

### 3. RECURRING EVENTS

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- a. Recurring Events are those events that happen weekly or monthly on a regular basis, such as classes, regular business meetings, etc. where minimal food and beverage may be provided to participants. No alcohol is served.
- b. Reservations for a City of Chewelah Facility for the purpose of a recurring event will be accepted on a “first-come, first-served” basis by written agreement accompanied by a nonrefundable Application Fee of \$25 annually.
- c. Applicable damage deposits must be paid a minimum of two weeks prior to the first event. The deposit will be held and used as deemed necessary throughout the year. Should the renter expend all of their deposit prior to the end of the year, another applicable damage deposit will be required. Failure to submit the required deposit amount may result in cancellation of further events. At the end of the calendar year, the remaining balance of any deposit will be refunded to the renter.
- d. Rent for one month of scheduled events will be due on the 1<sup>st</sup> day of each month that the events are held.
- e. *Please refer to the specific facility Rules and Regulations for further information.*

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