



City Facility Rental Program

Allan Yorke Park
7203 West Tapps Hwy

Cedarview Park
9301 208th Avenue East

Bonney Lake Senior Center
19304 Bonney Lake Blvd.

For additional information contact:
Staci Guirsch
Senior Services Assistant
Office: 253.447.3104
Cell: 253.261.5375
Email: guirschs@ci.bonney-lake.wa.us

Updated August 2010

Facilities available for rental

Allan Yorke Park
1 Shelter and 4 Ballfields
7203 West Tapps Hwy

Cedarview Park
1 Shelter
9301 208th Avenue East

Bonney Lake Senior Center
Main Hall
19304 Bonney Lake Blvd.

Reservations

To make reservations please visit the Bonney Lake Senior Center, Monday through Friday 8:00am – 4:00pm. Contact Staci Guirsch at 253.447.3104 or guirschs@ci.bonney-lake.wa.us. Rental reservations are taken on a first come first serve basis. Reservations cannot be finalized until payment is made in full.

Rental Pricing

SENIOR CENTER	Standard	Non-Profit*
Damage Deposit	\$250.00	\$125.00
Social Hall (35' x 50')	\$50.00/hour	\$20.00/First 4 hours \$20.00 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'
Total Building Occupancy 267 People
Sit Down Dinner 100 People approximately

FIELDS AND SHELTERS

Shelters	Up to 50 People	\$25.00
	51 to 150	\$50.00
	Over 150	\$75.00

* Cedarview residents are not charged a fee to reserve the shelter at Cedarview Park.

Ball Fields	AYP Fields 1 – 4	\$7.00 every 2 hours (per field)
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Cancellations

- Cancellations made at least two months prior to the event will result in no cancellation charge.
- Senior Center 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.

SENIOR CENTER RENTAL POLICIES

Senior Center Main Hall Availability

Rental times must include time needed for set-up, delivery of any supplies, and consideration for clean-up time. 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.

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 is two ~ 100 cup coffeemakers, steam table, dishwasher, counter tops and stovetop. The refrigerator, freezer, ice machine and griddle are 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 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.

- 10 -- 6' rectangular tables
- 10 - 60" round tables
- chairs

Use of the TV, DVD Player and sound equipment is not allowed

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

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 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.

PARK RULES AND REGULATIONS (BLMC 12.12.20 - 12.12.250)
Violations May Be Deemed a Misdemeanor

- Park areas are open daily from dawn to dusk.
- Motor vehicles are limited to parking areas.
- Possession or use of alcohol or illegal drugs is prohibited.
- Groups of 50 or more must obtain a Special Event Permit from the City.
- Structures and non-directional signs may not be placed in any park.
- Firearms, weapons, and fireworks are prohibited.
- Littering or making fires in non-designated places are prohibited.
- Animals are not allowed to run at large (i.e., must be on a leash).
- No person shall injure, deface, or damage City property, wildlife, trees, or plants.
- Bicycles are limited to using designated areas.
- Soliciting is prohibited.
- Use of amplified sound equipment must obtain prior approval from City staff.

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. Applicant is responsible for special set-up requirements and clean-up. Cancellation by the applicant requires at least a 24-hour notice.



Facility Rental Reservation

"The City of Bonney Lake's mission is to protect the community's unique, livable identity and scenic beauty through responsible growth planning and by providing accountable, accessible, and efficient local government services"

Allan Yorke Park: Shelter Field1 Field 2 Field 3 Field 4

Cedarview: Shelter

Senior Center: Main Hall

Organization	
Contact Person	
Address	City/State/Zip
Phone	Alternate Contact & Phone
Email	Fax
Type of Event	

I request use of the City facility as listed below. I have reviewed and agreed to the terms of the facility rental 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 _____

Please pre-pay at the City Hall 19306 Bonney Lake Blvd. or mail to City of Bonney Lake, P.O. Box 7380, Bonney Lake WA 98391. For all facility rental information call (253) 447-3104 or (253) 261-5375.

Field/Area	Date	Day of Wk	Start Time	End Time	# people	Fee

STAFF USE ONLY

TR#	Monitor Needed	Deposit Fee	
Scheduled by		Rental Fee	
Update to Park Dept		TOTAL DUE	
Do you plan on having	DJ/Stereo <input type="checkbox"/>	Food/Beverage <input type="checkbox"/>	Alcohol <input type="checkbox"/>