

Edmonds Plaza Room 650 Main Street Edmonds, WA 98020

Rental office: Call to view! | Frances Anderson Center 700 Main Street, Edmonds, WA 98020 | Phone 425-771-0230

Timeline for renting the Edmonds Plaza Room: 1st Monday of August for the following year.

FEATURES & AMENITIES

- Exceptional view
- Capacity: 120 maximum
- Venue: Indoor & outdoor space
- 2,300 square feet (carpet)
- Uncovered patio
- Approximately 140 chairs
- WI-FI
- Catering: Client Arranged
- Kitchen (stove/oven/sink/microwave/2 refrigerators)
- 36 Tables-24 Rectangular (6'x30"), 12 Round (5')
- Two utility load/unload carts
- Load/Unload zone
- Cleaning supplies provided
- 2 Restrooms
- Great parking

RATES

20% discount for Friday-Sunday rentals in January, February, November & December.

Rental Hours	Monday-Thursday 8:30am-8:30pm	Friday 9am-11:59pm	Saturday 9:30am-11:59pm	Sunday Hours vary
Room Rental	\$200 (up to 4 hrs) \$400 (up to 8 hrs) \$50 (add't hour)	\$950	\$1,200	\$950
Staff Monitor	-	\$15/hr after 9pm	\$15/hr after 2pm	\$15/hr
Damage Deposit	\$200 (no alcohol) \$500 (alcohol)	\$500	\$500	\$500
Patio Rental	\$100	\$100	\$100	\$100

RESERVATIONS & CANCELLATIONS

Call for availability. \$400 non-refundable deposit required to reserve the Plaza Room and is applied toward the rental fee. Cash, local check, VISA, MasterCard, American Express and Discover accepted. Returned check fee \$30. Rental fee, damage deposit, event insurance, liquor liability insurance with policy endorsement and banquet permit are due in full 60 days prior to rental. Cancellations accepted up to 60 calendar days prior to rental date in writing. All cancellations are subject to the non-refundable deposit. No refund within 60 days of reservation date.

ALCOHOL POLICY, INSURANCES & REGULATIONS

A Washington State Banquet Permit must be obtained and displayed. Contact your insurance carrier for Event and Liquor Liability Insurance, naming the City of Edmonds, as an additional insured. The amount of this one time insurance needs to offer \$1,000,000 in coverage. The City must receive a copy of the insurance with the City named on the policy endorsement.

- Unattended, open bars are not permitted. No self-service of any type is allowed. Personal use of privately provided alcohol is not allowed, including flasks.
- Consumption of alcohol by minors is prohibited by State Law and will be strictly enforced. The event will be terminated if consumption of alcohol by minors is allowed. In addition, police will be called, and those violating this law will be subject to arrest.
- The individual signing the contract and purchasing the Banquet Permit or Special Occasion License will have the legal responsibility for any guest's consumption of alcohol.
- All alcohol must be consumed within the facility.
- Alcohol service must stop one hour before the designated end of your rental time.
- **Special Licenses and Permit**

The Washington State Liquor Control Board issues three licenses and permits for one time only events – all applications available online at www.liq.wa.gov.

1. *Banquet Permit:* Allows the service and consumption of liquor at a private, invitation only banquet or gathering held in a public place or business.
2. *Special Occasion License:* Allows a bona fide nonprofit organization to sell liquor at a specified date, time and place. Examples include a fundraising dinner, gala event, auction or wine tasting. This permit can take up to 45 days to process.
3. *Raffle Permit:* Allows a bona fide nonprofit organization to raffle liquor to its member at a specified date and place. This application needs to be processed 30 days in advance.

RENTAL AGREEMENT, USE POLICIES AND INFORMATION

- ALL FEES ARE SUBJECT TO CHANGE.
- Rental applicants must be 21 years of age or older and must be present during the entire rental use of the facility.
- The person signing the Edmonds Plaza Room Rental contract will be considered the responsible party in case of damages, theft or disturbance during the rental.
- The City reserves the right to cancel a reservation/use at any time due to emergency situations, i.e., fire, flooding, etc.
- The City is not responsible for items lost or stolen.

CHECK-IN, CHECK-OUT & SET-UP

- Rental party must check-in with City staff at Frances Anderson Center Reception Desk for entry to the Plaza Room.
- Check-out with the Staff Monitor.
- Setup and cleanup of room must be done on the rental date.
- No decorations are to be taped, tacked or applied with adhesive putty on painted or metal surfaces. Tape is not to be used on the tables, chairs or carpet.
- Electrical outlets in the rooms are 110V. There are no outlets on the patio area, nor outdoor lighting.
- All items used on the patio are to be free standing. Mobile catering equipment (i.e., latte carts, barbecues, etc.) and their locations need prior approval.
- Music, live or taped, is only allowed inside the Plaza Room and must end by 10pm. Volume will be monitored. Renter may be asked to lower the volume.
- Theatrical equipment or conditions which create a hazard, block exits or false alarm activation are not allowed including smoke machines, pyrotechnics, candles, etc.
- Beer kegs must be kept outside, at the designated location.
- Throwing of any materials (including but not limited to rice, bird seed, confetti and glitter) are not permitted inside the building or on the grounds.

CLEAN-UP

- Renter must remove all garbage from Plaza Room, Patio and Kitchen and put in dumpster on Dayton Street.
- Pick up litter from Library lobby and restrooms.
- **Renters are provided information for recycling and trash disposal and are to supply this information to event vendors including caterers.** GREEN FOOD SERVICE POLICY: The governmental operations of the City of Edmonds will no longer purchase or provide single-use polystyrene or other plastic-based, non-compostable food service packaging or ware for any city-sponsored function providing food and/or beverages. *Renters and officially-recognized users of City owned buildings are strongly encouraged to comply with these restrictions.*
- Wipe down and move tables and chairs to the specified closets.
- Clean kitchen. See Check List. *Cleaning supplies and garbage bags provided by the City.*

DAMAGE DEPOSIT

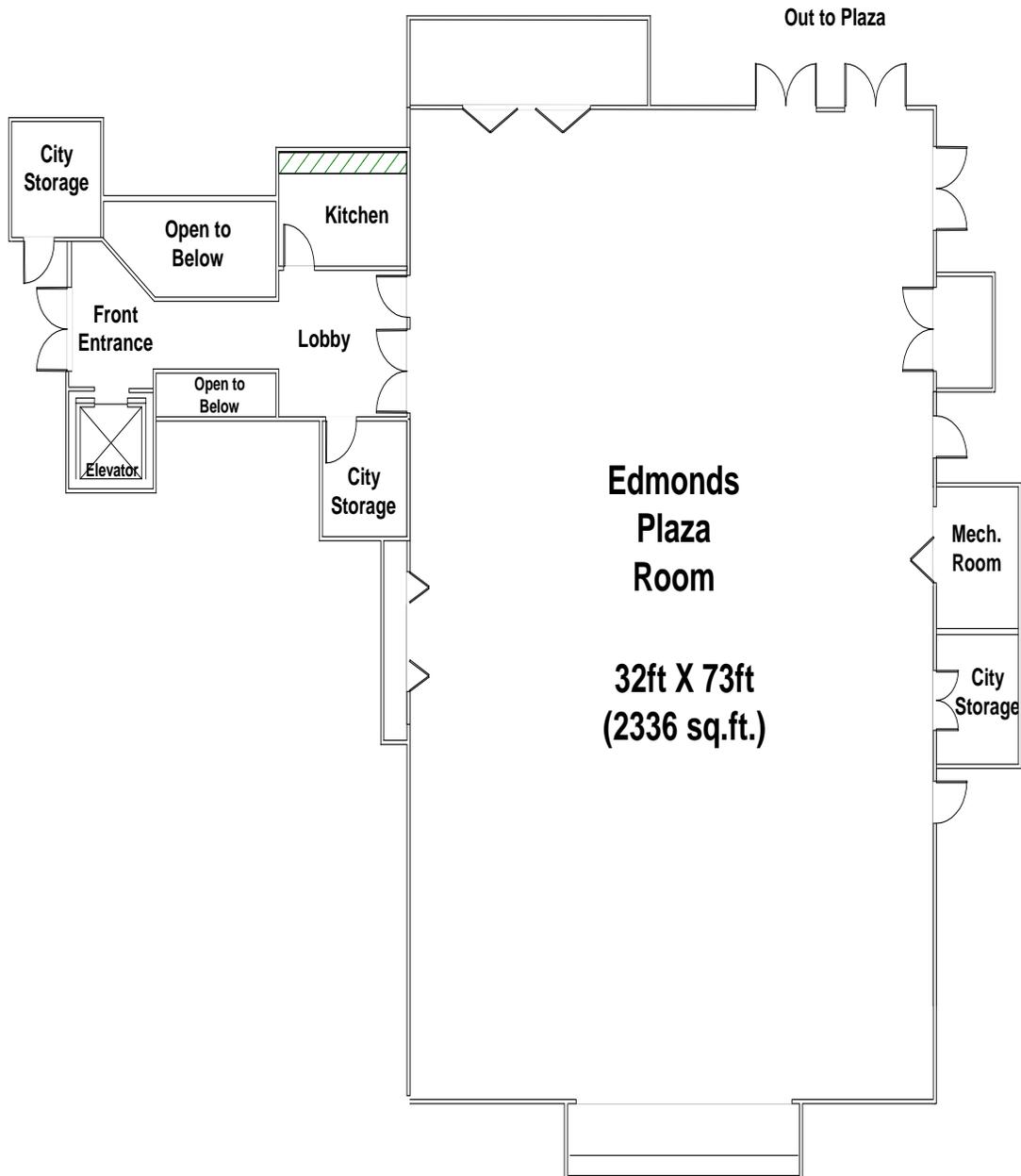
- Damage deposit refundable if there is no damage or loss of property and all personal and rental property is removed by the agreed upon contracted time. The facility must be in pre-event condition.
- If the cost of cleaning and/or repairs to the facility exceed the amount of the damage deposit, the renter will be billed for those additional costs.
- Plaza Room must close, with clean up and inspection complete, by midnight on the weekends and 8:30pm Monday-Thursday. If all persons and equipment are not out by the contracted time an additional charge of \$85/hour will be retained from the damage deposit and the hourly monitoring fee will increase.
- Spills to the carpet or blinds, deodorizing the room or any additional cleaning will be deducted from the damage deposit at a rate of \$50/hr plus materials. Cost incurred by the City to repair damages to any part of the facility, including outdoor patio, caused by the renter or the guests' actions or failure to adequately care for the room will also be deducted from the damage deposit.

MISCELLANEOUS

- Smoking is not allowed in the Edmonds Plaza Room.
- Renter is responsible for their guests' conduct and behavior.
- Ample off-street parking available in two lots adjacent to the building. Street parking is also available.
- Guests have access to the downstairs lobby of the building where restrooms and a pay telephone are located.
- The City request that late night departures be as quiet as possible as the facility is located in a residential area.

- The misuse of the facility or failure to conform with the rules, regulations and general information herein and/or the disrespect of onsite staff will be sufficient cause to immediately terminate an event. This will result in forfeiture of the damage deposit and denial of any future rentals. The onsite staff has the right to determine when and how this should happen, and to involve the police department at any time.
- The City of Edmonds staff reserves the right to require chaperones and /or security. All minors must have adequate adult supervision.
- Should a City of Edmonds staff person need to contact the Police Department for assistance, the event may end at the Officer's discretion.
- **The City of Edmonds, Parks Recreation and Cultural Services Department, reserves the right to change the general operating guidelines as stated herein with prior notice.**

INSIDE FLOOR PLAN



OUTSIDE FLOOR PLAN

