CIVIC CENTER
RULES AND REGULATIONS

Reservations/Fees

1. Reservations for the Chewelah Civic Center will be accepted on a "first-come, first served" basis by written agreement accompanied by a $25 Non-Refundable Application Fee.
2. Civic Center Reservation applicants must be at least 21 years of age.
3. Reservations accepted ONE YEAR in advance of desired rental date. Reservations are required one month prior to the desired rental date. Fees are to be paid 2 weeks prior to the date of the event.
4. A refundable Damage/Cleaning Deposit will be required for all events in the Civic Center.
5. Fees are non-transferable, cannot be sold, or advertised for use by another individual.
6. Refunds will be issued only to the individual who made the payment.
   Note: any returned checks are subject to "a $40 return fee charge". Replacement funds will be accepted only in the form of a Money Order, Cashier's Check or cash.

Fire Code Regulations:

1. Fire Code Building Occupancy Limits: 450
2. If your attendance exceeds our Fire Code, you "will forfeit the FULL DAMAGE/CLEANING DEPOSIT".
3. WE ARE A NON-SMOKING FACILITY
4. The use of candles and/or any other type of open flame inside the Civic Center is strictly forbidden.

Insurance / City Permits

1. Insurance in the amount of $1,000,000 per occurrence, shall be required for <u>all events</u> scheduled at the Chewelah Civic Center.
2. Event Insurance may be purchased through Washington Cities Insurance Authority (WCIA). Contact the Event Coordinator for more information on the insurance provided by WCIA.
3. Corporations or Non-Profit Organizations can alternatively provide a copy of their Commercial Liability Insurance Certificate. Commercial Liability Insurance must name the "City of Chewelah as Additional Insured." If alcohol is being served, the Insurance Certificate must include the wording "LIQUOR LIABILITY INCLUDED". The Certificate of Insurance, evidencing the insurance requirements, shall be furnished to the City of Chewelah two weeks before date of the event.
4. Use of Inflatable Toys, Tents, etc. require the following from both the RENTER AND VENDOR: Commercial Liability Insurance – Listing the City of Chewelah as Additional Insured.

Catering / Food Service Regulations

1. A vendor, individual or group planning to hold or participate in an event, in which food will be served to the public, must obtain a temporary food service permit. If an event advertises in flyers, banners, newspaper ads or articles, internet or by other means, then it is considered a public event, regardless of whether or not there is a charge for the food served. Events that are only for members and their guests and are not advertised, are not considered to be public events.

2. A copy of the appropriate permit needs to be provided to the City of Chewelah two weeks prior to the event.

Alcohol Regulations

1. No unattended, open bars are permitted. No self-service of any type is allowed. Personal use of privately provided alcohol is not allowed, including flasks.
2. Consumption of alcohol by minors is prohibited by State Law and this law will be strictly enforced. The event will be closed down if consumption of alcohol by minors is allowed. All alcohol must be consumed within the facility.
3. Legal responsibility for any guest's consumption of alcohol rests with the individual signing the rental contract and purchasing the appropriate permit.
4. Alcohol permits required are:
    - *Proper liquor liability insurance coverage.*
    - *Banquet Permit* (Liquor served at corporate or non-profit events. Also for private rentals such as weddings, private parties, etc.), or
    - *Special Occasion License* (When Liquor will be sold – only for non-profit events), or
    - *Raffle Permits* (When Liquor is raffled at a specific date and place such as in a basket – only for non-profit events).

    Banquet Permits, Special Occasion Licenses and Raffle Permits may be purchased from any Washington State Liquor Store. A copy of the appropriate permit needs to be in our office two weeks prior to the date of the event.

5. Beer (including kegs), wine, and hard liquor can all be served.
6. Alcohol service must end one hour before the end of the event.
7. Washington State Liquor Control Board rules and regulations must be strictly adhered to by any group serving alcohol.

Facility Conditions

1. Birdseed, rice, confetti, sparkles, potpourri, rose petals, fog/bubble machines, etc are not allowed INSIDE the Civic Center or on the grounds.
2. Food/beverage spills should be immediately wiped up.
3. Music may be played until 10:00 PM Sunday through Thursday and until 12:00 AM on Friday and Saturday.
4. No china, glasses, linens etc. will be provided by the City of Chewelah for any event.
5. The renter and/or individual signing the contract assumes full responsibility for the conduct of guests, members, employees or third parties hired to provide services.
6. The misuse of the facility or failure to conform with the Rules and Regulations and general information herein will be sufficient cause to close an event down, forfeiture of Damage/Cleaning Deposit and denial of future use. The City of Chewelah reserves the right to determine if any or all of these steps are necessary.
7. The City of Chewelah Police Department reserves the right to determine if additional Police Officers are required for certain events at the applicant's expense.

Renters Responsibility

1. Renters must provide all required permits, deposits, fees and rents that are due two weeks prior to the date of the event. Arrangements for Room Set Up must also be made two weeks prior to the event. If plans are not received, the City of Chewelah will select a setup. If the group requests to do their own set up, table and chair requirements must be provided two weeks prior to the date of the event.

   Renter is responsible to sweep floors, and clean tables and chairs provided by the City of Chewelah.
2. All surfaces of the kitchen must be cleaned including sinks, counters, cupboards, appliance surfaces and floors. Basic cleaning supplies will be provided by the City.
3. Renters are responsible for removing all garbage from the Civic Center. A dumpster is provided outside of the North Entrance.
4. Should a City Staff member need to contact the Chewelah Police Department for assistance, the event may end at the Officer's decision.
5. All items brought into the building by the renters need to be removed by the end of the rental period.
6. The renter is responsible for the set-up and take down of all table and chairs unless special arrangements have been made in advance.
7. The City of Chewelah is not responsible for the renter's items during storage before, during or after an event.

CANCELLATION POLICY

8. Cancellation of any event must be in writing or via e-mail by the Responsible Applicant to the Events Coordinator. An acknowledgement will be sent to the Applicant from the City of Chewelah.
9. Any Cancellations made less than two weeks before the date of the event will be subject to forfeiture of all fees, deposits, rents etc. that have been paid.
10. Any refund will be issued to the Responsible Applicant only.