



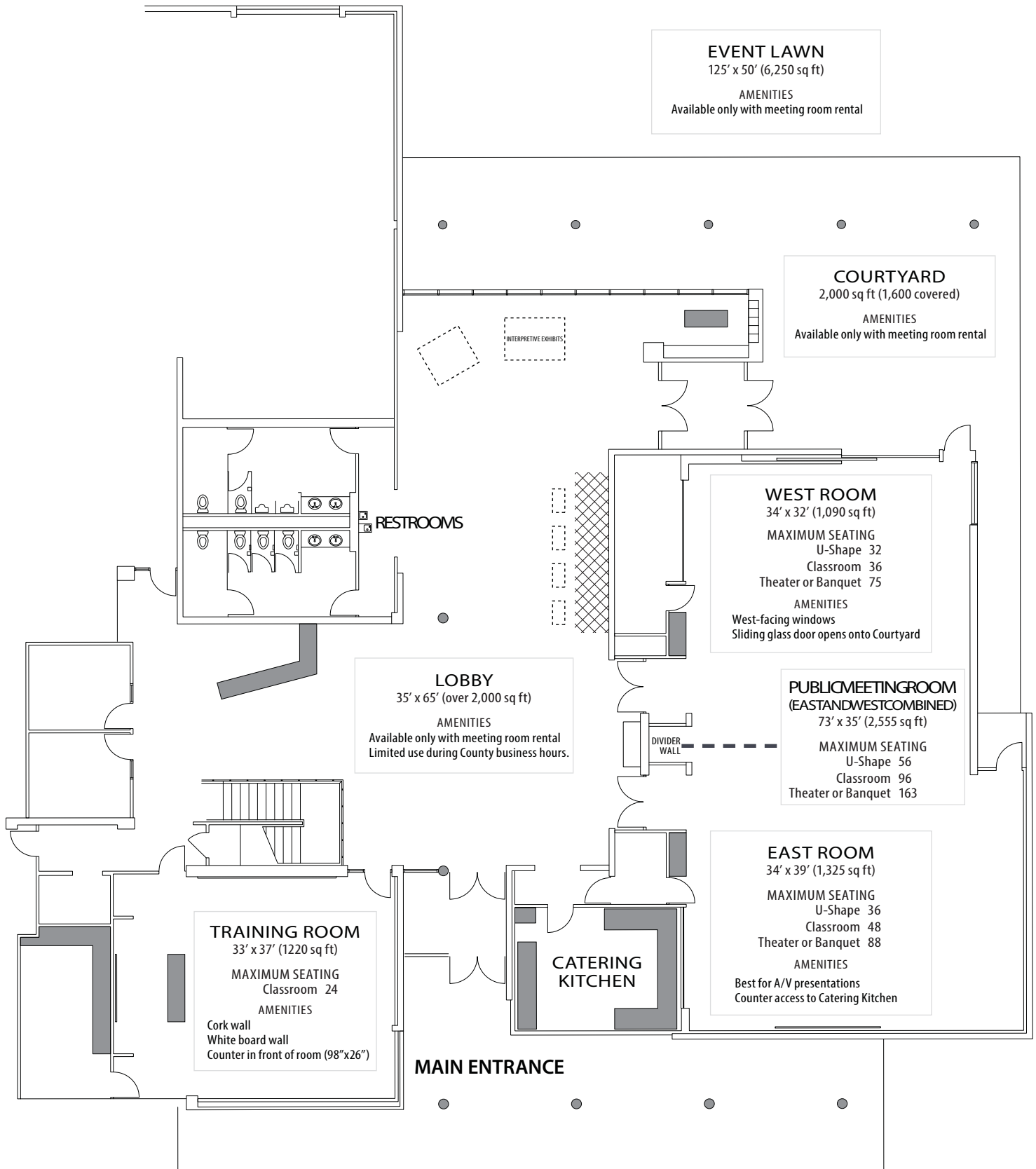
# WEDDING & EVENT RENTAL POLICY

## ENVIRONMENTAL SERVICES BUILDING

Updated May 2017



# ENVIRONMENTAL SERVICES BUILDING FACILITY RENTAL SPACE



## AMENITIES

### COFFEE SERVICE

\$25.00 per pot (serves 20)

Includes cups, coffee (regular and decaffeinated), hot cocoa packets, coffee stirrers, individual creamers, raw sugar, Splenda, Equal, Sweet-n-Low, hot water and tea bags.

### AUDIO/VISUAL

Audiovisual equipment is available in each meeting room for a fee.

Includes video projector and screen, wired and wireless microphones, DVD/VCR player, and cable TV programming.

Assistive listening devices are available for the hearing impaired.

Projectors are ceiling-mounted in the East and Training Rooms. The West Room projector is on a cart.

Projection screens are located in all meeting rooms.

#### CABLES PROVIDED:

Audio (stereo mini-connector for headphone jack)

PC users: VGA Cable

Mac users: Mini DisplayPort to VGA adapter

### WIRELESS INTERNET ACCESS

Free wireless, high-speed internet access is available. Staff will provide you with a network password.

### CATERING KITCHEN

When you reserve the kitchen you get access to the equipment and dishes. You are responsible for washing and drying dishes and returning them to their cabinets.



#### KITCHEN EQUIPMENT INCLUDES:

- Reach-in refrigerator/freezer
- Stove
- Commercial warming oven
- Microwave
- Commercial coffee brewing equipment
- Commercial dishwasher
- Portable bar

#### DISH SERVICE FOR 180 INCLUDES:

- Dinner plates
- Salad/dessert plates
- Silverware (stainless steel)
- Coffee mugs
- Plastic beverage cups
- Plastic water pitchers



#### NOT INCLUDED IN KITCHEN USE:

- Linens
- Serving utensils
- Sharp knives
- Cookware
- Pots and pans
- Ice

## AMENITIES (CONT):

### TABLES

The use of 8-foot rectangular tables, 60" round tables and 30" bistro tables are included in your reservation fee.

### CHAIRS

INDOOR CHAIRS - Included in your reservation fee are black cloth chairs (pictured below). These chairs may be setup in the combined rooms, out in the foyer or on the covered patio. These chairs may not be setup in the lawn.

INDOOR/OUTDOOR CHAIRS - White resin chairs may be rented for an additional fee. Rental fee is \$2 per chair and includes setup in one location. These may be setup in the lawn.

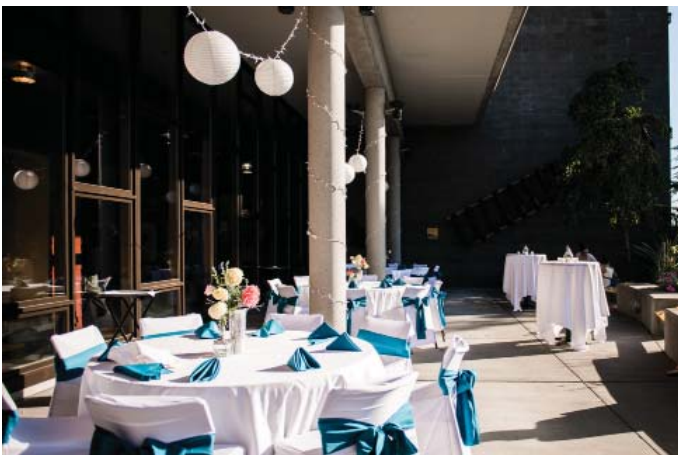
*Should you choose to want to utilize the chairs for an outdoor ceremony and then move them to an inside setup additional fees will apply.*

TABLES AND CHAIRS	QTY
8 foot rectangle (96" x 30")	17
Round tables (60")	24
Bistro tables (30" diam/40" high)	6
Black Chairs (armless )	200
White Resin Chairs	200



### PARKING

There are 250 parking spots in the visitor and employee lots. Event parking is limited to the visitor lot during regular Pierce County business hours (Monday–Friday, 7:30 am–4:30 pm).





## AVAILABILITY

Setup and cleanup must be included in the total rental time. Access to the ESB is limited to the start and end times listed on the ESB Rental Form.

**You will be charged for the entire rental period, even if the event ends early. Rentals that extend beyond scheduled hours will be charged double the hourly rate.**

Weekend rentals (Saturday and Sunday) have a 6 hour minimum. The minimum time period is continuous and cannot be split into separate blocks of time.

### HOURS OF AVAILABILITY

Monday–Thursday 7:30 a.m.–10:00 p.m.

Friday 7:30 a.m.–12:00 a.m.

Saturday 9:00 a.m.–12:00 a.m.

Sunday 9:00 a.m.–10:00 p.m.

### CONTACT INFORMATION

Address 9850 64th St W  
University Place, WA 98467

Email [pceventrental@co.pierce.wa.us](mailto:pceventrental@co.pierce.wa.us)

Phone (253) 798-4141

Website [www.piercecountywa.org/esbrental](http://www.piercecountywa.org/esbrental)

## THE ESB IS NOT AVAILABLE ON THESE DAYS AND HOLIDAYS

Thanksgiving (THUR & FRI)

Christmas Eve

Christmas Day

New Year's Eve

New Years Day



## RATES, DEPOSITS, AND PAYMENTS

### RATES

Rental fees are collected to cover maintenance and operations costs. Users pay fees reflective of market rates for comparable facilities or equipment.

Current rates can be found online at [www.piercecountywa.org/esbrental](http://www.piercecountywa.org/esbrental)

### DEPOSITS

Your reservation is not confirmed until we receive your deposit. Part or all of the deposit may be forfeited in the event of damage to the facilities.

Deposits can be paid with a Visa or Mastercard, check, or cash. Your deposit is NOT applied to the total payment. Deposits are refunded in full after the reservation date. If paying with cash or check, please allow up to 2 weeks for refund processing through Pierce County's Budget and Finance Department.

### PAYMENTS

Full payment is due 90 days before the reservation date. Payments can be made with a Visa or Mastercard, check, or cash.

## CHANGES AND CANCELLATIONS

**Changes** to approved reservations must be submitted by email to County staff. Last minute changes (3 calendar days before the event) may not be accommodated. Additional fees will be assessed if necessary to support the change.

### Cancellations:

- Cancellations must be submitted in writing to the Parks & Recreation staff.
- If a reservation is cancelled 90 days prior to the reserved date 90% of the rental fee is refunded.
- If a reservation is cancelled 46-90 days prior to the reserved date 50% of the rental fee is refunded.
- If a reservation is cancelled 45 days or less none of the fees will be refunded.



## RESTRICTIONS

Specific restrictions on use are:

- No smoking inside the facility or within 50 feet of any entrance to the facility
- No firearms may be displayed or discharged within the facilities or grounds of the ESB
- Fireworks and sparklers are prohibited at Chambers Creek Regional Park
- Smoke and/or Fog Machines are not allowed in the building
- No dancing in the lobby area of the ESB

## NOISE

Sound equipment may be set up in the covered area of the Courtyard but activities should end by 10:00 p.m. You are responsible for ensuring activities do not disturb local residents. You must receive approval from County staff for any other electronic amplification on the grounds of the ESB.

## DECORATIONS

Decorations may not be tacked or otherwise damage the walls and finished surfaces at the ESB. Free-standing displays and decoration are strongly encouraged. Only low-tack tape, such as blue painter's tape, may be used on surfaces. Duct tape is strictly prohibited.

Tea lights or votive candles are allowed at the ESB but must be approved in advance by County staff. No tall taper candles. No sparklers.

Rice, birdseed, confetti, or glitter may not be scattered or thrown anywhere at the ESB. Flower petals may be thrown but must be approved in advance by County staff.

## TENTS

You must receive approval from County staff to erect canopies or tents on ESB grounds. Tents with an area greater than 200 square feet must receive approval from the University Place Fire Department.

## OVERNIGHT STAYS

Overnight stays (in vehicles, tents, etc.) are not permitted at Chambers Creek Regional Park. Violators are subject to arrest and criminal prosecution under applicable state, county, and city laws.

## FOOD

Food prepared in a licensed kitchen does NOT require the use of an caterer (ex. box lunches, continental breakfast, food drop-offs, and packaged snacks)

A current list of preferred caterers is on the ESB rental website: [www.piercecountywa.org/esbrental](http://www.piercecountywa.org/esbrental) Preferred caterers provide proof of the information below. The list is updated annually in February:

- Valid Health Department off-site catering permit
- A current business license
- Certificate of Liability Insurance noting Pierce County as additionally insured
- Please note: All catering staff must have food handlers permits

You may use a caterer that is not included on our preferred caterers list but they will need to furnish the documentation listed above.

**Potlucks or food prepared at home are not permitted.**

## ALCOHOL

Pierce County Parks has partnered with Chambers Bay Grill for all alcohol services here at the ESB. To begin planning for your beverage needs, please contact the Catering team at Chambers Bay Grill by phone 253-460-4653 X6 or by email at: [catering@chambersbaygolf.com](mailto:catering@chambersbaygolf.com). This applies to any alcohol, including champagne toasts:

Alcohol is permitted inside the rental facilities and, when reserved, on the outside courtyard, but not on the grounds in front of the ESB, in the parking lot, or anywhere else at Chambers Creek Regional Park.

Underage drinking is strictly prohibited. If suspected, the University Place Police Department will be called. Underage drinking will result in the immediate end to the event. No refunds are available if this occurs during the rental. Forfeiture of your damage deposit will result, and you may be billed for any additional cleaning expenses.

## CLEANUP

Failure to follow the guidelines below could result in the loss of part or all of your deposit.

### DECORATIONS, SIGNS, AND POSTINGS.

Everything you bring with you must be removed at the end of your event. Pierce County is not responsible for any items or equipment left at the ESB.

## KITCHEN

**Caterer is responsible for the following. If a caterer was not used then the renter is responsible.**

### DISHES

Wash and dry dishes and return them to their proper cabinets.

### Ovens AND COOLER

Turn off ovens.  
Wipe up spills inside equipment.

### COUNTERS AND SINKS

Wipe counters, sinks, and appliances with disinfectant spray.

### DISHWASHER

Clean removable screen in the bottom of the machine.

### GARBAGE, CARDBOARD, AND RECYCLING

Collect and haul to the dumpster and recycle bins (on-site staff will escort you).

### FLOOR

Sweep kitchen floor.  
Mopping is not necessary.





## TERMS AND CONDITIONS OF USE

Freedom of expression is indispensable; however, ESB facilities may not be used in ways that obstruct or disrupt County operations, the freedom of movement, or any other lawful activities.

Pierce County will not make its facilities or services available to organizations that do not comply with the terms of the Americans with Disabilities Act (ADA) or the Rehabilitation Act of 1973 (RA). Uses must not impose restrictions nor alter facilities in a manner that would violate the ADA or RA.

Pierce County will not make its facilities or services available to organizations that discriminate against any person because of race, color, religion, national origin, sex, disability, creed, familial status, marital status, gender identity, sexual orientation or status as a Vietnam era or disabled veteran, except where such organizations have been exempted from provisions of applicable state or federal law or regulations.

## SAFETY AND LIABILITY

Rental approval is granted with the express understanding and condition that you or your organization assume full responsibility for any loss, damage, or claims arising out of such use. You are responsible for complying with:

- All applicable Pierce County policies, procedures, and regulations
- The approved terms permitting use of ESB facilities and any conditions that may be imposed by County staff.
- Local, state and federal laws, ordinances, rules and regulations, including but not limited to fire, health, safety, noise, and alcohol use
- Maximum occupancy limits on rooms

Pierce County is not responsible for any damage or loss occurring to your property during the rental of ESB facilities. This includes any damage that occurs when your equipment is used with ESB audiovisual equipment, unprotected internet access or power sources.

Pierce County is not responsible for the content of any presentations or events held at the ESB by a non-County organization.

You may be required to submit proof of liability insurance when the event involves physical activity, or proposed use will otherwise increase the risk of bodily injury above normal levels. Coverage must show limits of at least \$1 million per occurrence (\$2 million aggregate).

A Pierce County staff person will be on site during events to ensure that users comply with all policies.

## VIOLATIONS

If you violate ESB rental policies and procedures you will be advised of the violation and asked to leave Chambers Creek Regional Park. Failure to comply with the request could subject you to arrest and criminal prosecution under provisions of applicable state, county and city laws or ordinances. Violators may be refused future use of rental facilities.

