

Wells House

Reservation Application



Your guide to reserving the historic Wells House for weddings, parties, receptions, meetings or social events.

For questions regarding House rental, or completing this application, please contact Wenatchee Valley Museum & Cultural Center at 888-6241 or info@wvmcc.org.

WELLS HOUSE 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: _____

Interior Use? _____ Exterior Use? _____ Estimated Total Attendance: _____

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 _____

Renting extra tables or chairs from Museum? Yes _____ No _____ Tables _____ Chairs _____

Additional description of event: _____

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 Wenatchee Valley College, Board, 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 Wells House 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, 127 S. Mission, Wenatchee, WA 98801.

CHECKLIST (Page 11) will be submitted by the Event Worker/Museum staff once completed after event.

WELLS HOUSE INFORMATION

Wells House is an historic building adjacent to the Wenatchee Valley College campus in Wenatchee, Washington and is owned and operated by the Wenatchee Valley Museum & Cultural Center.

Due to the building's age and historic significance, special care of this facility is required from all users of the House.

Wells House 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 House and outside areas is done through the Wells House Coordinator.

The main floor space of the House is available for rent and includes an entry hall, main living room, dining room, pantry, kitchen and bathroom. Two rooms and two bathrooms on the second floor are available for use, typically by brides and grooms and their wedding parties. Use of House bathrooms are limited to wedding parties, host family, event host, etc., and guests of indoor events only, or small indoor/outdoor events.

The exterior porch, patio and lawn area are also available for use. The property surrounding the Wells House grounds is State-owned property occupied by Wenatchee Valley College.

Please note that Wells House is not air conditioned, and is not handicapped accessible from the exterior nor are there any handicapped accessible bathrooms.

Children are not allowed to run through the house or climb on any part of the building or fireplaces outside. Activities for children are best held outside on the lawn. Parents are to supervise children at all times.

Renters and their guests are not allowed to have animals in Wells House, or on the grounds, nor leave them in parked cars in the parking lots adjacent to the grounds. Anyone with an animal will be asked to leash and remove it from the grounds. Renter will be asked to provide their guests with this information and remove all animals if they are present at the event.

Exterior sanitation facilities must be obtained by Renter for events over 50 people. Renter should plan to rent sanitation facilities, allowing at least 1 facility per 50 people. Sanitation facilities and washing stations are to be placed in the parking lot behind Wells House, NOT on the grass.

Events charging fees or selling items may be allowed with discussion and full disclosure of the activity to the Rental Coordinator.

Advertising of public events must include a notation on printed materials that "Wells House is owned by the Wenatchee Valley Museum & Cultural Center."

FEE SCHEDULE

DAMAGE AND CLEANING DEPOSITS

Damage Deposit is due at the time of application and required to hold a reservation. Your inquiry date is not guaranteed until the damage deposit and rental application are submitted.

For daily use	\$ 50
For full single day and weekend use:	\$200
For any event where alcohol is being served:	\$500

USE RATES

Daily Use Rates – 2-hour minimum - includes one Event Worker/Museum staff person

Fees are calculated for the day of the activity and additional times needed by the Renter and Event Worker/Museum staff for event set-up, take-down or to be present for delivery and/or pick-up by others (i.e., rental equipment).

Weekday hourly rate (Monday through Thursday) *2 hour minimum	\$75/hr. (2 hrs. = \$150)
Full Single Day Weekend Rate	\$650
Full Weekend Use (Friday through Saturday)	\$2000

ADDITIONAL/OPTIONAL RATES:

-Additional Overage Fee for Event Worker/Museum staff - \$25/hr. – for hours *exceeded* by time limits in Use fees or for additional staff to cover event or at request of Renter

-White Table Linens - \$7/each – are available to rent at request of Renter

-Portable Power Box for use of outside power - \$20/day – available to rent at request of Renter

SET-UP

Number of tables needed:

<u>Type</u>	<u>Quantity</u>
Round (5)	_____
4' Rectangle (2)	_____
6' Rectangle (4)	_____
8' Rectangle (2)	_____
Café (8)	_____

Number of chairs needed:

<u>Type</u>	<u>Quantity</u>
Folding Grey (55)	_____
Stackable Grey (20)	_____

WELLS HOUSE FACILITY USE POLICIES AND PROCEDURES

Please observe the following policies during use of the House. **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 thirty (30) 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. A completed application (all pages signed and initialed) submitted along with the deposit fee is required to hold the date.
- _____ 4. Rental includes only the areas available for use, and includes the time of the event as well as set-up and clean-up times.
- _____ 5. Renters shall be at least 21 years of age. The person signing the rental agreement shall be present at the event, and will be considered the responsible party in case of damage, theft, or disturbances during the rental event and cleaning of the facility following the 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.
- _____ 6. Fees may be paid Tuesday through Friday between the hours of 10:00 am to 4:00 pm at the Wenatchee Valley Museum, 127 S. Mission, Wenatchee, WA 98801. Fees may also be paid by mail or by phone.
- _____ 7. 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.
- _____ 8. Government agencies may provide a purchase order in lieu of payment in advance, provided that all other requirements are met.
- _____ 9. 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.
- _____ 10. The Wells House Coordinator/Museum reserves the right to deny use of Wells House 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.
- _____ 11. The Renter shall provide a **certificate of insurance** in the amount of \$1,000,000 naming the Wells House/Museum/Wenatchee Valley College as additional insured for the date of the event. (Contact personal or business insurance agent to obtain this proof of liability coverage.) **This certificate must be submitted to the Museum a minimum of five (5) business days prior to the rental.**

- _____ 12. The Renter shall provide a **Banquet Permit or Special Occasion permit** obtained from the WA State Liquor Control Board, if applicable. (See page 9, "Liquor Permits" for details.) **This permit must be submitted to the Museum a minimum of five (5) business days prior to the rental.**
- _____ 13. 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 House or grounds are not returned to an undamaged and clean state, the Renter's damage deposit will be forfeited to the Museum.**

*Your
Initial*

RULES OF THE HOUSE

HOURS OF EVENT:

- _____ 1. **WEEKDAY EVENTS: 8:00 a.m. – 8:00 p.m. unless evening event is planned and approved.**
WEEKEND EVENTS: The hours of use of Wells House and grounds are:
Inside the Facility - 8:00 a.m. to 10:00 p.m./Outside Facility 8:00 a.m. to 10:00 p.m.
Exceptions may be made for longer hours to accommodate a Renter's request, but at no time will an outside event or loud inside event be allowed to operate after 10:00 p.m. per City Code.
Activities inside **Wells House will not last past 12:00 a.m. (midnight) on a Friday or Saturday night.**

INSIDE THE HOUSE:

- _____ 2. **The main floor inside the House is available for use.** Accessing the basement and upper floors is not allowed except for the second-floor bathroom at the top of the stairs and changing rooms for bridal parties. Inappropriate use of these areas may be regarded as violating the damage deposit being returned. **(Stiletto style heels are prohibited inside the House, as they damage the wood floors.)**
- _____ 3. **Smoking is prohibited inside the house and outside on the lawn (WVC is a smoke free campus).**
- _____ 4. Throwing of rice, birdseed, glitter, confetti or lighting fireworks or sparklers inside or outside of the building is prohibited.
- _____ 5. **Use of open flame candles inside the House is prohibited.** The only exception is the use of steel chafing dishes (not aluminum) and the use of sterno cans for keeping food warm. If used, an event worker or the party hostess is to monitor sterno flame. If chafing dishes are used, the Event Worker/Museum staff and the party host are to monitor sterno flames.
- _____ 6. **Electrical Equipment Use** – Protection of the House from fires is essential. Use of hair dryers and hair curlers is allowed, but monitored by Renter and Event Worker/Museum staff to make sure they are turned off and unplugged while not in use. Renter is to advise Event Worker/Museum staff of any other electrical equipment being used such as radios, speakers, etc. **The Wells House will not be responsible for any loss of Renter's or their guest's property left in the House.**
- _____ 7. **Decorations are NOT to be attached to interior or exterior walls, ceilings or windows of Wells House. NO PINS, THUMB TACKS, NAILS, or sticky mounting materials are to be used on any**

wall, ceiling or wood trim surfaces. Nothing may be attached to the interior ceiling or beams or light fixtures or to exterior beams, windows, lights or stone surfaces. Placing decorations/flowers on wood buffets, wood floors and on the interior fireplace mantel is allowed if water-protected with a plate or tray. The **stained-glass doors of turret room** are to be left open at all times and are not to be decorated or have decorations attached to the wood doors/frame or glass.

- _____ 8. **Kitchen:** A kitchen refrigerator and freezer is available as well as countertops and sink.
- _____ 9. **Electrical Needs:** Do not bring any electrical devices such as additional coffee makers, microwaves, countertop ovens, burners or any mechanical equipment requiring additional electricity. All aspects of the event requiring electricity and extension cords must be reviewed with the Wells House Coordinator prior to the event.
- _____ 10. **Tables and chairs for use at Wells House:** The House is rented “as is.” There are (2) 8’ tables, (4) 6’ round tables, (2) 4’ tables, (5) 60” rounds table, 55 folding chairs for indoor use and 20 stackable chairs for outdoor use. There are limited numbers of dishes, flatware, and glassware available.
- _____ 11. Three large plastic garbage cans, including garbage bags, are available for use. If additional garbage cans are needed, it will be the responsibility of the Renter to supply them.

OUTSIDE THE HOUSE:

- _____ 12. **Patio Use:** The patio may be used for serving food as well as guest tables and activities. **No fires** are allowed to burn in the fireplace. Propane barbeques may be used with permission and must have a grease catcher. Location to be discussed. No charcoal/open fires.
- _____ 13. **Awnings, tents and other objects such as trellises or archways which require stakes to be driven into the ground are not allowed.** Advise anyone setting up this type of equipment that they must use weights. Use balloon arches or free-standing trellis for weddings or parties.
- _____ 14. **Advise all hired businesses** (i.e., a rental company providing tables and chairs) that they cannot store such items inside the Wells House without making prior arrangements with the Wells House Coordinator to have access. **Pick-up and delivery time spent by Museum staff/Wells House volunteers is chargeable time.**
- _____ 15. Electrical cords across the lawn must be covered with tables, mats or other covers so as not to create trip hazards for guests. Renters are encouraged to use iPod or battery charged music technology. **NO MULTIPLE, LARGE SPEAKERS OR EXCESSIVELY LOUD MUSIC IS ALLOWED** inside or outside the House. All DJ speakers, set-ups, requirements for electricity, size and number of speaker units must be reviewed with the Wells House Coordinator prior to the event.

- _____ 16. All food and beverages, decorations and miscellaneous materials brought on site by the Renter, must be removed from the House/grounds site at end of the event rental period.

OTHER INFORMATION:

- _____ 17. **Minors under age 16 on the premises** without adult supervision are prohibited.
- _____ 18. Use of illegal drugs, and or non-State permitted gambling is prohibited.
- _____ 19. The Renter is responsible for compliance with facility policies and procedures, city codes and ordinances including the City Noise Ordinance.
- _____ 20. 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 House.
- _____ 21. The Wells House/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 Wells House and/or using the grounds surrounding the House.
- _____ 22. The Wells House/Museum is not responsible for accident, injury, or property loss.
- _____ 23. **The Renter is responsible for the actual cost of any repairs for any and all damages to the building or grounds as a result of their event and by their guests.** Up to a 15% administrative charge may be assessed in addition to the cost of repairs. Damage deposits will also not be returned in the event of damage.
- _____ 24. The renter is responsible for clean-up and disposal of all garbage and must make sure it is all removed from the House/grounds site at end of the event rental period.
- _____ 25. **Event Worker/Museum staff** will be on site to supervise, oversee and assist the Renter. The staff's responsibilities are to provide security and oversee the appropriate use of the House. If additional assistance is requested during your event, appropriate charges are listed on the fee schedule. The staff is not typically "wait-staff" unless this assistance is specifically requested and for which renter will be charged an hourly rate over and above the Household Assistance fee.

*Your
Initial*

EVENT SECURITY

Security is required for any event with an anticipated attendance of 100 or more guests. Depending upon the nature of the event, the Museum will make the determination as to whether or not security is required for any event with less than 100 guests.

- _____ 1. If the Museum has determined that security is required for the event, the renter must provide off-duty Wenatchee Police Officers. Based on the nature of the event and/or the number of people attending, the Police Department will determine the number of Officers needed.

Off-duty Officers should be scheduled as far in advance as possible, but must be scheduled a minimum of fourteen (14) days prior to the event, to ensure Officer availability. Renter risks cancellation of their event if this is not completed.

Your
Initial

ADVERTISING

1. Any advertising connected with this event must clearly state that neither the event nor the sponsor of the event is endorsed by or affiliated with the Wells House, the Wenatchee Valley Museum & Cultural Center nor Wenatchee Valley College, unless approved by those entities.

Your
Initial

ALCOHOLIC BEVERAGES

1. The possession or consumption of alcoholic beverages on the Wenatchee Valley College campus premises is **PROHIBITED**. However, alcohol is allowed inside and on the patio area of Wells House, and on the grounds immediately surrounding the House. **Prior written permission is required** from the Museum and the College along with obtaining the necessary and required state liquor permits for open bars or when selling alcoholic drinks.
 - Champagne, wine and non-alcoholic punch is allowed **INSIDE** Wells House.
 - Beer in bottles or kegs is restricted to the **OUTDOOR** area.
 - **Hard alcohol is not allowed. Renter risks cancellation if hard alcohol is present during your reservation.**

LIQUOR PERMITS:

- Only beer and wine are authorized.
- **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 a copy must be submitted to the Museum at least one week prior to 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 and Cultural Center and Wenatchee Valley College (if as "additional insureds" for the date of the event at Wells House.

- e. 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.
- f. *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 and Cultural Center and Wenatchee Valley College “additional insureds” for the date of the event.
- 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. Beer kegs or coolers are only allowed outside on the patio. Wine is allowed inside the House.
- e. 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 Wenatchee Valley Museum a minimum of one week to the rental. This permit can be obtained from a State of Washington Liquor Control Board Office.
- f. The Renter is responsible for the conduct and behavior of drinking guests.
- g. 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.
- h. 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 DAMAGE DEPOSIT

- _____ 1. The Wells House/Museum reserves the right to cancel the application for cause at any time.
- _____ 2. Cancellation by the Wells House/Museum due to misuse of the House or failure to follow House policies will result in forfeiture of all fees, expulsion from the House and grounds and denial of future use requests.
- _____ 3. Renters wishing to cancel a reservation of Wells House and to receive a refund must submit a written request under the following timelines:
 - a. **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 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.

EMERGENCY PROCEDURES:

- In the event of fire, water, electrical or medical problems, contact the Museum/ Wells House staff person and 911. Emergency College personnel and other important numbers are posted on the bulletin board in the Wells House kitchen.
- Non-Emergencies – contact the Wells House Coordinator at 888-6240 and the Police office at 888-4200 during daytime. After hours refer to posted numbers in the kitchen.

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

APPLICANT _____ EVENT _____

DATE OF EVENT _____

It is the responsibility of the Renter to see that the Wells House and grounds are left in the same condition as it was prior to the event. Upon completion of the event, the following list must be checked off by the Renter AND Event Worker/Museum staff. 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 Event Worker/Museum staff will submit this completed checklist to the Museum.

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

Initial /Initial

- ____/____ 1. Removed all tables, chairs, arbors, etc. brought in for event inside the House and/or on surrounding grounds. Return Wells House tables and chairs to back porch.
- ____/____ 2. Removed all decorative items brought in (i.e., balloons, table decorations, flowers, flower petals, decorative lighting).
- ____/____ 3. Swept hardwood floors, checked rugs for food or beverage spills and cleaned up.
- ____/____ 4. Removed garbage from all waste receptacles and taken out of House, or from patio, grounds and parking lot.
- ____/____ 5. Restrooms: Removed trash and cleaned up any spills on floor.
- ____/____ 6. Kitchen: Removed everything brought in for the event including all food, containers, beverages and supplies. Cleaned all counter tops, sinks, and refrigerators. Swept floor and cleaned up any spills from food or beverages.
- ____/____ 7. Renters must leave Wells House on time. (See House Rules, Hours of Operation, pg. 7).
- ____/____ 8. Damage in any area has been discussed with Staff and is noted in "Comments" below.

Comments:

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

Signed: _____ Date: _____ Time: _____
(Event Worker/Museum staff)

OFFICE USE ONLY

EVENT NUMBER: _____

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

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

Security Required: No _____ Yes _____

Number of Officers required _____ Police Receipt Number: _____

FEES AND CHARGES

Damage/Cleaning Deposit:

For daily use \$50 \$ _____

For full single day and weekend use \$200 \$ _____

For any event where alcohol is being served \$500 \$ _____

Use Rates: **(2 hour minimum)***

Weekday (Monday through Thursday) hourly rate \$75/hour \$ _____

Full Single Day (Fri, Sat, or Sunday) – flat rate, all day use \$650 \$ _____

Weekend Use (Friday through Sunday) \$2000 \$ _____

*25% discount on use rate for Museum members

*50% discount on use rate for Non-profit Organizations (proof of non-profit status must be submitted with application.)

Additional Overage Fee:

Event Worker/Museum staff \$25/hour \$ _____

Linens: \$7/each \$ _____

Portable Power Box for use of outside power \$20/day \$ _____

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: _____