with which the City has entered into a Joint Use Agreement (Chelan Douglas Land Trust, Chelan Douglas Community Action).

FACILITY	RESIDENT	NON-RESIDENT
Social Hall	\$25.00/hour	\$27.00/hour
Veteran's Hall	\$10.00/hour	\$11.00/hour

CATEGORY II

Category II is defined as any individual, community group, non-commercial organization, or political, religious in nature. This would include, but not be limited to: Governmental agencies; Non-profit organizations, civic and service groups who do not provide direct support or service to children or low income groups; Individuals renting the Center for anniversary or birthday parties, neighborhood or other meetings, dances, weddings, receptions, baptisms, or other similar events generally not open to the general public.

FACILITY	RESIDENT	NON-RESIDENT
Social Hall	\$50.00/hour	\$55.00/hour
Veteran's Hall	\$19.00/hour	\$21.00/hour

CATEGORY III

Category III includes profit-making activities, fee based events, commercial enterprises.

FACILITY	RESIDENT	NON-RESIDENT
Social Hall	\$97.00/hour	\$107.00/hour
Veteran's Hall	\$66.00/hour	\$68.00/hour

OUTSIDE COURTYARD*

	RESIDENT	NON-RESIDENT
Weekday Rate	\$37.00/hour	\$40/hour
Weekend Rate	\$53.00/hour	\$58/hour
All Day	\$429.00/day	\$472/day

* If renting other facilities, courtyard rental is a flat rate of: \$53.00 \$58.00

DAMAGE DEPOSITS AND CLEANING FEES

Deposits:

For weddings, Quinceneras, dances and similar events and all events servicing alcohol:	\$500
For meeting, other hourly events and events with fewer than 30 people:	\$75
For governmental agencies:	\$0

Cleaning Fees:

Cleaning charges will be deducted from deposit first and billed at \$75 per hour plus materials or supplies.

Community Center Facility Use Policies and Procedures

Please observe the following Community Center Facility Use Policies during your use.

Initial

RESERVATIONS

- ___ 1. The reservation form must be filled out completely. Reservations must be received a minimum of seven (7) business days prior to the reservation date and no earlier than one (1) year in advance.
 - ___ 2. Reservations are accepted on a first-come, first-served written application basis only.
 - ___ 3. Rental of the facility includes only the area requested and includes set up and clean up times.
 - ___ 4. Applicants shall be at least 21 years of age and shall be present during the event. The person signing the rental agreement will be considered the responsible party in case of damage, theft, or disturbances during the rental event and cleaning of the facility following the event.
 - ___ 5. Payment of the deposit is required to hold a date. Payment of the fee balance is required within 72 hours of submitting the reservation application.
 - ___ 6. Fees may be paid Monday through Friday between the hours of 8:00 am to 5:00 pm at the City of Wenatchee Public Services Center located at 1350 McKittrick Street or mailed to PO Box 519 Wenatchee, WA 98807.
 - ___ 7. In the case of returned checks, a NSF check fee will be charged at the rate established in the current Fee Schedule. If NSF Check fees are not received, the check will be sent to collections and applicable fees will be charged.
 - ___ 8. Government agencies may provide a purchase order in lieu of payment in advance, provided that all other requirements are met.
 - ___ 9. Damage deposits are not required for government agencies. Cleaning/repair charges will be directly billed to the agency at the conclusion of the event as needed.
 - ___ 10. The city reserves the right to deny use of facility to any person to avoid potential conflicts in other facility use, previous damages or conduct of applicant or members of applicants party, non-payment of fees or other incidents.
 - ___ 11. For quinceneras, dances, concerts, and other similar rental functions, the applicant shall provide a certificate of insurance in the amount of \$1,000,000 naming the City of Wenatchee as additional insured for the date of the event.
 - ___ 12. The hours of operation of the Community Center and grounds are:

Inside the Facility	7:00 a.m. to 10:00 p.m.
Outside Facility	8:00 a.m. to 9:00 p.m.
- The City may make exceptions for longer hours to accommodate an applicant's request, but at no time will an outside event or loud inside event be allowed to operate after 10:00 p.m. In any case, the Community Center will not be open past 12:00 a.m. (midnight).
- ___ 13. Smoking is prohibited.
 - ___ 14. Throwing of rice, birdseed, glitter, or confetti inside or outside of the building is prohibited.
 - ___ 15. Use of Candles, except as allowed under the International Fire Code is prohibited.
 - ___ 16. Minors on the premises without adult supervision are prohibited.

- ___ 17. Decorations may not be attached to walls or windows, except with masking tape or similar non-marring material. Nothing may be attached to the ceiling or beams.
- ___ 18. Use of illegal drugs, and or non State permitted gambling is prohibited.
- ___ 19. The renter is responsible for compliance with facility policies and procedures and city codes.
- ___ 20. The renter is responsible for the supervision and control of group or individuals to prevent injury and insure safety, before, during and after use of the facility.
- ___ 21. The city is not responsible to store articles or supplies or for loss or theft of articles.
- ___ 22. The city is not responsible for accident, injury, or loss of property.
- ___ 23. The renter is required to provide cleaning supplies (dish towels, foil, dish soap, etc), decorations, and place settings to be used in conjunction with their use of the facility.
- ___ 24. The renter must remove all trash and place it in the trash receptacles.
- ___ 25. Any additional materials brought by the renter including food and beverages, decorations and miscellaneous materials must be removed at the conclusion of the event.
- ___ 26. The renter is responsible for the actual cost of repairs for any and all damages to facilities or grounds. An administrative charge may be assessed in addition to the cost of repairs.

EVENT SECURITY

Depending upon the nature of the event or activity, hired security may be required.

- ___ 1. For quinceneras, concerts, dances, certain events serving alcohol and similar rental functions, applicant must provide two (2) off duty Wenatchee Police officers.

Off Duty officers must be scheduled a minimum of fourteen (14) days prior to the event with the Wenatchee Police Department in order to ensure officer availability. Your event will be cancelled if this is not completed.
- ___ 2. Security is not required for meetings, classes, banquets, dinners, funerals, wine tasting events, wedding ceremonies and similar rental functions.

City staff will make the final determination if security is required.

ALCOHOLIC BEVERAGES

Alcoholic beverages are only allowed inside the Wenatchee Community Center by choosing one of the following options:

Option 1 – Licensed Caterer

- a. Applicant has hired a licensed caterer to dispense alcohol.
- b. The caterer shall have a retail restaurant with a valid catering endorsement issued by the Washington State Liquor Control Board.
- c. A copy of the caterer’s license shall accompany your rental application.
- d. The catering company shall provide a certificate of insurance in the amount of \$1,000,000 naming the City of Wenatchee as additional insured covering events at Wenatchee Community Center.
- e. The renter is responsible for the conduct and behavior of drinking guests.

- f. Alcohol is not permitted outside the facility.
- g. It is required that alcohol consumption stop a minimum of 1 hour prior to the designated end time of the event as specified on the rental permit.
- h. Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures may result in a Police citation, immediate shut down of the event, forfeiture of deposit, and/or additional fees.

Option 2 – Applicant Responsible

- a. The applicant shall provide a certificate of insurance in the amount of \$1,000,000 naming the City of Wenatchee as additional insured for the date of the event.
- b. It is illegal to serve liquor to anyone under the age of 21.
- d. The sale of alcohol is not permitted.
- e. Alcohol service is limited to beer and wine only. Beer kegs are only allowed when dispensed by a licensed caterer. Hard liquor is not allowed.
- f. Alcohol must be served in the area designated on the rental permit. Alcohol is not permitted outside the facility.
- g. A Washington State Liquor Control Board Banquet Permit is required for all events involving alcohol. The original copy of this permit must be posted in a conspicuous location near the serving area during the event. A copy of the permit must be submitted to the City of Wenatchee a minimum of five (5) business days prior to the rental. This permit can be obtained from a State of Washington liquor store. Submit a photocopy to be attached to your reservation application. You are responsible to keep the original and to post it at the facility during the event.
- h. The renter is responsible for the conduct and behavior of drinking guests.
- i. It is recommended that alcohol consumption stop a minimum of 1 hour prior to the designated end time of the event as specified on the rental permit.
- j. Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures may result in a Police citation, immediate shut down of the event, forfeiture of your deposit, and/or additional fees.

REFUNDS/CANCELLATIONS AND RETURN OF DAMAGE DEPOSIT

1. General Policies

The following general provisions apply in all instances:

- a. Cancellations by the City of Wenatchee due to misuse of a facility or failure to follow facility policies may result in forfeiture of all fees, expulsion from the facility and denial of future use requests.
- b. Refunds are subject to a Processing Fee unless waived by the City of Wenatchee or facility rental is cancelled by the City. The Processing Fee shall be equal to 25 percent of the reservation fee rounded to the nearest \$.25.
- c. A completed and signed Request for Refund Form, copy of original receipt and, if applicable, proof of injury or illness must be submitted for refund processing.
- d. Refund requests for transactions of less than \$10.00 will not be accepted unless cancelled by the City.

- e. Full refunds will be issued for reservations canceled by the City of Wenatchee.

2. Rental Fee Refunds

- a. Customers are eligible for full refunds in the event that the rental is cancelled by the Parks, Recreation and Cultural Services Department. Efforts to reschedule the rental will be explored with the customer prior to the issuance of a refund.
- b. Community Center rentals are not eligible for refunds due to weather, natural occurring factors or other events such as temperature, rain, fire and air quality unless cancelled by the Parks, Recreation and Cultural Services Department.
- c. Thirty (30) calendar days or more prior to reservation: To be eligible for a full refund, a written request must be submitted to the Parks, Recreation and Cultural Services Department a minimum of thirty (30) calendar days prior to the reservation. The Processing Fee is assessed on full refund requests.
- d. Fifteen (15) to twenty-nine (29) calendar days prior to reservations: Requests submitted during this time period will receive a 50% refund for Rental Fees. The Processing Fee is also assessed for partial refunds.
- e. Less than fourteen (14) calendar days prior to the reservation: Not eligible for refunds.

3. Damage Deposit Refunds

- a. Customers are eligible for full refunds of the damage deposit in the event that the rental is cancelled by the Parks, Recreation and Cultural Services Department. Efforts to reschedule the rental will be explored with the customer prior to the issuance of a refund.
- b. It is the responsibility of the customer to leave the facility in the same condition as it was received prior to the event. Customers must sign a checklist before leaving the facility in order to have the deposit returned.
- c. Failure to properly clean the facility will result in forfeiture of all or part of the deposit. Costs are calculated at \$75 per hour plus materials or supplies and deducted from the deposit.
- d. Customers are responsible for the actual cost of any required repairs for any and all damages to facilities or grounds as the result of their event. An administrative charge may be assessed in addition to the cost of repairs. In the event that repair costs exceed the deposit amount, the customer will be billed for the cost of repairs in excess of the deposit.

Wenatchee Community Center RENTAL CLEAN-UP CHECKLIST

It is the responsibility of the renter to see that the facility is left in the same condition as it was received prior to the event. The following items must be checked off upon completion of the event. The checklist shall be signed by the renter and the Facility Attendant on duty. Any failure to properly clean up the facility may result in forfeiture of all or part of the damage deposit.

RENTER RESPONSIBILITIES:

- ___ 1. Remove everything from the table tops and wipe the tables and chairs if needed.
- ___ 2. Chairs stacked and in original location.
- ___ 3. Tables folded and returned to original location.
- ___ 4. Remove all decorations and items brought into the building such as: balloons, table decorations, decorative lighting, flowers and ice sculptures.
- ___ 5. Sweep and mop hard surface floors.
- ___ 6. Remove garbage from waste receptacles, place in dumpsters and reline cans.
- ___ 7. Pick up litter and trash from restrooms and mop floors.
- ___ 8. Pick up debris and paper generated by rental from the facility grounds and parking lot.
- ___ 9. If kitchen is used: Remove everything brought in for the event. Clean all counter tops, sinks, refrigerator, freezer, and stove top, as any other equipment used. Sweep and mop floor.
- ___ 10. Renters leave Community Center on time

Comments: _____

Signed: _____ Date: _____ Time: _____
(Renter)

Signed: _____ Date: _____ Time: _____
(Facility Attendant)