

Wenatchee Valley Museum & Cultural Center Reservation Application



Your guide to reserving the Museum
for weddings, parties, receptions,
meetings, or social events.

For questions regarding Museum rental,
or completing this application, please contact
Dawn Collings, Wells House Coordinator/
Facility Rentals Manager at
885-0619 or dcollings@wvmcc.org.

WVMCC RESERVATION - EVENT INFORMATION

Today's Date: _____

Name of Use/Event: _____

Event Date (s): _____ Time from: _____ Time to: _____

Set-up time from: _____ to: _____ Clean-up time from: _____ to: _____

Event Space(s): _____

Additional description of event: _____

Estimated Number of Guests: _____ (Maximum 200 depending on table and chair set-up)

Will Amplified Music/Sound be used? _____ DJ Stereo _____ Live Band _____ No Music _____

Food Served? _____ By? _____ Caterer Name: _____

Will Alcohol be served? _____ By caterer/who? _____ By Self _____ No alcohol _____

CONTACT INFORMATION

Renter/Person Responsible: _____

Organization: _____

Mailing Address: _____ City: _____

Zip: _____ Day Phone: _____ Cell Phone: _____

E-mail: _____

INDEMNIFICATION AGREEMENT

The Renter agrees to defend, indemnify and hold harmless the Wenatchee Valley Museum and Cultural Center, and the City of Wenatchee, its appointed and elected officials, employees and agents from and against any and all liability, loss, costs, damage and expense, including costs and attorney fees in defense thereof because of actions, claims, or lawsuits for damages resulting from personal bodily injury, including death at any time resulting therefrom, sustained or alleged to have been sustained by any person or persons on account of damage to property, arising or alleged to have arisen directly or indirectly out of or in consequence of the permitted use.

Printed Name _____ Signature _____ Date _____

AFFIDAVIT OF RENTER

I, _____, do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I also certify that I understand the policies governing the Museum and that this application is made subject to the policies and rules established by the Wenatchee Valley Museum and Cultural Center.

Signed _____ Date _____

SUBMIT THIS APPLICATION to the Wenatchee Valley Museum & Cultural Center, Attn: Anna Spencer, 127 S. Mission, Wenatchee, WA 98801.

CHECKLISTS (Pages 10 & 11) will be submitted by the Museum staff/volunteers once completed after event.

MUSEUM INFORMATION

The Museum is available for events for individuals and community groups, including but not be limited to: governmental agencies, non-profit organizations, private businesses, civic and service groups, private anniversary or birthday parties, dinner parties, neighborhood or other meetings, small concerts or dance performances, weddings, receptions, as well as “public” events hosted by a sponsoring entity or individual. Scheduling for the Museum is done through the Wells House Coordinator.

Spaces available for rent include: the Performance Hall on the main floor of the Museum, Coyote’s Corner on the second floor of the Museum, Maker’s Space in the basement of the Museum, Queen’s Court on the first floor of the Annex, and the Catering Kitchen on the main floor of the Museum.

FEE SCHEDULE

DAMAGE AND CLEANING DEPOSIT

Damage Deposit for use of the Museum: **\$100**
Damage Deposit due at the time of application.

USE RATES

Rates include charges for Museum staff/volunteers to be on site.

Reservation time is to be calculated for event set-up, event period and breakdown/removal of materials and clean-up.

- Museum Room Rental: **\$150/hour**
- Catering Kitchen: **\$75/day**

Includes dishes, silverware, glasses, large coffee urns, punch bowls, and use of appliances – range, microwave, refrigerator and dishwashers
- Piano Use:
 - As is **\$50**
 - With Tuning **\$100**
- Linens: **\$7/each**
- Additional Rates: **\$25/hour**
Additional Overage Fee for Museum staff/volunteers, for hours exceeded by time limits in Use Fees or for additional staff to cover event or at request of Renter
- Discounts:
 - Museum Member **-25%**
 - Non-Profit **-50%**

MUSEUM FACILITY USE POLICIES AND PROCEDURES

Please observe the following policies during use of the Museum. **Initial at each line as a checklist, indicating that Renter has read, understood and complied with these written policies.**

Your
Initial

RESERVATION REQUIREMENTS

- _____ 1. The reservation form must be filled out completely. Reservations must be received a minimum of seven (7) business days prior to the reservation date and no earlier than one (1) year in advance.
- _____ 2. Reservations are accepted ONLY on first-come/first-served written application.
- _____ 3. Payment of the deposit is required to hold a date. Payment of the deposit fee is required when the reservation application is submitted.
- _____ 4. Renters shall be at least 21 years of age, and shall be present during the event. The person signing the rental agreement will be considered the responsible party in case of damage, theft, or disturbances during the rental event. The Renter is responsible for the actual cost of repairs and any and all damages to the facilities or grounds during the rental event. Up to a 15% Administrative charge may be assessed in addition to the cost for repairs.
- _____ 5. Fees may be paid Monday through Fri between the hours of 10:00 a.m. – 4:00 p.m. at the Museum, 127 S. Mission, Wenatchee, WA 98801. Fees may also be paid by mail or by phone. Check or credit card payment may be used.
- _____ 6. In the case of returned checks, a \$35 NSF check fee will be charged. If this NSF check fee is not received, the check will be sent to collections and applicable fees will be charged.
- _____ 7. Government agencies may provide a purchase order in lieu of payment in advance, provided that all other requirements are met.
- _____ 8. Damage deposits are not required for government agencies. Cleaning/repair charges will be directly billed to the agency at the conclusion of the event as needed.
- _____ 9. Museum reserves the right to deny use of the Museum to any person due to previous event damages or conduct of Renter or members of Renter's party (at Wells House or the Museum), non-payment of fees or other incidents.
- _____ 10. The Renter shall provide a **certificate of insurance** in the amount of \$1,000,000 naming the Wenatchee Valley Museum & Cultural Center and City of Wenatchee as additional insured for the date of the event. **This certificate must be submitted to the Museum a minimum of five (5) business days prior to the rental.**
- _____ 11. The Renter shall provide a **Banquet Permit or Special Occasion permit** obtained from the WA State Liquor Control Board, if applicable. **This permit must be submitted to the Museum a minimum of five (5) business days prior to the rental.**

Your
Initial

RULES OF THE MUSEUM

HOURS OF EVENT:

- _____ 1. **WEEKDAY EVENTS: 10:00 am – 4:00 pm, Tuesday – Friday, unless an evening event is planned and approved.**
WEEKEND EVENTS: 10:00 am – 11:00 pm on Saturday and 10:00 am – 9:00 pm on Sunday. After a Sunday event, the clean-up must be completed by Sunday at 10:00 pm.

The Museum may make exceptions for longer hours to accommodate a Renter's request, but at no time will a "loud" event be allowed to operate after 10:00 pm, per City Code.

MUSEUM SPACE:

- _____ 2. If Renter does not arrive up to 30 minutes after the designated time, WVMCC staff/volunteers will leave the premises and Renter will be charged for a minimum of two hours.
- _____ 3. Rental includes only the areas available for use and includes set-up and clean-up times.
- _____ 4. **Smoking is prohibited inside the Museum.**
- _____ 5. Throwing of rice, birdseed, glitter, confetti or lighting fireworks or sparklers inside or outside of the building is **prohibited.**
- _____ 6. **Use of candles or any other types of open flames are prohibited.**
- _____ 7. Decorations are NOT to be attached to walls, ceilings, windows, woodwork, etc. of the Museum. All decorations must be removed at the conclusion of the event.
- _____ 8. Additional equipment (barbecues, tables, chairs, special lights, etc.) brought in by the Renter must be pre-approved by the Museum.
- _____ 9. All DJ speakers, set-ups and requirements for electricity must be approved prior to event.
- _____ 10. Any additional materials brought in by the Renter, including food and beverages, decorations, and miscellaneous materials must be removed at the conclusion of the event. The Museum is not responsible for items left behind.
- _____ 11. If Renter has reserved the kitchen, the kitchen must be cleaned before leaving. (Please see attached Event Kitchen Checklist.)

OTHER INFORMATION:

- _____ 12. There may be an exhibit in the main gallery or the display cases during your event, so please be respectful of other guests visiting the Museum.
- _____ 13. Use of illegal drugs, and or non-State permitted gambling is prohibited.
- _____ 14. The Renter is responsible for compliance with facility policies and procedures, city codes and ordinances including the City Noise Ordinance.
- _____ 15. The Renter is responsible for the supervision and control of their guests to prevent injury and insure safety, before, during and after use of the Museum.
- _____ 16. The Museum is not responsible for the storage of personal or event articles or supplies, nor for loss or theft of such items or supplies while renting the Museum.

- ____ 17. The Museum is not responsible for accident, injury, or property loss.
- ____ 18. Renters and their guests are not allowed to have animals in the Museum (except for service dogs, with certification documentation). Renters will be asked to provide their guests with this information and remove all animals if they are present at the event.
- ____ 19. Events charging fees or selling items may be allowed with discussion and full disclosure of the activity to the Museum.

Your
Initial

ALCOHOLIC BEVERAGES

- ____ 1. **LIQUOR PERMITS:**
- Only beer and wine are authorized. (NO hard alcohol.)
 - **Liquor Policy** – You must state your liquor policy for your event at the time of application and show how you will limit individual consumption and avoid individual intoxication.
 - **Serving Liquor Only** requires a Banquet Permit for \$10 from the Washington State Liquor Control Board and **is required 1 week before the event**. A copy needs to be affixed to your application and the original must be displayed during the event.
 - **Selling Liquor** - Special Occasion Permit costs \$60 from the Washington State Liquor Control Board and **is required 1 week before the event**. A copy needs to be affixed to your application and the original must be displayed during the event.
 - Obtain your BANQUET or SPECIAL OCCASION PERMITS on-line at liq.wa.gov . Check their website for more information on specific state requirements.

OPTIONS FOR SERVING ALCOHOL:

1. **Licensed Caterer Responsibility:**
- a. Renter has hired a licensed caterer to dispense champagne, beer and wine.
 - b. The caterer shall have a retail restaurant with a valid catering endorsement issued by the Washington State Liquor Control Board.
 - c. A copy of the caterer’s license shall accompany the rental application.
 - d. The catering company shall provide a certificate of insurance in the amount of \$1,000,000 naming the Wenatchee Valley Museum & Cultural Center and the City of Wenatchee as “additional insureds” for the date of the event.
 - e. The Renter is responsible for the conduct and behavior of drinking guests.
 - f. It is required that alcohol consumption at events stops a minimum of 1 hour prior to the designated end time of the event as specified on the rental permit.
 - g. Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures may result in a Police citation, immediate shut down of the event, forfeiture of deposit, and/or additional fees.

2. **Renter Responsibility:**
- a. The Renter shall provide a certificate of insurance in the amount of \$1,000,000 naming the Wenatchee Valley Museum & Cultural Center and the City of Wenatchee as “additional insureds” for the date of the event. A copy of the certificate must be submitted to the Museum a minimum of five (5) business days prior to the rental.
 - b. It is illegal to serve liquor to anyone under the age of 21.
 - c. The sale of alcohol is allowed if your group is a non-profit organization, application approval is given and all required permits obtained. See LIQUOR PERMITS section.
 - d. A Washington State Liquor Control Board Permit is required for all events involving alcohol. The original copy of this permit must be posted in a conspicuous location near the serving area during the event. A copy of the permit must be submitted to the Museum a minimum of five (5) business days prior to the rental. This permit can be obtained from a State of Washington Liquor Control Board Office.
 - e. The Renter is responsible for the conduct and behavior of drinking guests.
 - f. It is required that alcohol consumption stop a minimum of 1 hour prior to the designated end time of the event as specified on the rental permit.
 - g. Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures may result in a Police citation, immediate shut down of the event, forfeiture of renter deposit, and/or additional fees.

*Your
Initial*

REFUNDS/CANCELLATIONS AND RETURN OF DAMAGE DEPOSIT

- ___ 1. The Museum reserves the right to cancel the application for cause at any time.
- ___ 2. Cancellations by the Museum due to misuse of the House or failure to follow Museum policies will result in forfeiture of all fees, expulsion from the Museum and denial of future use requests.
- ___ 3. Renters wishing to cancel a reservation and to receive a refund must submit a written request under the following timelines:
 - ii. **FULL DAY RENTALS:**
 - i. 31/30 days or more prior to the reservation – A full refund will be provided.
 - ii. 30/29 days or less prior to the reservation – Cancellations will result in a cancellation fee charge of fifty (50%) percent of the rental fee.
 - iii. Deposits for cleaning and damage will be refunded in full.
 - b. **PARTIAL DAY RENTALS:**
 - i. A full refund will be 10 business days or more prior to the reservation.
 - ii. 9 business days or fewer prior to the reservation. A cancellation fee of fifty (50%) percent of the rental fee will be charged.
 - iii. Deposits for cleaning and damage will be refunded in full.

- _____ 4. If no damage is noted to the facility or to equipment, and all policies have been followed, the damage deposit will be applied to the balance due. **If the facilities are not returned to an undamaged and clean state, the user's damage deposit will be forfeited to the Museum.** In the event damage occurs above and beyond the deposit amount, the Renter is responsible for reimbursing the Museum for the full cost of the repair(s) and/or cleaning.
- _____ 5. Renters and the Museum staff /volunteers must initial and sign the after rental checklist before leaving the facility following clean-up in order to have the deposit returned. Allow 4 weeks for the deposit refund to be returned.

EVENT SET-UP

Layout:

- _____ Reception with a small dance floor
80-100 guests plus a small wedding party
- _____ Reception with a small dance floor
80-125 guests (sitting tightly) plus a small wedding party
- _____ Wedding Reception with a dance floor
50-80 guests plus the wedding party
- _____ Banquet
Up to 120 people with 2 service tables
- _____ Classroom
- _____ 68 people (4 to a table)
- _____ 85 people (5 to a table)
- _____ Other

Number of tables needed:

<u>Type</u>	<u>Quantity</u>
Round	_____
Rectangle	_____
Bistro	_____

Number of chairs needed: _____

Tablecloths, if needed:

<u>Type</u>	<u>Quantity</u>
Square 52"	_____
Square 70"	_____
Square 85"	_____
Rectangle 52"x90"	_____

Event Kitchen Checklist

Date _____

Event Name _____

	<i>Pre-event (Anna)</i>	<i>Post event (Event Staff)</i>	<i>Comments</i>
Stove top burners & ovens off		<input type="checkbox"/>	_____
Stove top clean	<input type="checkbox"/>	<input type="checkbox"/>	_____
Large oven clean	<input type="checkbox"/>	<input type="checkbox"/>	_____
Side oven clean	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bottom oven drawer clean	<input type="checkbox"/>	<input type="checkbox"/>	_____
Refrigerator clean & empty	<input type="checkbox"/>	<input type="checkbox"/>	_____
Freezer clean & empty	<input type="checkbox"/>	<input type="checkbox"/>	_____
Floor Clean	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sign posted on door for janitor to clean kitchen		<input type="checkbox"/>	_____
Counters clean & cleared off	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dishwashers empty	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sinks cleaned	<input type="checkbox"/>	<input type="checkbox"/>	_____
Microwave cleaned	<input type="checkbox"/>	<input type="checkbox"/>	_____
Oven fan off		<input type="checkbox"/>	_____
Heat/AC fan off		<input type="checkbox"/>	_____
Supplies needed			
Dish soap	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dishwasher soap	<input type="checkbox"/>	<input type="checkbox"/>	_____
Towels	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hot Pads	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bleach	<input type="checkbox"/>	<input type="checkbox"/>	_____

Staff Initial _____ _____

Additional comments, repairs, damage, breakage noticed:

AFTER RENTAL CLEAN-UP CHECKLIST
MUST BE COMPLETED BY RENTER & MUSEUM STAFF/ VOLUNTEERS

APPLICANT _____ EVENT _____

DATE OF EVENT _____

It is the responsibility of the Renter to see that the facilities are left in the same condition as they were prior to the event. The following list must be checked off upon completion of the event by the Renter AND the Museum staff/volunteers. This checklist is deemed complete when signed by the Renter and the staff on duty. Any failure to properly clean up the facility may result in forfeiture of all or part of the damage deposit.

The Museum staff/volunteers will submit this completed checklist to the Museum.

Renter/Staff **RENTER RESPONSIBILITIES/CHECKLIST OF TASKS:**

Initial /Initial

- ____/____ 1. Removed all equipment, etc. brought in for event.
- ____/____ 2. Removed all decorative items brought in (i.e., balloons, table decorations, flowers, etc.)
- ____/____ 6. Kitchen must be cleaned before leaving. (Please see attached Event Kitchen Checklist.)
- ____/____ 7. Renters must leave Museum on time. (See Museum Rules, Hours of Operation, pg. 6).
- ____/____ 8. Damage in any area has been discussed with Staff and is noted in "Comments" below.

Comments: _____

Signed: _____ Date: _____ Time: _____
(Renter)

Signed: _____ Date: _____ Time: _____
(Museum staff/volunteer)

OFFICE USE ONLY

EVENT NUMBER: _____

Banquet Permit Required: No _____ Yes _____ Date Received: _____

Certificate of Insurance Required: No _____ Yes _____ Date Received: _____

FEES AND CHARGES

Damage/Cleaning Deposit: \$100 \$ _____

Museum Room Rental: \$150/hour \$ _____

Catering Kitchen: \$75/day \$ _____

Piano Use:

As is \$50 \$ _____

With Tuning \$100 \$ _____

Linens: \$7/each \$ _____

Additional Rates: \$25/hour \$ _____

Additional Overage Fee for Museum staff/volunteers, for hours exceeded by time limits in Use Fees or for additional staff to cover event or at request of Renter

Discounts:

Museum Member -25% \$ _____

Non-Profit -50% \$ _____

TOTAL DUE: \$ _____

Amount Paid: \$ _____ Date Paid: _____

Check Number: _____ Cash: _____ Purchase Order: _____ Receipt Number: _____

POST EVENT DEPOSIT REFUND

Amount of Deposit Released: \$ _____ Date to Accounting: _____

Date Paid: _____