



**CENTER** for URBAN HORTICULTURE

## Washington Park Arboretum Social Event & Meeting Regulations

1) **Payment:** As specified in your confirming letter, a deposit equaling 25% of the total fee will be due two weeks after your **Room Reservation Request** form has been processed. The balance of the rental charges and the damage deposit (for social events) is due 4 weeks before the event takes place.

2) **Cancellations:** Cancellations made within three weeks of an event will incur a penalty equal to 25% of the rental charges. Cancellations made within one week of an event will incur a penalty equal to 100% of the rental charges. All cancellations are subject to a \$25 processing fee.

3) **Damage Deposit:** The facility must be returned to its original condition, including removal of litter. The representative of the renting party signing the agreement is responsible for any damage caused by any person associated with the event. The damage deposit will be held until three days after the event. At that time any damage cost or additional charges will be deducted. Otherwise the full deposit will be returned.

4) **Security:** A building representative of our choosing will be on the premises to answer any questions and assist with any emergencies. Events taking place outside of normal business hours (10am to 4pm) will be charged \$20 per hour in addition to the rental cost. If you have arranged to have set-up and reset done by our staff, it will be completed by an additional staff person. The Building Representative will be here to check you in when you arrive and open the building, kitchen, and furniture closet for your event, bring in any audiovisual equipment listed on your rental agreement, act as an entry person for your event, answer questions or concerns regarding use of the facilities, equipment, etc., check you out after your event to make sure all cleaning procedures have been completed, answer the phone, and secure the building after your group leaves.

5) **Event Coordinator:** One person should be the designated representative of the renting party during the event. If you choose to have our staff set up your event, we request that your event coordinator be in contact with us no later than two weeks prior to the event for final set-up and equipment arrangements. This person is responsible for informing guests of our policies and procedures (i.e. parking, decorations, etc.), will coordinate with the building representative regarding check-out, and will assist with any questions and concerns that may arise.

6) **Hours:** The Graham Visitors Center is available for rental between the hours of 8am and midnight. All guests must be out of the facility and off the premises by 12 a.m. midnight. Any clean up taking place after this time must be specifically arranged with the building representative. Please note: a \$100 dollar penalty may be billed or assessed against the damage deposit if the Graham Visitors Center is not vacated and secure by midnight.

7) **Conduct:** The renting party is responsible for the conduct of all persons associated with the event. Any persons causing destruction, excessively loud noise, or abnormal behavior will be removed by Parks Security.

8) **Liquor:** Any alcoholic beverage or food permits are the responsibility of the renting party. A Washington State Liquor Permit is required for all events where alcohol will be served. Approval of the Superintendent of Parks is required in order to obtain a liquor permit; this form will be provided to those groups that need them.

9) **Decorations :** No tacking, taping, stapling, or anything that will leave permanent marks on the walls will be permitted; materials may only be hung with non-paint damaging tape (no duct tape). There will be no throwing of rice, birdseed, or confetti anywhere at the Washington Park Arboretum. No open flames or barbecues of any kind are permitted; candles encased in glass are acceptable. No weatherproofing, tenting, or tarping of any kind is permitted anywhere in the park or the facility. In some cases, **with prior written approval by the facility manager**, certain material may be broadcast, as long as it is picked up and disposed of by members of the rental party.

10) **Music:** Music, if any, will be maintained at a volume considered appropriate by the building representative. Music is allowed indoors or outdoors, but please keep in mind that the Broadmoor neighborhood is in close proximity to the Graham Visitors Center, and if volumes exceed acceptable levels, someone may alert the authorities.

12) **Setup and Reset:** Set-up and reset will be performed by UW staff and is included in the rental price. After the booking process is complete, you will be directed to the Building coordinator that will help you plan your layout for your event. All cleaning materials will be supplied to the event, and the kitchen facility is always the responsibility of the rental party.

*These guidelines are for the protection of the Graham Visitors Center, its clients and its neighbors. They will be administered by our designated building representative. Failure to cooperate will result in charges being applied against the damage deposit or enforcement by the Seattle Police Department.*

**I have carefully reviewed the policies and procedures of the rental program of the Graham Visitors Center and agree to its terms.**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

(please make a copy of this form for your records)