



## PIONEER PAVILION COMMUNITY CENTER RENTAL FACILITY FREQUENTLY ASKED QUESTIONS

### 1. HOW CAN I VIEW THE PIONEER PAVILION?

Visit the Pavilion at 2007 Cherry Street by appointment, Monday through Friday, call 360-384-3042 to view and have a tour.

### 2. HOW MUCH DOES IT COST TO RENT THE PAVILION?

There is a \$500 security deposit that is required, of which \$150 is kept for cleaning. In addition to the security, there is a fee associated with the type of event being held. Please see fee schedule below:

#### **Community Event**

Monday - Thursday:	4 hours or less \$150.00
Monday - Thursday:	All-day Event \$500.00
Fri., Sat. & Sun:	4 hours or less \$250.00
Fri., Sat. & Sun:	All-day Event \$600.00

#### **Private Event**

Monday - Thursday:	4 hours or less \$300.00
Monday - Thursday:	All-day Event \$800.00
Fri., Sat. & Sun:	4 hours or less \$400.00
Fri., Sat. & Sun:	All-day Event \$900.00

#### **Non-Profit Event\***

Monday – Thursday:	4 hours or less \$75.00
Monday – Thursday:	All-day Event \$250.00
Fri., Sat. & Sun:	4 hours or less \$125.00
Fri., Sat. & Sun:	All-day Event \$300.00

*\*Non-Profits must provide proof of status.*

### 3. HOW DO I CHECK AVAILABILITY?

Check the online calendar [HERE](#), email: [pavilionrentals@gmail.com](mailto:pavilionrentals@gmail.com) , or call 360-384-3042 to inquire.

### 4. HOW DO I RESERVE PIONEER PAVILION?

- Completed forms must be dropped off or [emailed](#) to the Facility Manager with a 25% deposit.
- A 25% deposit of your total rental fee is due, in order to secure your date, 30+ days or more from the date of the event. With the remainder due 30 days from the event.
- If your event is less than 30 days away, the entire rental fee is due at the time of application.
- Checks/cash accepted, and checks must be made out to The City of Ferndale. No credit cards.

### 5. HOW BIG IS THE PAVILION AND WHAT ARE ITS AMENITIES?

The Pavilion is a 6,000-sf rental facility. It currently includes tables and chairs for 300 guests, restroom facilities and plenty of parking. It has a wireless AV system, with AirMedia®, full drop-down screen that measures 18' x 9', wireless microphones, podium and excellent sound system.

### 6. IS THERE A KITCHEN?

There is a catering kitchen only, with a commercial refrigerator and freezer, a triple sink with power sprayer and two 100-cup coffee makers. There is lots of counter space and a roll up window.



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### **7. CAN I SERVE ALCOHOL AT MY EVENT?**

If you are having a private event and want to serve alcohol, you will need to obtain a banquet permit through the [Washington State Liquor Cannabis Board](#). If you are having a public event that serves alcohol, you will need a license from the WSLCB and you may be required to hire two off duty police officers at the hourly rate set by FPD.

### **8. DO I NEED EVENT INSURANCE?**

**YES!** Insurance is required for your event, unless the City has granted sponsorship. What you will need is a Certificate of Liability naming the City of Ferndale as the additional insured for the date of your event. Use the previous sentence when speaking with your insurance company. This document must be supplied prior to your event. If you do not have an insurance policy that will support a Certificate of Liability, you may purchase TULIP: Event Insurance [HERE](#). Should you choose to use TULIP: Event Insurance, please use the venue ID code: 0465-520. Also, note there is an additional premium for liquor liability.

### **9. HOW DO I ACCESS THE PAVILION FOR MY EVENT?**

After scheduling the walk through with the Facility Manager a few days prior to your event, you will need to visit the City Hall to complete a Key Request Form and receive your keys for the event.

For any other questions feel free to contact the Facility Manager at [pavilionrentals@gmail.com](mailto:pavilionrentals@gmail.com) or call 360-384-3042. You may also visit the [Pioneer Pavilion website](#) to download