City of Asotin

www.cityofasotin.org

Phone: 509-243-4411 PO Box 517 121 Cleveland Street Asotin WA 99402 Fax: 509-243-1223

Asotin Historical Community Center Use Application
305 First Street
Asotin WA 99402

Resolution 2013-492 – 2014-534 - 2015-552

Today's Date _____

Name of Applicant_____ **Organization:**_____

Physical Address_____**Phone #**_____

Mailing Address_____ **Additional Phone #** _____

Address to mail Damage Deposit_____

Date of Event_____ **Time Event Begins**_____ **Time Event Ends** _____

Setup Date _____**Set up Time** _____**Clean up Date**_____**Clean up Time**_____

Type of Event _____ **Number of Participants** _____

Rental Time is defined as "time designated on the Asotin Historical Community Center Event Rental Application" which includes set up and clean up. If cleanup is not completed by the designated time the damage deposit will be forfeited. If additional time is needed to cleanup, items must be removed by 7:00am the following morning or you may be charged additional fees.

Rates are subject to change

Damage deposit.....$150.00 (requires a separate check)
Building Rental Fee Per Day……$300.00
Building Rental Fee Per Half Day…….....(5 hours)…….$150.00
Not for Profit Organizations ……..……..$150.00 Damage Deposit required
"Use Fees" listed below are calculated in four hour intervals:

	Non-Profit (501 C-3) Not for Profit	Asotin Resident	Non-Resident
Professional Meeting	$25.00	$25.00	$50.00
Bridal Shower	$25.00	$25.00	$50.00
Wedding Rehearsal	$25.00	$25.00	$50.00
Baby Shower	$25.00	$25.00	$50.00
Family Reunion	$25.00	$25.00	$50.00
Birthday Party	$25.00	$25.00	$50.00
Funeral	$25.00	$50.00	$100.00
Fundraising Event	$25.00	$25.00	$50.00
Pre-Wedding Preparations (When using Chief Looking Glass Park)	$25.00	$25.00	$50.00

Fees are based on time designated on the Application. If it is anticipated that set up will require time on the day prior to the event there will be a charge for the hours used the day prior.

If a **cancellation** is not made 10 days prior to the date of the event, the rental fee will be forfeited.

Payment, Damage Deposit and Application is due at the time of reservation

No alcoholic beverages are allowed in the Asotin Historical Community Center, unless the proper permit is obtained. You can apply for the Banquet Permit at www.liq.wa.gov. **Please provide a copy of the permit to when submitting your Asotin Historical Community Center Event Rental Application.**

Requested events will be evaluated on a case-by-case request and in order of receipt. Those events or activities that pose a potential security or safety risk, or are in violation of local, state and/or federal laws shall be denied. All decisions are made by the Mayor of Asotin and are final.

I agree to indemnify and hold harmless the City, its employees and agents for all liability claims arising out of the event. I agree to pay for all damages to the premise or its contents deemed excessive by the City which incurred as a result of the event. **I have read and understood the Asotin Historical Community Center Rules and Regulations for renting the Park Facility._____ Please initial.**

Damage Deposit- To obtain damage deposit, please bring keys to City Hall 121 Cleveland, Asotin WA 99402 Monday following the event. City hall is open 9:00am – 5:00pm. And/Or you can place the keys in the drop box at City Hall and your damage deposit will be returned by mail.

If you have any questions please feel free to contact us at 509-243-4411.

Please return Application, Payment and Damage Deposit to:
Asotin City Hall
PO Box 517
Asotin WA 99402

Applicant Signature_____ **Date_____**

Clerk/Treasurer Signature_____ **Date_____**

Key Number_____ **Date_____**

Key Returned_____ **Date_____**

Cash_____

Check_____

Credit Card_____
The Credit Card Transaction Fees and Charges will be paid for by the applicant.

Asotin Historical Community Center Use Agreement For Events

Please Pick Up Key at Asotin City Hall

Asotin City Hall is open Monday-Friday 9:00am–5:00pm

- **Fees:** As listed on the Asotin Historical Community Center Event Rental Application.
- **Historical Regulations** do not allow posting on any wood finishes using any puncture or adhesive such as: staples, nails, push pins, glue, and thumb tacks etc… ***Poster Putty allowed only***
- **Alcoholic beverages** cannot be sold, distributed, or consumed in any city facilities, including city parks, unless proper permits (Washington State Liquor Control Board Banquet Permit) have been obtained and approved by the Asotin Mayor. You can apply for the Banquet Permit at **www.liq.wa.gov.**
- **Clean-up** - the applicant is responsible for clean-up of all City premises utilized under the terms of this Agreement. Clean-up includes wiping surfaces, cleaning spills, sweeping /vacuuming floors, bagging and removing garbage resulting from the Applicant's use of city properties.
- **Smoking or Tobacco** is not allowed within 25 feet from the building, doorways, windows or intake areas anytime during any function.
- **Cancellation** If a cancellation is not made 10 days prior to the date of the event, the rental fee will be forfeited.
- **Keys Pick up/Drop Off:** Keys may be collected from City Hall on the date for which the Center is rented; for Saturday or Sunday event, key must be collected by 5:00pm the preceding Friday.
- **Dumpsters** please take **ALL** trash to the dumpsters.
- **DO NOT DISPOSE** of any cleaning supplies, grease, hot liquid etc. on the grass.
- **Fireworks** are prohibited.
- **Damage Deposit-** To obtain damage deposit, please bring keys to City Hall 121 Cleveland, Asotin WA 99402 Monday following the event. City Hall is open 9:00am – 5:00pm. **And/Or** you can place the keys in the drop box at City Hall and your damage deposit will be returned by mail.
- **Rental Time** is defined as "time designated on the Historical Church Rental Application" which includes set up and clean up. If cleanup is not completed by the designated time the damage deposit will be forfeited.
- **The City of Asotin** will not be responsible in case of fire, theft, accident or loss of any kind. It is your responsibility to advise all persons sharing the facility.
- **Emergencies** Please report disturbances to dispatch at 509-758-2331 **and/or Call 911 for Emergencies**
  Contact Telephone Number Leave contact telephone number and name with City Hall when key is collected.
- **Capacity** 150 Persons.
- **Emergency Contact After Hours** #208-791-2704.