



**PIONEER PAVILION COMMUNITY CENTER
FACILITY USE APPLICATION**

EVENT INFORMATION

Name of Event: _____

Date(s) Requested: _____ Days of the Week: _____

Event Hours: From: _____ To: _____ (this includes set up and clean up)

EVENT CONTACT (must be present at the facility for the entire rental period)

Name: _____ Organization: _____

Main Contact Number: _____ Alternate: _____

Main Contact Email: _____

Mailing Address: _____

Physical Address: _____

ALL Music must be off by 10:00 PM no exceptions! (failure to comply will result in loss of deposit)

1. What is the approximate attendance? _____ (maximum attendance is 300)
2. Is there an Event Sponsor? YES NO If yes, then who? _____
3. Will there be vendors? YES NO If yes, how many? _____
4. Will alcohol be served? YES NO If yes, what hours? From _____ to _____

Will alcohol be SOLD CONSUMED Will minors be present? YES NO

Name of the organization/Individual that holds the WSLCB Permit _____

Any party over 150 patrons, serving alcohol will require a Mandatory Alcohol Server Training (MAST) certified server and 3rd Party Security is required to be on staff at the facility, proof of this is required to be submitted to the City 30 days prior to the event. Failure to present this information will result in denial of application request.

To obtain an alcohol permit please go to: <https://lcb.wa.gov/licensing/banquet-permits> .

5. Will there be gambling? YES NO If yes, what hours? From _____ to _____

EVENT TYPE: (check all that apply)

- Athletics Auction Concert Conference Festival/Fair Fundraiser
 Meeting Memorial Theatrical Trade Show Wedding Private Party
 Other: _____

Is this a public event: YES NO Is it the event FREE or TICKETED



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FACILITY INFORMATION:

Pioneer Pavilion maximum up to 300

FACILITY & RATE INFORMATION:

PRIVATE EVENT:

MONDAY – THURSDAY:	4 HOURS OR LESS:	\$400	PLUS \$1000 DEPOSIT
MONDAY – THURSDAY:	ALL DAY EVENT:	\$900	PLUS \$1000 DEPOSIT
FRI, SAT, SUNDAY:	4 HOURS OR LESS:	\$500	PLUS \$1000 DEPOSIT
FRI, SAT, SUNDAY:	ALL DAY EVENT:	\$1000	PLUS \$1000 DEPOSIT
ALCOHOL SERVICE DEPOSIT: (refundable)		\$500	

COMMUNITY EVENT:

MONDAY – THURSDAY:	4 HOURS OR LESS:	\$200	PLUS \$500 DEPOSIT
MONDAY – THURSDAY:	ALL DAY EVENT:	\$750	PLUS \$1000 DEPOSIT
FRI, SAT, SUNDAY:	4 HOURS OR LESS:	\$300	PLUS \$500 DEPOSIT
FRI, SAT, SUNDAY:	ALL DAY EVENT:	\$850	PLUS \$1000 DEPOSIT

***NON-PROFIT:**

MONDAY – THURSDAY:	4 HOURS OR LESS:	\$100	PLUS \$500 DEPOSIT
MONDAY – THURSDAY:	ALL DAY EVENT:	\$250	PLUS \$500 DEPOSIT
FRI, SAT, SUNDAY:	4 HOURS OR LESS:	\$200	PLUS \$500 DEPOSIT
FRI, SAT, SUNDAY:	ALL DAY EVENT:	\$350	PLUS \$500 DEPOSIT

*Non-Profit as defined by the IRS and must be in original name, proof of non-profit status must be provided with application submittal.

HOURLY RATE: MONDAY – THURSDAY 2 HOURS OR LESS: \$75/HR PLUS \$200 DEPOSIT

MONTHLY RATE: MONDAY – THURSDAY 2 HOURS OR LESS: Intended for non-profit small youth group rental. If large rental is scheduled, groups may need to move dates addressed on an individual basis.
\$50/MONTH @1X/WEEK PLUS \$200 DEPOSIT
\$100/MONTH @2X/WEEK PLUS \$200 DEPOSIT

TOTAL FEES DUE:

TOTAL RESERVATION DEPOSIT DUE WITH SUBMISSION OF APPLICATION: \$ _____

ALCOHOL DEPOSIT DUE: \$ _____

TOTAL RENTAL AMOUNT DUE: \$ _____

TOTAL DEPOSIT AMOUNT DUE: \$ _____

TOTAL ALL REMAINING FEES: \$ _____ Due no later than: _____



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DAMAGE & CLEANING DEPOSIT: All damage and cleaning deposits are partially refundable, less the non-refundable cleaning fee if the facility is returned to its original condition.

ALCOHOL DEPOSIT: This refundable deposit is due for any event serving alcohol in addition to all other deposits and rental fees. This deposit will be refunded if the facility is returned to its original condition and there are no incidences reported to the City or Ferndale Police in or around the facility during the rental period.

NON-REFUNDABLE CLEANING FEE: Full Day or Half Day rental cleaning fee is \$150, Hourly cleaning fee is \$50 (this will be retained from the deposit).

CANCELLATION FEE: Cancellations less than 60 days from the event will result in forfeiture of the 25% deposit to hold the facility. Less than 30 days will result in a forfeiture of 50% of the rental fee.

EARLY ENTRY: Early entry to the facility for set up will require an additional Half Day rental at the appropriate rate. This will only be allowed if there are no other rentals previously scheduled for the prior day.

RESERVATION & SECURITY DEPOSITS:

All reservations for functions are made upon and subject to the rules and regulations of the City of Ferndale and are subject to the terms and conditions described herein. It shall be the sole responsibility of the Renter to completely inform their agents, employees, vendors/contractors and guests concerning their obligations under this Agreement. Renter may have access to the Pioneer Pavilion Event Center general room, kitchen, the storage area for tables and chairs, the parking lot, and the restroom facilities on premises.

The City of Ferndale reserves the right to refuse any and all applications. Upon signing this Application, Renter shall pay the **City of Ferndale** the appropriate fees as stated above. The Security and Alcohol Deposits are for the purpose of securing Renter's obligations to return the Pioneer Pavilion Event Center in an undamaged and clean condition and to compensate the City, in whole or in part, for any additional charges owed under this agreement.

RESERVING PAVILION:

A 25% deposit of the rental fee is due to reserve the facility prior to 30 days from the event. Payment in full, including the damage and alcohol deposit is due at the time of booking, if the reservation is less than 30 days from the event. A Reservation Deposit is not an actual contract for rental approval but a "hold the date." The application must be approved by the City prior to event. The Facility Rental Manager will notify renter if there are any questions or concerns. The remaining rental fee must be paid no later than 30 days before the date of the Event. Any event



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not paid in full by that date (Your due date here: _____) will be deemed cancelled by the City and will not be permitted to occur.

INSURANCE

Renter agrees to obtain and maintain throughout the term of the event, at Renter’s sole cost and expense, Liability Insurance. Such insurance must provide limits of not less than \$1,000,000 for each occurrence. The insurer must be acceptable to the city and must be licensed to do business in the State of Washington. Any deductible or self-insured retention must be disclosed and is subject to approval by the City. **The City shall be named as an “Additional Insured” and Renter shall provide with the signed Agreement, copies of the insurance “Certificate of Evidence of Insurance” showing the City as Additional Insured, and shall not be allowed to be canceled, materially changed or allowed to expire before Event date(s) or termination of this contract.**

To obtain event insurance please to <https://app.gatherguard.com>

Signature by the City of Ferndale authorized representative along with the reservation deposit, shall be regarded as acceptance by the City of the **reservation application** for the Renter’s event. Signature on this application **does not** assume approval of the event. Full review will be conducted by stakeholders, and once approval is obtained, a full rental agreement will be required to be signed and submitted 30 days prior to the event.

City of Ferndale, Authorized Representative:

Renter:

**Facilities Rental Manager
City of Ferndale**

Please Print

Authorized Signature

Authorized Signature

Date

Date