



Upper Kittitas County Senior Center
Mail: P. O. Box 877 (Physical: 719 E. Third St.), Cle Elum, WA 98922
509-674-7530, director@ukcsejiorcenter.org

CENTENNIAL CENTER FACILITY USE APPLICATION PACKET EVENT PLAN

Event Day & Date _____ **Application Date** _____

Event Name _____ **Bill to Name** _____

Rental start with host setup _____ Rental end with teardown _____
Your setup to decorate and bring in food and other items, and your teardown time to stack tables and chairs, and take all items out that you brought in, is included in the time you are renting the facilities.

Responsible Person _____ Cell Phone _____

Email Address _____ Work Phone _____

Mailing Address _____ City/State/Zip _____

Room(s) Requested _____ # of expected attendees _____

Number of 71" Round Tables (max 14, Main Hall only) _____ Tablecloths? _____

Number of Chairs at each table (max 8) _____

Number of 6' Rectangle Tables _____ Tablecloths? _____

Number of Chairs at each table (max 6) _____

UKCSC place settings on the tables? Yes No Bar Service (Main Hall only)? Yes No

Provided by UKCSC at no charge (Circle requested items): Coffee, Decaf, Iced Tea, Cold Water, Hot Water & Tea

Provided by UKCSC at ADDITIONAL charge (Circle requested items): Dinner Plates, Dessert Plates, Paper Plates, Linen Napkins, Paper Napkins, Silverware, Lemonade, Coffee Cups, Beverage Glasses

Other requests _____

Catering provided by _____ Buffet? Yes No

FOR OFFICE USE ONLY

☐ Signatures ☐ Room Map ☐ Deposit ☐ Invoice # _____

☐ Order Linen ☐ Final Payment ☐ Deposit Return ☐ Survey

☐ Master Calendar ☐ Volunteer Binder ☐ Monitor Only ☐ # of Servers needed

UKCSC Setup Day/Time _____ UKCSC Cleanup Day/Time _____



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CENTENNIAL CENTER REGULATIONS

EVENT NAME _____ EVENT DATE _____

1. **NO SMOKING** or vaping of any kind indoors, in front of the building, or within 25 feet of exterior doorways.
2. **NO ALCOHOL FOR PERSONAL CONSUMPTION** is allowed to be brought on the premises or inside the building.
3. **BAR AND BARTENDERS** are licensed and provided by UKCSC.
4. **APPLICABLE LAWS** - Applicant/Renter is responsible for ensuring the character and the nature of the event/activity anticipated will comply with UKCSC, City, County and State regulations and laws.
5. **LARGE CROWDS** of 250 or more require the Renter notify the Cle Elum Fire Dept. and Cle Elum/Roslyn Police.
6. **RESERVATION DEPOSIT of 50%** of all estimated fees is required to be PAID AT THE TIME OF RESERVATION.
7. **DAMAGE/THEFT DEPOSIT** of \$250.00 for an event is required and deducted from your final bill unless damage has occurred, or incidental charges are incurred. Any deposit refunds are in the form of a check to the contracting person(s) and mailed to the address on file. Checks may take up to 30 days to process. Should the amount of the deposit not fully cover the costs to repair/replace damage, the Renter shall be responsible for all amounts in excess.
8. **DECORATIONS** must be temporary and removable without causing damage. As the renter, you are responsible for ensuring that the decoration rules are followed. Failure to adhere to these rules and regulations may result in the forfeiture of your Damage Deposit and/or denial of future facility use.
 - a. Not allowed: Glitter, fog machines, fireworks, sparklers, oil burning lamps, rice, confetti, or other decorations that are difficult to clean up.
 - b. Décor items may be hung with pipe cleaners, string, or other non-abrasive and adhesive-free methods. Décor may be attached to the carpeted walls with push or safety pins only. No nails, tacks, staples, or glue can be used on the facility walls, floors, or equipment.
 - c. Canopies/tents/popups onsite must be weighted and pre-approved by the Event & Facility team.
 - d. Fully enclosed candle holders, a minimum of 1 inch taller than the flame must be pre-approved.
 - e. Use of flammable materials is prohibited. No open flames or fires are permitted on site.
 - f. Open flame candles for a wedding ceremony only may be used without an enclosed glass holder if they are lit just before the ceremony and extinguished immediately after.
 - g. It is the Renter's responsibility to remove all personal belongings, decorations, decorating materials, and any other equipment/items brought in for your event. Items left behind will be held for 1 week.
9. **STORAGE** may be available before your event. Please check with UKCSC management. All items brought in for the event must be removed by the end of your contracted rental time.
10. **AUDIO/VISUAL/SOUND SYSTEM** UKCSC will provide an instruction manual. It is recommended that Renter test their equipment with the system in advance. The Renter is responsible for operating the system.
11. **ESTIMATED FEES** are listed on the Fee Sheet. If there are any incidental expenses over and above what was estimated including anything from the kitchen or storage rooms, the cost and those expenses will be finalized after your event and deducted from the damage deposit.
12. **INCLUDED** in your rental at no charge are UKCSC monitor, tables, chairs, coffee & water service, and parking in front and behind the facility. More parking is available at Centennial Park adjacent to the Center.



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13. **CANCELLATIONS** – A refund shall be processed only after the Renter has given written notice to the UKCSC canceling. Any refunds are returned to the contracting person(s). Payments cannot be transferred, sold, auctioned, or gifted to anyone. The UKCSC is not responsible for reimbursement of any items purchased by the renter in association with the scheduled event such as vendor or service charges, separate rental charges, permit or licensing fees, etc. The amount to be refunded is applied to the facility rental deposit as follows.
 - a. 15 days or more notice = Full refund
 - b. 0-14 day notice = 50% refund of the deposit amountShould UKCSC be forced to cancel the rental, the Renter agrees that UKCSC shall not be responsible for anything the Renter may suffer or incur due to the cancellation. UKCSC will attempt to notify the Renter as soon as possible. All fees and/or deposits paid shall be refunded.
14. **SETUP** – Tables, chairs, linen, place settings, and UKCSC provided items will be set up by UKCSC for your event if we have your floorplan 1 week ahead of time.
15. **CLEANUP – THE RENTER IS RESPONSIBLE FOR REMOVING ALL ITEMS RENTER BROUGHT IN** including but not limited to decorations and personal items. Renter is responsible for stacking chairs and tables, putting dishes and silverware in bus tubs provided, and putting garbage in the receptacles provided. If your event finishes early, there will be no refund for unused time.
16. **DINER** is available for rent and can be quoted if available for use. Please check with UKCSC management.
17. **CATERING BY UKCSC** is available and can be quoted and contracted under a separate agreement. Please discuss this with the UKCSC management.
18. **BRINGING IN FOOD** – You are welcome to self-cater, potluck, or have the caterer of your choice.
 - a. **Food** must be prepared in advance offsite unless under a separate Kitchen Rental or Catering Agreement.
 - b. **Kitchen** may be used only to keep cold food cold if space allows ahead of and during your event.
 - c. **Leftovers** must be taken away in **your own containers**. UKCSC foil, plastic wrap, etc. please refer to #10 above. Potential costs will be deducted from your damage deposit.
 - d. **Servers** to be provided by you or your caterer. **The Renter is responsible for serving food and beverages brought in** except when served out of the bar by the licensed bartender. UKCSC servers with WA State Food Worker Cards may be available. Check with UKCSC management.
 - e. **UKCSC Items** may be used if available. We are happy to provide any essential items not initially planned for. Your monitor will get you what you need and keep a list. Refer to #11 above.
19. **PROOF OF INSURANCE** is required for your event. Submit proof of insurance with this application.
20. **SHARED SPACE** – This facility conducts business M-F 8am-2pm. Also, there may be another event during your event. Some facilities will be shared (bathrooms, parking areas). ***Please ask your guests to be respectful.***
21. **UKCSC CODE OF CONDUCT** posted at the front desk applies to facility Renter and their users.
22. **ACCESSIBILITY:** The entire facility is ADA compliant.
23. **INDEMNITY** – The Indemnity Agreement shall be included as an attachment to this rental agreement.

Fees and regulations may be open to negotiation.

UKCSC management will talk with you about your event in order to do our best to meet your needs.

By my signature below, I acknowledge I have read, understand, and am responsible for these terms.

RENTER SIGNATURE/DATE _____

UKCSC APPROVER SIGNATURE/DATE _____



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CENTENNIAL CENTER INDEMNITY AGREEMENT

EVENT NAME _____ EVENT DATE _____

If the application for use of the Centennial Center (the Center) facilities is approved, the Renter, by their signature hereto, agrees to defend, indemnify and hold harmless the Center, its appointed and paid staff, its volunteers, and its agents against all claims, demands, loss or liability of any kind and character arising out of or in any way connected with the Renter's use of the Center facilities specified in the Application.

Authorization for use of the Center facilities shall not be considered as an endorsement of or approval of the activity, group or organization, nor the purposes they represent.

The Center may orally withdraw permission to use the Center facilities and/or the equipment in the event any provision of this agreement and the Application has not been complied with or is violated, without liability of any kind to the Renter.

In addition to the foregoing, the Renter agrees to assume responsibility for and to reimburse the Center for the costs of repair or replacement of any facilities property that becomes damaged, destroyed or stolen during the Renter's use of the facility and equipment herein above designated.

Renter warrants the use of the Center, the Center facilities and equipment will be strictly in accord with the Center's policy and all applicable provisions of the City of Cle Elum, Kittitas County, and Washington State laws.

By my signature below, I acknowledge I have read, and understand, and I am responsible for the terms of this agreement.

RENTER SIGNATURE/DATE _____

UKCSC APPROVER SIGNATURE/DATE _____



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CENTENNIAL CENTER NON-BINDING ESTIMATED EVENT FEES

This is an estimate. Any incidental expenses over and above what is estimated here will be finalized after your event and deducted from or added to the damage deposit refund, if necessary.

EVENT NAME _____ EVENT DATE _____

BILL TO NAME _____ PHONE _____

MAILING ADDRESS _____ EMAIL _____

FACILITY (Capacity)		FEE	QUANTITY	TOTAL
Banquet Hall (300, 225 with tables)	HOURLY	\$100.00		
Kiwanis Room (50, 33 with tables)	HOURLY	\$65.00		
Diner (48)	HOURLY	\$65.00		
Library (12)	HOURLY	\$25.00		
East Patio (appx 100)	HOURLY	\$25.00		
Technology	ONE TIME FEE	\$25.00		
Cleaning and Garbage Disposal for Under 100	ONE TIME FEE	\$30.00		
Cleaning and Garbage Disposal for Over 100	ONE TIME FEE	\$50.00		
Bar Setup – Main Banquet Hall Only	ONE TIME FEE	\$25.00		
White Round Tablecloths (85x85) Main Banquet Hall only	EACH	\$4.00		
White Rectangle Tablecloths (52x90)	EACH	\$3.00		
White Cloth Napkins	EACH	\$1.00		
Coffee, Decaf, Iced Tea, Water, Hot Water	INCLUDED	\$0.00		\$0.00
Tables, Chairs, Parking	INCLUDED	\$0.00		\$0.00
UKCSC Volunteer Monitor and/or Food Servers	INCLUDED	\$0.00		\$0.00
Plates, Silverware, Cups, Glasses	TBD			
Miscellaneous Kitchen Wares and Supplies	TBD			
Other				
Discount: Nonprofit 10% or 25%, or Member 20% off room fee				
<i>Hourly fees are capped at 5 hours and rounded to the 1/2 hour</i>			Subtotal 1	
			Tax 8.5%	
			Subtotal 2	
Damage Deposit (if warrants, returned within 20 business days)		\$250.00		
			Total	
Due upon reservation. Not applied to existing rental balances.			Deposit 50%	
Balance Due 1 week in advance of event			Balance	



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CENTENNIAL CENTER OUTSIDE CATERED FOOD DISCLAIMER
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EVENT NAME _____ EVENT DATE _____

If the application for use of the Centennial Center (the Center) facilities is approved by the facility owner Upper Kittitas County Senior Center (UKCSC), then the Renter, by their signature hereto, includes, together with the Renter's rental agreement in place, this addendum to that agreement.

I, Renter will be bringing in food and/or beverages that have been prepared outside of the Centennial Center for our event. Our event shall provide Servers either by the Renter's group, the Renter's volunteers, or their caterer. The Renter is responsible for serving food and beverages to their event guests.

UKCSC shall be held harmless for any form of foodborne illness that is the result of food products that were produced and or prepared outside of the Center facilities. Any foodborne illness associated with food produced and or prepared outside the Center and served within the Center is the responsibility of the Renter and not UKCSC.

In the event UKCSC provides help in serving outside food and/or beverages in any way, the Renter acknowledges that UKCSC is still harmless for any form of illness or injury to themselves and to their guests.

By my signature below, I acknowledge I have read and understand, and I am responsible for the terms of this addendum.

RENTER SIGNATURE/DATE _____

UKCSC APPROVER SIGNATURE/DATE _____