

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Event ­** | | | | |
| **Rental Date** | |  | | |
| **Number of guests (max. 120)** **To accommodate 120 you will need to use multiple rooms or the Heritage Courtyard**  *Parking is limited (About 50 spaces). Encourage carpooling!* | | | | |
| **Arrival Time** | **Departure Time** | | **Event Start Time** | **Event End Time** |
| **Rental Spaces- We may require you to rent more rooms or reserve additional time to accommodate your group size and needs**  Auditorium (seats 65 - 80 people at tables, 90 - 100 w/out tables)  Full Lab (seats 15 – 30)  ½ Lab - Lichen  ½ Lab- Loon  Meeting Room  **Free Spaces (With rental of Auditorium)**  Heritage Courtyard (seats 80 - 120) | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contact Person(s)** **(must be attending the event)** | | | | |
|  | | | | |
| Address | | City | | Zip |
|  | | | | |
| Day Phone | Cell Phone | | E-mail | |

**Serving Food?**  No  Yes, if yes,  Catered  Potluck  Other

|  |  |
| --- | --- |
|  | |
| Caterer | Phone |

# **Serving Alcohol?** No Yes, If yes Banquet Permit Attached

# Name of Bartender (Class 12 mixologist)

|  |
| --- |
| **A/V Notes (In detail specify your needs i.e. PowerPoint, Music, Slideshow on thumb drive, etc.)** |
|  |
| **Describe your decorations:** |

**I HAVE READ THE RULES ON THE SECOND PAGE AND SIGNED THE SECOND PAGE**

**CEDAR RIVER WATERSHED EDUCATION CENTER RENTAL USER RULES**

**Setup, cleanup and decorating**

1. User is responsible for setup, cleanup and takedown and the time involved. This is included in the rental period. The facility must be returned to its original condition including removal of garbage to a facility dumpster.
2. Minimum 1 hour setup time for 50+ person event UNLESS no A/V equipment is being used, no food is served (box lunches excepted) & no decorations are needed, then 30 minutes ok. Weddings: Minimum 2 hours setup UNLESS no food/decorations.
3. All rentals: minimum 1 hour cleanup required. Weddings: Minimum 2 hours cleanup.
4. No tacks, pins, nails or any other sharp objects may be used on the walls or structures inside or out. Only painters tape, Post-it easel pads, or other adhesives approved by facility coordinator may be used to hang items. Do not use duct tape or scotch tape.
5. Tents must be approved by CRWEC staff.
6. **Recycling and composting are required.** If trash exceeds three 30-gallon bags it must be taken off site.
7. No balloons or rice. Items thrown on the ground, like bird seed or petals, must be cleaned up.
8. User must ensure that all guests respect the natural landscape, other visitors and cause no harm to the buildings and exhibits. CRWEC staff have final discretion over decorations.
9. **Damage deposit may be forfeited is not completely off premises by the scheduled departure time.**

**Candles, smoking, barbecues, campfires, And Weapons**

1. Use of candles, barbecues, other alternative cooking methods, or the campfire circle must be approved on a case-by-case basis in advance of the event. Fires and candles must not be left unattended.
2. No smoking anywhere except in designated smoking areas. These unsheltered areas are located away from windows or doors according to Washington State law. All cigarettes must be deposited in ashtrays.
3. The possession and use of weapons while on Cedar River Watershed property is prohibited except by those authorized in the performance of their duties, such as law enforcement officers.

**Supervision, Staffing, Event Size, Parking**

1. Pre-event meetings with CRWEC staff may be required for some events.
2. Rental may NOT exceed 120 people.
3. Children must be supervised at all times. Adult supervision must be designated.
4. Parking is allowed in designated areas only. User may need to provide “shuttle” service from the Rattlesnake Lake Parking Area to the CRWEC. See rental map for further information.
5. User must leave premises by the time stated in rental agreement or may forfeit the damage deposit+.
6. Cars cannot be left overnight without making arrangements with event staff. Unauthorized cars left over night will be towed.

**Food and Alcohol**

1. No alcohol is allowed without permission.
2. **You must have a Washington State licensed bartender serve alcohol (**<http://lcb.wa.gov/mastrvp/mandatory_alcohol_server_training>**)**, unless you limit alcohol to a ceremonial toast of 1 serving, of no more than 4oz per person.
3. Any event serving alcohol (including a ceremonial toast) must have a Banquet Permit from the Washington State Liquor Control Board: <http://liq.wa.gov/licensing/banquet-permits>.
4. Personal use of privately provided alcohol except a ceremonial toast is not allowed anywhere on the premises including parking areas and Rattlesnake Lake. This includes private flasks, beer, wine, etc.
5. Kegs are allowed in outside areas only.
6. Alcohol in outside areas must be contained to designated rental areas. See the rental map for details. The user is responsible for communicating this and supervising guests.

**CRWEC FEES:**

1. A security deposit equal to 25% of the total rental fee is required. This is non-refundable and will be applied to the balance of the rental fee. No Cash. We accept checks, Visa, MasterCard and Discover. Checks should be made payable to City of Seattle.
2. If the security deposit is not received within 30 days of booking the event, the reservation may be void.
3. The balance of the rental fee is due 30 days in advance of the event.
4. Cancellations must be received in writing 30 days prior to the event to receive a refund. Your security deposit will not be refunded.
5. A refundable damage deposit of $350 is required. An additional damage deposit of $100 is required for the use of any AV equipment including, but not limited to, the sound system (Ipod connection, CD player, etc), digital projector and TV/DVD.
6. Damage is assed at $50.00 per hour plus materials. You may be charged in excess of the damage deposit if conditions warrant. The damage deposit will be refunded in 30 days if no damage is found. **The damage deposit may be forfeit if not out on time!**
7. Refunds are not given for unused rental time.

The undersigned applicant hereby makes application for use of the facilities described and certifies that the information on the application is correct. The applicant agrees to adhere to all applicable rules, laws and ordinances and the rules provided for in the Cedar River Watershed Education Center Rental User Rules on this document of which the applicant hereby acknowledges receipt. The applicant/renter shall indemnify and hold harmless the Cedar River Watershed Education Center, its employees, agents and volunteers and the City of Seattle from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury, death or property damage arising from, resulting from or connected with the use of the premises.

**Renter’s Signature: Date:**