

Preston Community Center

RENTAL FEES & PAYMENT

Payment is due at the time of booking. We accept Visa, MC & Discover over the phone. Payment with check or cash to be paid directly to the payment processing center located at 201 S. Jackson St, Ste#700, Seattle, 98104. Bookings are first come, first served and your booking is not considered final until payment is received. There are different fees for different areas of the community center along with various fees for different activities. Please call 206-477-6150 for additional information on fees.

- **Fees may increase in 2016. For 2016 bookings, 2015 fees will be due upfront and groups may be required to pay the difference between 2015 and 2016 fees and may be invoiced after the first of the year. We will not know the new fees until after the County Council passes the new fees just before Thanksgiving 2015.**

Peak-season weekends - **May - September** is \$1375.00. *Includes eight hours or less on Saturday or receive an additional two hours on Friday or Sunday bookings. This fee includes charges for those weddings serving alcohol, the outdoor garden area, gazebo, wedding court, canopy, outdoor furniture sets and indoor tables/chairs. The fee for the building rental is all inclusive and may vary depending upon your needs and circumstances. See additional fees below.

Off-season - **October – April** is \$120.00 per hour with a four-hour minimum (building only and includes indoor tables and chairs for up to 100). If serving alcohol, additional fee applies. See below.

*Additional hours can be added at \$120 per hour. Weekday rates Monday through Thursday are the building hourly fee of \$120.00 per hour with a four-hour minimum.

Additional fees for events WITH alcohol:

\$175 King County alcohol permit (*already included in peak season fee above*) to be paid up front when firming your reservation. **No kegs allowed.**

The items below are *YOUR* responsibility to obtain:

- State required banquet permit (approx \$15) – Bring to post in the front window during your event (available online and required by the State)
- Special Event/Host Liquor Liability Insurance - \$1,000,000 General Aggregate Liability (approx \$150 - \$200 – search online for “one-day event insurance”)

Facility can accommodate up to 100 people for indoor reservations or up to 150 people for indoor/outdoor reservations. Tables and chairs are included in the rental fee. Preston Community Center underwent a major renovation both inside and out and the facility is beautiful. Please call the Regional Scheduling office at 206-477-6150 for additional information or to find out times to view the facility. (*Specialized viewing appointments will be charged a nominal fee.*)

SECURITY DEPOSIT & ADDITIONAL FEES

In addition to the rental fee, facility rentals may be charged a security deposit. The security deposit is 100% refundable if the following conditions are met:

- 1. The room and facility (including outside) are left in a clean and orderly condition per the “Facility Inspection Checklist”.
- 2. Use of the area does not exceed the scheduled time and no additional staff time is required.
- 3. The area and its contents, including equipment, are accounted for and undamaged.
- 4. All rules and procedures governing alcohol consumption and smoking are met.
- 5. All rules and procedures governing King County facility use are met.

If the above conditions are not met to the satisfaction of County staff, an appropriate fee will be deducted from the security deposit. If cleaning and/or repair costs exceed the amount of the security deposit, the rental group will be billed. Repairs will be billed at the full replacement cost incurred, including labor. Security deposits paid by credit card will be refunded back to the card within 15 business days. Security deposits paid by cash or check will be refunded by check within 30 days.

REHEARSAL

You can book a rehearsal on a Friday within 30 days of your event. Wednesday or Thursday rehearsals can be booked at the time you book your reservation. The fee is \$120.00 per hour.

SET UP & TAKE DOWN

The renter is responsible for set-up, including moving portable furnishings and setting up tables and chairs, as well as take down and the renter is also responsible for clean-up. All furnishings must be in clean condition and returned to their original locations and equipment properly stored. Use caution so that floors and walls are not damaged. Table covering may be required.

The County will not be liable for any personal injuries or damage to personal property. All items brought into the facility by the renter must be removed by the end of the rental. Renters must remove all food, materials and non-County equipment, decorations and garbage.

Refer to the “Facility Inspection Checklist” for a list of tasks you are required to complete at the conclusion of your event. It is your responsibility to properly dispose of garbage and leave the facility clean and intact. Staff will assist you in locating cleaning supplies and the dumpster and recycle containers. At the conclusion of your event, you must complete the “Facility Inspection Checklist” with County staff.

SITE VISITS

We strongly encourage all renters to arrange a site visit before renting the facility as we have a very strict refund policy. Please contact the Regional Scheduling office @ 206-205-5275 to make an appointment (subject to staff and facility availability).

DAY OF THE EVENT

Bring your approved Facility Use Permit confirmation with you on the day of your event. The facility will be opened at the start time specified on the confirmed permit. Do a walk-through inspection of the facility prior to setting up and list any notable damage and/or cleanliness issues. The facility may be rented to multiple groups on a particular date so we ask that you not enter the facility until your designated rental time and that you depart when scheduled. The facility supervisor will fill out the following checklist with you upon entering the facility and before locking up for the night. We show the building to other prospective renters a half hour before your arrival time so your facility coordinator should be there when you arrive.

FACILITY INSPECTION CHECKLIST

Please complete a walk-through BEFORE and AFTER your event with facility staff. In some instances, staff may instruct you to complete your own before & after walk-through and submit it for review.

Indicate with a checkmark that you completed the required service

	BEFORE	AFTER
• Garbage, debris and recyclables are picked up from inside and outside the facility, garbage sealed in plastic bags and deposited into appropriate dumpster, including cigarette butts	<input type="checkbox"/>	<input type="checkbox"/>
• Furnishings are clean and returned to their original location including chairs, tables, trash cans, etc	<input type="checkbox"/>	<input type="checkbox"/>
• Kitchen countertops, sinks and coffee pots are wiped down and clean	<input type="checkbox"/>	<input type="checkbox"/>
• Microwave/refrigerator/oven empty and cleaned of all food spills	<input type="checkbox"/>	<input type="checkbox"/>
• Floors are clean (swept and mopped with clean hot water) and janitorial equipment returned to original location	<input type="checkbox"/>	<input type="checkbox"/>
• Decorations removed including tape from tables, chairs and walls	<input type="checkbox"/>	<input type="checkbox"/>
• Personal belongings are removed from facility	<input type="checkbox"/>	<input type="checkbox"/>
• Equipment is in working order and properly stored	<input type="checkbox"/>	<input type="checkbox"/>
• Clean up spills and excess dirt on the floors	<input type="checkbox"/>	<input type="checkbox"/>

Comments regarding the condition of the facility or equipment before and/or after the rental:

I have completed a walk-through of the facility and performed the tasks stated above. Everything has been left in good order, as it was found, except as noted above. By our signatures below, we acknowledge the cleanliness and condition of the facility and equipment after the rental group activity.

Renter sign-in signature _____ Time in: _____

Renter sign-out signature _____ Time out: _____

Facility staff signature _____

GENERAL INFORMATION

Preston Community Center has a free local access phone inside the facility. The phone is located in the kitchen near the back door. The onsite number is 425-222-5698. You will not be able to call long distance from this phone.

Groups must bring their own utensils for the kitchen. We do not have plates, cups, silverware or serving pieces. The thermostats should only be adjusted by facility staff. For electric fireplace use, please ask the facility staff how to turn them on and off.

Facility tables and chairs are for **inside use only** and **cannot be used outside**. You will lose your damage deposit if you take them outdoors. There are 10 outdoor wrought iron black table and chair sets for your use outside. Any other outdoor furniture will need to be rented through a rental company.

The party canopies on the wedding court are put up for the first rental in May and will remain up until the end of September. Groups are not allowed to move the canopies together (per the Fire Marshall) and we do not allow groups to move the canopies onto the grass.

Below is a list of onsite equipment that is included with the rental:

- | | |
|------------------------------------|--------------------------------------|
| 125 indoor chairs | 12' x 6' electronic projector screen |
| 10 – 5ft indoor round tables | 4 make-up mirrors |
| 16 – 6ft indoor rectangular tables | 3 fans |
| 4 small tables | Iron and ironing board |
| TV/DVD on a cart | Flip Chart |
| 50 cup coffee makers (2) | 100 cup coffee maker |

We recently purchased a very nice sound system and a projector. You must arrange use of these items in advance and there is a \$35 charge for rental of these items for the ceremony. These items will be removed to a secure location after the ceremony and reception by staff.

PROHIBITED ACTIVITIES

The County does not allow dunk tanks, water balloons, archery, paint ball, lazer tag, confetti and/or fireworks in or around our facilities. If you have an activity that you would like to add to your rental, please check with facility staff prior to your event.

BOUNCY HOUSES

We do allow bouncy houses on a case-by-case basis with insurance provided by the company providing the bouncy house. No personal bouncy houses are allowed. Please check with County staff in advance.

USE OF ELECTRONIC EQUIPMENT

Customers wishing to use the Audio/Visual equipment will need to make prior arrangements with County staff. Available for use at Preston Community Center is a 12'x6' electronic projection screen that

hangs down from the front of the stage behind the curtains, full sound system for indoor and outdoor use, a wireless mic system and a projector. There is also a TV/DVR combo on a cart. There is a minimal \$35 fee for use of the sound system or the projector.

LOADING & DELIVERY

Deliveries and pickups must be scheduled during your rental hours. Use main building entrances for loading and unloading unless otherwise approved. Facility staff is not authorized to sign for your deliveries. Due to other rentals, space, and security concerns items cannot be stored in the facility prior to and following your events. To do so is at your own risk of vandalism or theft.

FOOD & BEVERAGES

Food and beverages are welcome in the community center. There is a warming kitchen onsite that includes one stove with oven, one refrigerator, one microwave, a 100 cup coffee maker and a 30 cup coffee maker. Renters are responsible for the care and condition of any equipment being used and must leave them in clean and usable condition. If you are using a caterer, you are still responsible for making sure the kitchen area and equipment are left clean even if that is the caterer's job in your agreement with them. You are allowed to bring in your own food or hire a caterer of your choice. Food must be prepared and brought to the event ready to serve as the kitchen is considered a "warming kitchen". Non-cooked foods may be prepared onsite.

ALCOHOL

Alcohol is allowed at the community center **with prior approval** (and fees paid) inside the facility and on the adjoining large patio area as specified in the rental confirmation. Approval to serve alcohol at your event is a privilege, not a right. If you would like to serve alcohol at your event, you must purchase a Banquet Permit or Special Occasion License from the Washington State Liquor Control Board. You can purchase these at any Washington State liquor store. Renters must follow all Washington State rules regarding the serving or selling of alcohol. Please be advised of the following County policies regarding serving alcohol at your event:

1. Alcohol service is limited to bottles or cans. Kegs are not allowed. Alcohol must be served in the area designated by the facility staff and must be consumed in the areas designated by facility staff.
2. A Washington State Liquor Control Board Banquet Permit is required for all events serving alcohol. A Washington State Liquor Control Board Special Occasion License is required for all events selling alcohol. The original copy of these permits must be posted in a conspicuous location near the serving area during your event.
3. You are responsible for the conduct and behavior of your drinking guests. Underage drinking (under 21 years of age) is strictly prohibited.
4. Alcohol service must stop a minimum of one (1) hour prior to the designated end time of your event as specified on your rental confirmation.

5. Your guests are not allowed to consume alcohol in the parking lot or in their vehicle in the parking lot at any time.
6. 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 your event, forfeiture of your security deposit and/or additional fees and penalties.
7. You will be required to provide one-day event insurance and the insurance requirements, along with a few event insurance companies, are listed below.

ALCOHOL EVENT/WEDDING INSURANCE

King County Risk Management Insurance Requirements for an event are as follows:

Certificate of Insurance

- Limit of \$1,000,000 each occurrence General Liability and \$2,000,000 General Aggregate
- must name King County, its officers, officials, employees and agents as certificate holder

Additional Insured Endorsement (CG/20/26)

- must list policy number – same as on certificate
- must name “King County, Its Officers, Officials, Employees and Agents” as additional insured

Do not name Preston Community Center as the Certificate Holder.

Please provide the above information to your insurance company. When you obtain your insurance, please send it to our office at:

King County Parks
Regional Scheduling Office
201 S. Jackson St, Ste #700
Seattle, WA 98104

You can email insurance documents to regional.scheduling@kingcounty.gov or FAX to 206-588-8012. Please feel free to contact the Regional Scheduling Office Staff with any questions @ 206-477-6150.

The best way to find companies that provide insurance for events is to search online for “One-day event insurance”. Do your homework because prices vary from approx \$100 and up!

AMPLIFICATION

Amplification levels cannot exceed 55 DBA during the day and 45 DBA at night and cannot conflict in any way with normal park usage. Per Section 7.12.070.

If you are serving alcohol please fill out the top portion of the form on page 10 and if you are having music of any kind, please fill out the amplification portion of the form located on page 10. There is a fee for serving alcohol but there is no fee for an amplification permit.

DECORATIONS

You may bring freestanding decorations into the facility and are responsible for removing them at the conclusion of your event. The use of staples, nails, tacks, duct tape or other non-approved tapes is strictly prohibited when affixing decorations. The use of 3M tape or painters tape is acceptable. All tape must be removed when taking down decorations. Hanging decorations is not possible due to our high ceilings. Push pins may only be used to attach decorations to bulletin boards or portable partitions that the renter brings in. Rice, birdseed, confetti, glitter and dance wax is not allowed. Helium balloons may be allowed if they are firmly attached to a weighted object. If a balloon floats to the ceiling, notify site staff immediately. If you have a question regarding approved decorations, please contact County staff prior to your event. The facility coordinator at your event does not have authority to grant exceptions.

FLAMMABLE MATERIALS & BARBEQUES

The use of flammable materials is regulated by the King County Fire Department. In compliance with their fire code, flaming food is not permitted indoors; open flames and fireworks are not permitted and cannot be used in or around our facility.

Fuel canisters for warming food and votive or tea light candles that are contained and cannot be tipped over are allowed. Candles must be protected inside glass.

Self-contained gas barbeques may be used behind the building in designated areas only and staff will assist you in appropriate placement. Please indicate on your permit form that you will be bringing a barbeque. Barbeques are not allowed indoors or on any other patio or deck area. Please dispose of grease away from the facility. You are responsible for cleaning the area around the barbeque.

SMOKING

County facilities are smoke and tobacco free zones. If you or your guests wish to smoke, you must do so at least 25 feet away from building entrances, exits and windows that are open to the inside of a building per Washington State law. See RCW 70.160. The County reserves the right to enforce the law and in its sole discretion may call the police, terminate your event or take other steps to ensure compliance. There are designated smoking areas on the large patio and you are responsible for ensuring that your guests are complying and that the area is clean of any smoking debris at the conclusion of your event. Failure to do so may result in a deduction from your security deposit.

COUNTY CODES & ORDINANCES

All relative County Codes and Ordinances will be in effect and enforced at all County facilities. There are regulations governing sound, noise levels, pets, animals, parking, vehicle access, etc. The County

reserves the right to cancel your event if you or your guests pose a risk to the safety of persons or property on the premises or that you or your guests are violating local, state, or federal laws. Upon verbal notice from County staff or the police that your event is being terminated, you and your guests must leave the premises immediately and you will not receive a refund of your rental fee. You will be responsible for the prompt removal of any personal items brought to your event.

Noise volume must be contained within the boundaries of the facility. This rule will be strictly enforced by County staff. If you plan on having amplification at your event, you will be required to fill out an application (see page 10) and you will be required to follow the approved decibel levels at your event. All music must end at least one (1) hour prior to the designated end time of your event as specified by your rental confirmation.

ON SITE STAFF

For most rentals, you will have a facility coordinator on site during your event. They will assist you in opening the facility at your scheduled time; do a pre-event walk through of the facility with the designated person responsible for take down and clean up; run the sound system if you've purchase it; provide light assistance with set up, clean up, take down and answer questions; ensure that rules, policy and procedure is being adhered to; do an end-of-the-event walk through and assist filling out the "Facility Inspection Checklist"; lock and secure the building.

Food for thought: *Historically Fridays are the best attended weddings and guests tend to stay longer since they have Saturday to rest and Friday weddings don't interfere with early services on Sundays.*

QUESTIONS & FURTHER INFORMATION

If you have any questions, would like further information or would like to set up a time to view the facility please call the Regional Scheduling staff at 206-477-6150.

By signing this form, I acknowledge that I have read all information on pages 1 –8 including all rules, policies and procedures and understand all of the information.

Signature _____

Date _____

King County Parks Facility Cancellation Policy

effective October 1, 2000

Facility bookings/rentals may be cancelled at any time, however, patrons will be charged a cancellation fee up to 100% of the booking/rental fee if insufficient notice is given to King County Parks.

For all facility bookings/rentals, the customer may cancel a reservation within 3 business days from the date the reservation was booked without being assessed a cancellation fee and the patron will be refunded 100% of their rental fee, damage deposit and extra rental fees.

The following cancellation fee schedule applies to all King County Parks facility booking/rental cancellations, *except pool and pool site meeting facility rentals.*

1. For bookings/rentals cancelled **90 days or more** in advance a cancellation fee equal to 50% of the rental fee will be assessed. The patron will be refunded 50% of their rental fee and 100% of their damage deposit and extra rental fees.
2. For bookings/rentals cancelled **89 days or less** in advance a cancellation fee equal to 100% of the rental will be assessed. The patron will be refunded only 100% of their damage deposit and extra rental fees.

The following cancellation fee schedule applies to all King County Park's *pool and pool site meeting facility rentals*, where payment has been received in advance of the booking/rental.

1. For bookings/rentals cancelled at least **30 days in advance** no cancellation fee will be assessed and the patron will be refunded 100% of their rental fees and extra rental fees.
2. For bookings/rentals cancelled **less than 30 days in advance** a cancellation fee equal to 100% of the rental will be assessed. The patron will be refunded only 100% of their extra rental fees.
3. For all facility bookings/rentals no refunds will be issued for unused rental hours.

For more information please visit our website at www.kingcounty.gov/parks or call 206-296-4232

Available in alternate formats upon request

Alcohol and Amplification Permit

Alcohol request

I (we) are requesting to serve alcohol at our event. Invited guests will be consuming alcoholic beverages and no one under the age of 21 will be permitted to drink alcohol.

Alcohol will be served between the hours of _____ and _____.

Type of alcohol being served is _____ (no kegs allowed).
.
(types and containers)

The State requires you to purchase a banquet permit whenever serving alcohol. It must be posted in the window in plain site during the event.

Amplification request

I (we) would like to have amplified sound/music at our event. Amplification levels cannot exceed 55 DBA during the day and 45 DBA at night and cannot conflict in any way with normal park usage or the affect neighbors around the facility. Section 7.12.070.

Amplification is needed between the hours of _____ and _____.

Type of amplification I am requesting is _____.
.
(DJ/Live Music/Taped Music/PA)

I acknowledge that I understand the information, rules/regulations for alcohol and amplification use in King County Parks.

Signature _____ **Date** _____

For more information visit www.kingcounty.gov/parks or call 206-296-4342

Available in alternate format upon request

Preston Community Center



