

# Wells House

## Reservation Application



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

For questions regarding facility rental, or completing this application, please contact the Wenatchee Valley Museum & Cultural Center at (509) 888-6240 or [info@wvmcc.org](mailto:info@wvmcc.org).

# WELLS HOUSE RESERVATION - EVENT INFORMATION

Today's Date: \_\_\_\_\_

Name of Use/Event: \_\_\_\_\_

Event Date (s): \_\_\_\_\_ Time from: \_\_\_\_\_ Time to: \_\_\_\_\_

Additional description of event: \_\_\_\_\_

Interior Use       Exterior Use      Estimated Total Attendance: \_\_\_\_\_

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

Food Served?  Yes  No      If yes, by who?  Self  Caterer Name: \_\_\_\_\_

Will Alcohol be served?  Yes  No      If yes, by who?  Self  Caterer Name: \_\_\_\_\_

Renting extra tables or chairs from Museum?  Yes  No

If yes, how many?  Chairs \_\_\_\_\_ Tables:  60" Round \_\_\_\_\_  6' Rectangle \_\_\_\_\_

## **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, Attn: Facility Rentals, 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

The Wells House is a 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.**

The 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, meetings, 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 Facility Rental Manager.

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. One room and two bathrooms on the second floor are available for use, typically by brides and grooms and their wedding parties. House bathrooms are limited to wedding parties, host families, event hosts, 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 centrally air-conditioned or 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 are they allowed to 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.

Renter must obtain exterior sanitation facilities for events over 50 people. Renter should plan to rent sanitation facilities, allowing at least one facility per 50 people. Sanitation facilities and washing stations are to be placed in the parking lot behind the 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 Facility Rental Manager.

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

# FEE SCHEDULE

## DAMAGE DEPOSIT

The 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. The damage deposit is fully refundable provided there is no damage at the conclusion of your rental.

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

## USE RATES

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). Check off rates that may apply.

- Weekday Hourly Rate: 2-hour minimum (Monday through Thursday) **\$75/hr (2 hours = \$150)**
- Full Single Day Weekend Rate (Friday – Sunday) **\$850**
  - \*Weekend Hourly Rate: 2-hour minimum (Friday & Sunday) **\$100/hr (2 hours = \$200)**  
\*Only in addition to a full single-day weekend rental to allow for extra set-up or clean-up time.
- Full Weekend Use (8 am Friday through 4 pm Sunday) **\$2400**

## DISCOUNTS:

- Museum Member -25%
- Non-Profit -40%

*Please note: Discounts will only be applied to the room rental fee once information is verified. (Required EIN)*

## ADDITIONAL ADD-ONS:

- Black Table Linens – **\$10/each**  
Amount Requesting: Round (60 in) \_\_\_\_\_ Rectangle (6 ft) \_\_\_\_\_
- Extra Chairs – **\$2 each**  
Amount Requesting \_\_\_\_\_
- Extra Round or Rectangle Tables – **\$10/each**  
Amount Requesting: Round (60 in) \_\_\_\_\_ Rectangle (6 ft) \_\_\_\_\_
- Additional Overage Fee for Event Worker/Museum staff – **\$30/hr.**  
*\*For hours exceeded by time limits in Use fees or for additional staff to cover event.*

# WELLS HOUSE FACILITY USE POLICIES AND PROCEDURES

Please observe the following policies during use of the House. **Initial after each section, indicating that you (Renter) have read, understood and will comply with these written policies.**

## **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. A completed application (all pages signed and initialed) submitted along with the damage deposit fee is required to hold the date.
3. Rental includes only the areas available for use, and includes the time of the event which is to include set-up and clean-up times.
4. **The total amount due is to be paid in full the week of the event.** Fees may be paid Tuesday through Friday 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.
5. 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.
6. Government agencies may provide a purchase order in lieu of payment in advance, provided that all other requirements are met.
7. 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.
8. 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. Up to a 15% administrative charge may be assessed in addition to the cost for repairs.
9. The Facility Rental Manager/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.
10. 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.**
11. 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.**
12. If no damage is noted to the facility or to equipment, and all policies have been followed, the damage deposit will be refunded in full. **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.**

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# **RULES OF THE HOUSE**

**HOURS OF EVENT:** The hours of use of Wells House and grounds are:

WEEKDAY EVENTS: 8:00 a.m. – 8:00 p.m

WEEKEND EVENTS: 8:00 a.m. – 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. **No event is to last past 11:00 p.m. After a full weekend rental, the clean-up must be completed Sunday by 4:00 p.m.**

## **INSIDE THE HOUSE:**

1. **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 room 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.)**
2. **Smoking is prohibited inside the House and outside on the lawn (WVC is a smoke free campus).**
3. Throwing of rice, birdseed, glitter, confetti or lighting fireworks or sparklers inside or outside of the building is prohibited.
4. **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, the party hostess is to monitor sterno flames.
5. **Electrical Equipment Use** – Protection of the House from fires is essential. Use of hair dryers and hair curlers is allowed, but monitored by Renter 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. All aspects of the event requiring electricity and extension cords must be reviewed with the Facility Rental Manager prior to the event. Renter is to guard the safety of any electronic equipment, cameras, or personal items left in the House during an event. **The Wells House will not be responsible for any loss of Renter's or their guest's property left in the House.**
6. **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.
7. **Kitchen:** A kitchen refrigerator and freezer are available as well as countertops and sink.
8. **Tables and chairs for use at Wells House:** The House is rented "as is." There are (2) 8' rectangle tables, (4) 6' rectangle tables, (4) 48" round tables, (6) 60" round tables, and 50 folding chairs available for use.
9. **Garbage:** 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 the end of the event rental period. Two 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.

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## **OUTSIDE THE HOUSE:**

1. **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. Smoking is prohibited.
2. **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. 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 Facility Rental Manager to have access.  
**Pick-up and delivery time spent by Museum staff is chargeable time.**
3. 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 Facility Rental Manager prior to the event.
4. 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.

## **ADDITIONAL RULES:**

5. Minors under age 16 on the premises without adult supervision are prohibited.
6. Use of illegal drugs, and or non-State permitted gambling is prohibited.
7. The Renter is responsible for compliance with facility policies and procedures, city codes and ordinances including the City Noise Ordinance.
8. The Renter is responsible for the supervision and control of their guests to prevent injury and ensure safety, before, during and after use of the House.
9. 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.
10. The Wells House/Museum is not responsible for accident, injury, or property loss.
11. 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.
12. **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 required during your event, appropriate charges are listed on the fee schedule.

## **EVENT SECURITY:**

13. 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.

## **ADVERTISING**

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.

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## **ALCOHOLIC BEVERAGES**

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.

### **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.
- **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 online at [liq.wa.gov](http://liq.wa.gov) . Check their website for more information on specific state requirements.

### **OPTIONS FOR SERVING ALCOHOL:**

#### **Licensed Caterer Responsibility or Self:**

- 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. A copy of the caterer's license shall accompany the rental application.
- c. 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.

### **RENTER RESPONSIBILITY:**

1. It is illegal to serve liquor to anyone under the age of 21.
2. 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.
3. 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.
4. The Renter is responsible for the conduct and behavior of drinking guests.
5. 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.

***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.***

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## **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 & WEEKEND 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 damage deposit.
  - b. **PARTIAL DAY RENTALS:**
    - i. 14 days or more prior to the reservation - A full refund will be provided.
    - ii. 14 days or less prior to the reservation - Cancellations will result in a cancellation fee charge of fifty (50%) percent of the damage deposit
4. If no damage is noted to the facility or equipment, and all policies have been followed, the damage deposit will be refunded in full. 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 that damage occurs above and beyond the damage deposit amount, the Renter is responsible for reimbursing the Museum for the full cost of the repair(s) and/or cleaning.
5. Renter and Event Worker/Museum staff must initial and sign the after-rental checklist before leaving the facility, following clean-up in order to have the damage deposit returned. Allow up to four (4) weeks for the deposit to be returned.

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## **EMERGENCY PROCEDURES:**

- **In the event of fire, water, electrical or medical problems, contact the Museum Staff/ Facility Rental Manager and 911. Emergency College personnel and other important numbers are posted on the bulletin board in the Wells House kitchen.**
- **Non-Emergencies – contact the Facility Rental Manager at (509) 888-6240 and the Police office at (509) 663-9911 during daytime. After hours refer to posted numbers in 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, 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)\***

Daily (Monday through Thursday) hourly rate\* \$75/hour \$ \_\_\_\_\_

Full Single Day (Fri, Sat, or Sunday) – flat rate, all day use \$850 \$ \_\_\_\_\_

Weekend Use (Friday through Sunday) \$2400 \$ \_\_\_\_\_

Weekend Hourly Rate (Friday – Sunday)\* \$100/hour \$ \_\_\_\_\_

Only in addition to a full single-day weekend rental  
to allow for extra set-up or clean-up time.

\*25% discount on use rate for Museum members

\*40% discount on use rate for Non-profit Organizations

(Proof of non-profit status must be submitted with application.)

Additional Overage Fee:

Black Linens: \$10/each \$ \_\_\_\_\_

Extra Chairs: \$2/each \$ \_\_\_\_\_

Extra Tables: \$10/each \$ \_\_\_\_\_

Event Worker/Museum staff \$30/hour \$ \_\_\_\_\_

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: \_\_\_\_\_