

Facility Rental Application

See Rate Sheet for Current Fees
(all fees except Cleaning Fee waived for Clallam County Gov't agencies and non-profits)

<p>Carrie Blake Park 202 N. Blake Ave</p> <p><input type="checkbox"/> Covered picnic area <input type="checkbox"/> East Ballfields <input type="checkbox"/> West Ballfields</p>	<p>Guy Cole Event Center 202 N. Blake Ave</p> <p><input type="checkbox"/> Main Hall <input type="checkbox"/> Kitchen</p>	<p><input type="checkbox"/> Centennial Place 104 E. Washington St. (Temporary Activity Permit may be required)</p>
<p>Water Reuse Demonstration Site 500 N. Blake Ave.</p> <p><input type="checkbox"/> James Center for Performing Arts</p>	<p><input type="checkbox"/> Transit Center 190 W. Cedar Street</p> <p><input type="checkbox"/> w/ AV needs <input type="checkbox"/> Kitchen</p>	<p>Civic Center 152 W. Cedar St.</p> <p><input type="checkbox"/> Civic Center Chambers <input type="checkbox"/> Burkett Community Room <input type="checkbox"/> w/ AV needs <input type="checkbox"/> Civic Center Plaza</p>

Applicant Information — **Please Print**

Applicant Name: _____

Organization Name: _____

Email Address: _____

Mailing Address: _____

City/State/Zip: _____

Phone No.: _____

Event Details:

Date of Event: _____

Description of Event: _____

Time: _____ to _____

Expected Attendance: _____

Attendees traveling over 50 miles: _____

- ◆ **A Banquet Permit is required for all events involving alcohol**
- ◆ **A Special Occasion Liquor License is required for the sale of any alcohol**
- ◆ **Certificate of Liability Insurance is required with any alcohol, or the use of the kitchen**

OFFICE USE ONLY		
DEPOSIT (waived for CC agencies and non-profits)	RENT & CLEANING	AFTER RENTAL INSPECTION
Deposit Amount: \$ _____	Rental Amount \$ _____	Refund Amount: \$ _____
Date Paid to City: _____	Cleaning Fee \$ _____	Date Submitted _____
Receipt No.: _____	Date Paid to City: _____	
	Receipt No.: _____	

Deposit

All required fees must be paid in order to reserve a date. Damage deposits are 100% refundable provided the following conditions are met:

- Left in a clean and orderly manner;
- Left in its standard configuration (unless special configuration was set up by our staff);
- Use of facility did not exceed scheduled time;
- Additional City staff time was not required as a result of your use of the facility; if a facility is left unlocked/unalarmed and City staff are required to come out and secure the facility, the overtime charge will be deducted from the damage deposit
- All furniture/equipment was accounted for and undamaged;
- All rules and procedures governing alcohol consumption and smoking were met;
- All rules and procedures governing facility use were met.

If the above conditions were not met to the satisfaction of City staff, the damage deposit **will not** be refunded. If the cost of cleaning or repair to the facility exceeds the amount of the damage deposit, the additional cost will be billed.

Keys

Keys must be picked up the last business day prior to the event. Failure to obtain keys may result in a minimum charge of \$100.00 for employee wages to a "call-out". Applicants/renters are allotted 24 hours to return the keys to the City of Sequim, 152 W. Cedar Street between 7:30 am and 4:00 pm. **Failure to return the keys may result in forfeiture of the deposit.** After hours, keys may be returned in the **Utility Drop Box** behind the public restrooms at 144 N. Sequim Avenue across from the Civic Center. For Guy Cole rentals, a key return box is located inside the facility beside the main entrance doors on the north side of the building.

Cleaning Contract

Guy Cole rentals require contracted janitorial service with the Bucket Brigade: Ph. 360-683-1011, or 360-504-9977, or www.bucketbrigadecleaning.com. Contract amount is \$32/hr with a minimum of 2 hours. Additional cleaning time is determined by the nature of the rental.

Business Licensing

Applicants or businesses hosting a for-profit event shall provide a copy of their City business license or proof of application of such.

Liability Insurance

The City of Sequim requires evidence of liability insurance for events involving alcohol or the use of a kitchen. Insurance may also be required for other events if the City determines additional insurance to be necessary. The insurance must name the City as additional insured in the amount of **\$1,000,000.00**. Special event insurance is available for purchase at <https://www.markelinsurance.com/event> if the renter is unable to obtain it from their own insurance carrier.

Alcohol

If liquor is intended to be consumed *free of charge*, a banquet permit must be obtained. Information regarding the per-

mit can be obtained on line at www.liq.wa.gov/_____

If liquor is intended to be *sold*, a special occasion license is required and can be obtained from the Liquor Control Board. The license may take up to 30 days. Use of alcohol is restricted to **inside** the Guy Cole Event Center and Transit Center **ONLY**.

Hold Harmless Agreement

In consideration of the use of _____ the undersigned on behalf of himself, his principal, and his agents, hereby agrees to defend and hold the City of Sequim and its officials, employees, and agents harmless against any claims and/or lawsuits for personal injury and/or property damage arising out of, or in any way connected with the use of the above-described premises, except for injuries or damages caused by the sole negligence of the City.

Applicant Signature: _____ Date _____