



Mason County Parks, Trails & Facilities Department

MEMORIAL HALL

RENTAL POLICY AND PROCEDURES

1. RESERVATIONS & PAYMENT PROCEDURES

- A. Reservations will be accepted on a first come written application basis only. Telephone inquiries are welcome. For more information, please call 427-9670 ext.419.
- B. Reservations are suggested to be made a minimum of thirty (30) days, advance notice. Rentals with less than thirty (30) days notice will depend on facility availability. Confirmation of rental will take place with receipt of \$50.00 non-refundable advance rental fee paid in full.
- C. Payment Procedures:
 1. The rental fee must be paid in full thirty (30) days prior to the event. If payment is not received within the time limit, your reservation will be subject to cancellation. Please make checks payable to Mason County.
 2. A damage/cleaning deposit of \$300.00 will be charged, for some events, and is due thirty (30) days prior to the event. To insure the return of your damage/cleaning deposit; please make sure you clean the facility before you leave. If there is no damage and cleaning has been done, the deposit will be returned to you within thirty (30) days after the scheduled event.
 3. Cancellations can be made two (2) weeks prior to the event, in writing. Cancellations after that time will result in twenty-five percent (25%) of the rental fee being retained or the \$50.00 non-refundable deposit retained, whichever is less. Damage deposits will be refunded in full.
 4. Rental hours are consecutive and must include time for delivery of supplies, set up, take down and clean up.
 5. The person completing the rental agreement must be at least 21 years of age and must 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.

- D. After approval of application, the applicant, for any use with significant potential liability exposure as determined by the County, shall furnish to the County, evidence that she/he has in full force and effect, a liability policy with Mason County as an additional insured in an amount to be determined by the County covering any bodily injury or property damage arising out of or in any way connected with the use of the facility by the applicant; except claims for damages or personal injuries that arise from sole negligence of the County.

This insurance may be obtained through a source available to Mason County or through their own insurance agent. The required insurance is Commercial General Liability with limits of \$1 million combined single limits per occurrence and Mason County named as an additional insured. Insurance may be required for groups that do any of the following:

- are open to the public
- charge an admission fee
- serve alcohol
- sell food
- involves physical activities which have been deemed by the County as high risk

- E. Veteran's organizations, established community groups (example: Rotary, Kiwanis), and community non-profit organizations are exempt from the payment of fee's and deposits. This policy and procedure is targeted specifically for events such as wedding receptions, family reunions, family parties, birthday events, and similar activities. Events that have the potential to attract large numbers of participants, where food and alcohol may be served or allowed.

2. RATE INFORMATION

The following rates will be charged for rental of Memorial Hall:

| | | | |
|--------------------|--------------------|--------------------|--------------------|
| <u>0 - 2 hours</u> | <u>2 - 4 hours</u> | <u>4 - 6 hours</u> | <u>6 - 8 hours</u> |
| \$80 | \$155.00 | \$235.00 | \$310.00 |

- \$300.00 damage deposit for specified events
- \$100.00 additional charge for any event serving or allowing alcohol
- \$ 50.00 additional charge for use of kitchen (any food preparation or service).

The tables and chairs at Memorial Hall are the sole property of the American Legion and Veterans of Foreign Wars posts. Any damage to the tables and/or chairs will be reimbursable to the American Legion and the VFW. Broken tables will be valued at \$125 per table and chairs at \$40 per chair.

3. GENERAL RULES

- A. Use of rice, birdseed, confetti, or like materials inside or outside of the facility is not permitted.
- B. Decorations may only be attached to walls, windows, or ceilings with painters (blue) masking tape or similar non-marring material.
- C. Any use of flammable materials, such as candles, is regulated by the Shelton Fire Department. Renters are limited to three (3) candles per table. Candles must be placed on a non-combustible surface. Candles used in a center piece surrounded by combustible materials must be contained in a votive or similar container. Food warming appliances must be used in accordance with manufacturer's recommendations. Sterno is acceptable.
- D. Uses of illegal drugs, smoking, and/or gambling are not permitted in Memorial Hall. Smoking is not allowed on the grounds at Memorial Hall.
- E. Only those areas specified on the agreement will be available for use by the renting party.
- F. Alcoholic beverages are allowed inside as long as the following requirements are met:
 - 1. A Washington State Special Occasions License or Banquet Permit must be obtained and displayed in the room during the event. A copy of the permit or license must accompany the rental payment. Application forms are available in through the Washington State Liquor Store. After June 1, 2012, interested parties will have to check online with the Liquor Control Board for information. The web address is:
<http://liq.wa.gov/>
 - 2. A Banquet Permit is needed for all private functions where liquor is served. Banquet Permits are needed for business or social organization functions where alcohol is served at no charge and/or brought in by its members. The function cannot be open to the general public. No alcohol may be sold under a Banquet Permit.

3. Non-profit groups planning to sell alcohol for profit must obtain a Special Occasion Liquor License.
 4. All alcohol service must end at 11:00 PM. No alcohol will be allowed to be dispensed after 11:00 PM. Failure to do so will result in closure of Memorial Hall and forfeiture of damage deposit.
- G. All minors on the premises must have adequate adult supervision.
- H. Renters are welcome to use kitchen appliances when the kitchen fee is paid. Silverware, dishes, towels, glasses, and other kitchen supplies are not available.
- I. Mason County cannot be responsible for accident, injury, or loss of property.

4. SET UP/CLEAN UP

- A. All items brought into the building by the renters need to be removed by the end of the rental period. Applicants are asked to remove food, materials, equipment, furnishings, and decorations or garbage left after use of the facility. The renter is responsible to clean floors, tables, and kitchen. Including sweeping, vacuuming, mopping, and wiping down surfaces. The renter is responsible to leave the facility in the same condition that you find it in, or better.
- B. Please take all trash with you after the event.
- C. In signing the rental application, the renter agrees to pay the cost of any cleaning or damage to Memorial Hall during their event.

5. FACILITY INFORMATION

Memorial Hall has one (1) main area available for rental. There is 1600 square feet of space available.

The facility may be available for rental on:

Weekdays 5:00 PM - Midnight
Weekends Sunday Afternoon Only

Parking spaces available on adjacent City streets.

The "main room" is comprised of a large, hardwood floor area with seating capacity of 200.