



## PIONEER PAVILION COMMUNITY CENTER FACILITY USE AND RENTAL INFORMATION SHEET

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Hello and thank you for your interest in renting Pioneer Pavilion. The Pavilion is located next to Historic Pioneer Park with it's beautiful log buildings in downtown Ferndale, WA. Renting this facility is done through the Ferndale Chamber of Commerce & Visitor's Center, located at the facility.

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

If you are looking to utilize the location for a wedding, consider having your wedding in the Park and your reception in our facility.

There is a catering kitchen that has a commercial fridge, stand-alone freezer, triple sink, two 100-cup coffee makers, hand wash sink and lots of counter space with a pass-through window into the Pavilion.

In order to rent this facility, it is best to check the on-line calendar to make sure your event date is available, then fill out the on-line application and reserve the facility with a minimal deposit (see application for details). To secure renting the facility, you will need to pay a \$500 security deposit of which \$110- \$150 is non-refundable for cleaning or a reservation deposit of 25% or \$100, whichever is greater. Rental rates are attached.

If you are having a public event that serves alcohol, you will be required to hire two off duty police officers at a rate of \$65/hour per officer. WSLCB rules and rates will apply. You will also need liquor liability included in your insurance coverage.

Prior to your event, you will do a walk-through of the facility and be set up to get keys from the City. All applications must go through the facility manager. No rental will be approved without a fully filled out rental agreement signed by you and the facility manager with all details of said event.

If you have any questions regarding this rental, please feel free to email or call the number above. Our office hours are 9 am to 5 pm, Monday through Friday and we are closed for all legal holidays.

We hope that you find our facility a perfect place for your event, big or small and we look forward to working with you.

Sincerely,

Ann Serwold  
Facility Manager

**FACILITY & RATE INFORMATION (Pioneer Pavilion Community Center)**

The newly-remodeled PPCC is approximately 6,000 square feet and restrooms are on premise.

<b>Community Event:</b>				<b>Mark which applies</b>			
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					
<b>Private Event:</b>							
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					
<b>**Nonprofit Organization Event</b>				*Non-profit as defined by the IRS and event must be in Org. name.			
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					
<b>Early Decoration Cost:</b>							
One - three hours (per hour):		_____ X \$ 50.00					
3+ hours must use full rental costs above							
<b>Tables available:</b>		<b>Also included is the use of the following:</b>					
38 - 6 top rounds		Microphone					
16 - 4 top rounds		Sound System					
2 - 8' rectagles		Projector (Using AirMedia)					
		Podium					
<b>Chairs available:</b>		Catering Kitchen: Commercial Fridge, freezer,					
300 folding		2 100-cup coffee makers					
6 lg garbage cans w/liners		Commercial Sink and handwash sink, prep tables					