



Administrative Services Department

Senior Center – City Facility Rental Program & Policies

Please check for availability prior to submitting a rental application by calling (253) 863-7658.

Rental reservations are taken on a first come, first served basis.

Reservations are not finalized until payment is made in full.

For reservations for other City of Bonney Lake buildings, parks, and ball fields please call (253) 862-8602.

View photos of facilities at www.citybonneylake.org/cityblog/?page_id=6212

Bonney Lake Senior Center

19304 Bonney Lake Blvd, Bonney Lake, WA 98391

Rental Fees – per BLMC 3.90.040

Standard: \$250 Damage Deposit + \$50 per hour Rental Fee 2-hour minimum

Non-Profit*: \$125 Damage Deposit + \$30 per hour Rental Fee

** Non-Profits not located within the City will be charged the Standard rate.*

Room Available:

Main Social Hall Occupancy: 267 standing; approximately 100 with tables & chairs (Size: 35' x 50')
 Equipment: 6' rectangular tables (10) & chairs;
 60" round tables (10) & chairs;
 100-cup coffee makers (2), steam table, oven, stovetop, dishwasher

CITY OF BONNEY LAKE BUILDING FACILITY RENTAL POLICIES

Facility Availability

Rental times must include time needed for set-up, delivery of any supplies, and consideration for clean-up time. City facilities may be closed on certain days throughout the year at the discretion of the City of Bonney Lake.

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 City of Bonney Lake reserves the right to change or cancel any part of a rental agreement and the related scheduled activity.

Damage Deposit Rules

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 rental facilities 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.

Kitchen Information (Senior Center Only)

It is the responsibility of the rental group to provide their own cooking, serving, and eating supplies, paper products, utensils and all other kitchen items. The only kitchen equipment available for rental use are coffeemakers, steam table, dishwasher, counter tops, oven, and stovetop. All other equipment is **not** available for use.

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 its 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 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. Permits are available online at the WSLCB website.

Check In Procedure

Upon your arrival at the facility that you are renting, you 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. The above procedure applies to building rentals only. No monitor will be present during park rentals.

Loading, Deliveries and Storage

All deliveries must occur during designated rental times only. Deliveries that arrive early will not be accepted. City of Bonney Lake staff will not sign for any deliveries. All items must be removed from the facility 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

All indoor City facilities are smoke free and tobacco free areas and, therefore, smoking, chewing, etc. is prohibited. 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 renting a city facility 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. For information on obtaining a business license call (253) 862-8602.

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.



Administrative Services Department

Senior Center Facility Rental Form

Organization _____ **Non-Profit*** Yes No
Applicant Name _____ ** Non-profits located outside Bonney Lake are charged standard rates.*
 Address _____ Phone _____
 City, State, Zip _____ Cell _____
 Email Address _____
 Alternate Contact _____ Alt Phone _____

FACILITY REQUEST

Senior Center Main Social Hall

Date	Day of Week	Start Time	End Time	# of People	Event Type	Fee

ACKNOWLEDGEMENT

The applicant certifies that the information given in this application is accurate. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe the above rules and regulations. The applicant further agrees to reimburse the City of Bonney Lake for any damages arising from the use of said facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of City facilities or equipment shall be reported to the City immediately.

The applicant agrees that the City of Bonney Lake and its officers and employees shall not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. The applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless the City of Bonney Lake and its officers and employees from claims, liabilities, or lawsuits arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to applicant's activities and/or use of premises except for sole negligence of the City. The applicant is responsible for special set-up requirements and clean-up.

I request use of the City facilities as listed above. I have reviewed and agreed to the terms of the Facility Rental Program & Policies. I understand the rental fee and deposit must be paid before the event and that it is my responsibility to leave area in the condition it was upon arrival for the event.

Signature _____ **Date** _____

Payments may be made in person at the Senior Center, 19304 Bonney Lake Blvd, by phone to (253) 863-7658, or by mail to City of Bonney Lake, Attn: Senior Center, P.O. Box 7380, Bonney Lake WA 98391

THIS IS YOUR RECEIPT. Bring a copy of this confirmed rental form to your event as proof of your reservation. For issues during your reservation, call (360) 551-2002. General questions, call (253) 862-8602. Emergencies, call 9-1-1.

FOR STAFF USE ONLY

Tracking # _____	Deposit Fees: _____ #2061-001.000.000.239.30.01.00
Monitor needed: <input type="checkbox"/> Yes - Name: _____ <input type="checkbox"/> No	Rental Fees: _____ #9020:001.000.050.362.42.00.00
Renter will have:	TOTAL FEES: _____ <input type="checkbox"/> Reservation Paid/Confirmed
<input type="checkbox"/> Food/Beverage	Staff Signature: _____ Date: _____
<input type="checkbox"/> DJ/Stereo	
<input type="checkbox"/> Alcohol - if alcohol is present: <input type="checkbox"/> Contract/Invoice for security 14 days prior	
<input type="checkbox"/> Proof of banquet permit posted 3 days prior	
<input type="checkbox"/> Proof of bartender/security posted 3 days prior	