

BONNEY *Lake*



Bonney Lake Senior Center Rental Information Packet

19304 Bonney Lake Blvd.
Bonney Lake, Washington 98390
(253) 863-7658 Phone • (253) 862-8538 Fax
<http://www.ci.bonney-lake.wa.us>

Bonney Lake Senior Center Rental Information

Reservations

To make reservations please visit the Bonney Lake Senior Center during the business hours of: Monday through Friday 8:00am – 4:00pm. Contact the Center at (253) 863-7658.

Rental reservations are taken on a first come first serve basis. Reservations cannot be finalized until payment made in full. All applications must be verified and approved by the Senior Center Director or designee.

To assure staff availability, reservations should be made at least 14 working days in advance of the event. Reservations made with less than 14 days notice will be subject to staffing availability.

Room Availability

Rental times must include time needed for set-up, delivery of any supplies, and a minimum of 1 hour clean-up. The Senior Center may also be closed on certain days throughout the year at the discretion of the City of Bonney Lake.

Damage Deposit Rules, Cancellation Rates

In addition to rental fees, all rental groups will be charged a Damage Deposit. Damage Deposits are completely refundable as long as the following terms are met:

1. The room and adjacent facilities (including outside) are left in a clean and orderly manner per the Rental Clean Up Checklist.
2. Use of the room does not exceed the scheduled time.
3. All equipment is accounted for and undamaged.
4. Additional staff time is not required as part of the rental.
5. Damage to the building has not occurred.
6. All rules/guidelines governing alcohol consumption as stated by the Alcohol Beverage Request Form are met.
7. All rules/guidelines governing rental usage of the Bonney Lake Senior Center are met.

If these conditions are not met to the satisfaction of the City, an appropriate fee will be deducted from the damage deposit. If necessary, rental groups will be charged for any additional costs. Please allow 4 weeks for the damage deposit to be returned.

Cancellations

- Cancellations made at least two months prior to the event will result in no cancellation charge.
- Cancellations made with less than a two month notice will result in a non-refundable cancellation fee of \$100.
- Cancellations made with less than a 14 day notice will result in a non-refundable cancellation fee of the full rental cost not to exceed \$300.

NOTE: The Bonney Lake Senior Center reserves the right to change or cancel any part of a rental agreement and the related scheduled activity.

	Standard	Non-Profit
Damage Deposit	\$250.00	\$125.00
Social Hall (35' x 50')	\$50.00/hour	\$20.00/First 4 hours \$20.00 per hour for each additional hour

***Non-profits that are not located within the City will be charged the standard rate.**

Room Capacity

Social Hall 35' x 50'	267 People
Total Building Occupancy	100 People approximately
Sit Down Dinner	

Kitchen Information

It is the responsibility of the rental group to provide their own cooking, serving, and eating dishes, paper products, utensils and all other kitchen items. The only kitchen equipment available for rental use are two ~ 100 cup coffeemakers.

Room Set-up

Set-up is the sole responsibility of the rental group. Rental groups will not be allowed in the facility prior to the start time designated on the rental contract. Please be sure to allow enough time to complete the room set-up and decorating when booking the rental. Rental groups will be charged for any and all time used for set-up. Rental groups are responsible for returning the room to it's original configuration.

Alcohol Information

You may serve beer or wine. You are required to obtain a Washington State Banquet Permit and have a licensed bartender or caterer serve all alcoholic beverages. Alcohol service must end one hour prior to the end of your event. Proof of banquet permit and bartender license is required at time of rental. Banquet permit must be posted at the facility 3 days prior to your event. **SEE ATTACHED LIQUOR CONTROL COMMISSION BROCHURE FOR BANQUET PERMIT INFORMATION.**

Equipment Included in the Room

The following equipment is available in the room rental, but is subject to change.

- 6' rectangular tables
- 60" round tables
- chairs

Check In Procedure

Upon your arrival at the Senior Center, your rental group must check in with the building monitor. For your safety and convenience, there is always a staff person on duty during your event. For groups renting on the weekend, the facility will be opened at the time the rental is scheduled to start.

The building monitor is required to conduct a pre-event room inspection prior to the start of a rental to ensure cleanliness of the facility.

Loading, Deliveries and Storage

All deliveries must occur during designated rental times only. Deliveries that arrive early will not be accepted. Senior Center staff will not sign for any deliveries. All items must be removed from the Senior Center at the end of your rental time.

Cleaning the Facility

Renters are responsible for cleaning the facility in accordance with the Rental Clean-Up Checklist. All garbage is to be removed from the facility at the conclusion of your event and placed in dumpster. The Building Monitor will assist you in locating the dumpster.

Cleaning equipment for the facility is available and the Building Monitor will assist you in locating it. To ensure the return of your damage deposit, have the Building Monitor complete a Rental Clean-Up Checklist. Any cleaning and or repairs that require staff time and materials will be deducted from the damage deposit and or charged to the rental group. If a rental exceeds the time reserved, they will be charged for the additional time and or it will be deducted from the damage deposit. Failure to follow the Clean-Up Checklist may result in forfeiture of the damage deposit and additional charges and could also result in denial of future rental usage.

Decorations

Decorations may be attached to walls, windows, or ceilings with masking tape or other non-marring material. Do not use tacks, staples, glue or other marring materials. The use of candles or flammable materials is strictly prohibited. Use of any rice is prohibited. Birdseed or confetti may be used outside but must be cleaned up. The use of smoke machines is strictly prohibited.

Smoking

The Bonney Lake Senior Center is a smoke free and tobacco free facility and, therefore, smoking, chewing, etc. is prohibited inside the facility. Persons wishing to smoke may do so OUTSIDE the facility and at least 25 feet from any window or door . Please use provided receptacles for proper disposal of cigarettes. Rental groups are responsible for cleaning area of debris as a result of smoking/chewing associated with their group.

Selling Items

Rental groups wishing to sell items while meeting at the Senior Center must obtain a City of Bonney Lake Business License. A copy of the business license must be on file with the rental application 7 days prior to the scheduled event. Business Licenses may be obtained by contacting the City Clerks office at City Hall (253) 862-8602. **SEE ATTACHED BUSINESS LICENSE APPLICATION**

Insurance

Special events, corporate hosted functions, athletic leagues, and other events may be required to carry insurance naming the City of Bonney Lake as an additional insured. A personal insurance agent or an insurance agency may be of assistance in securing the required insurance.