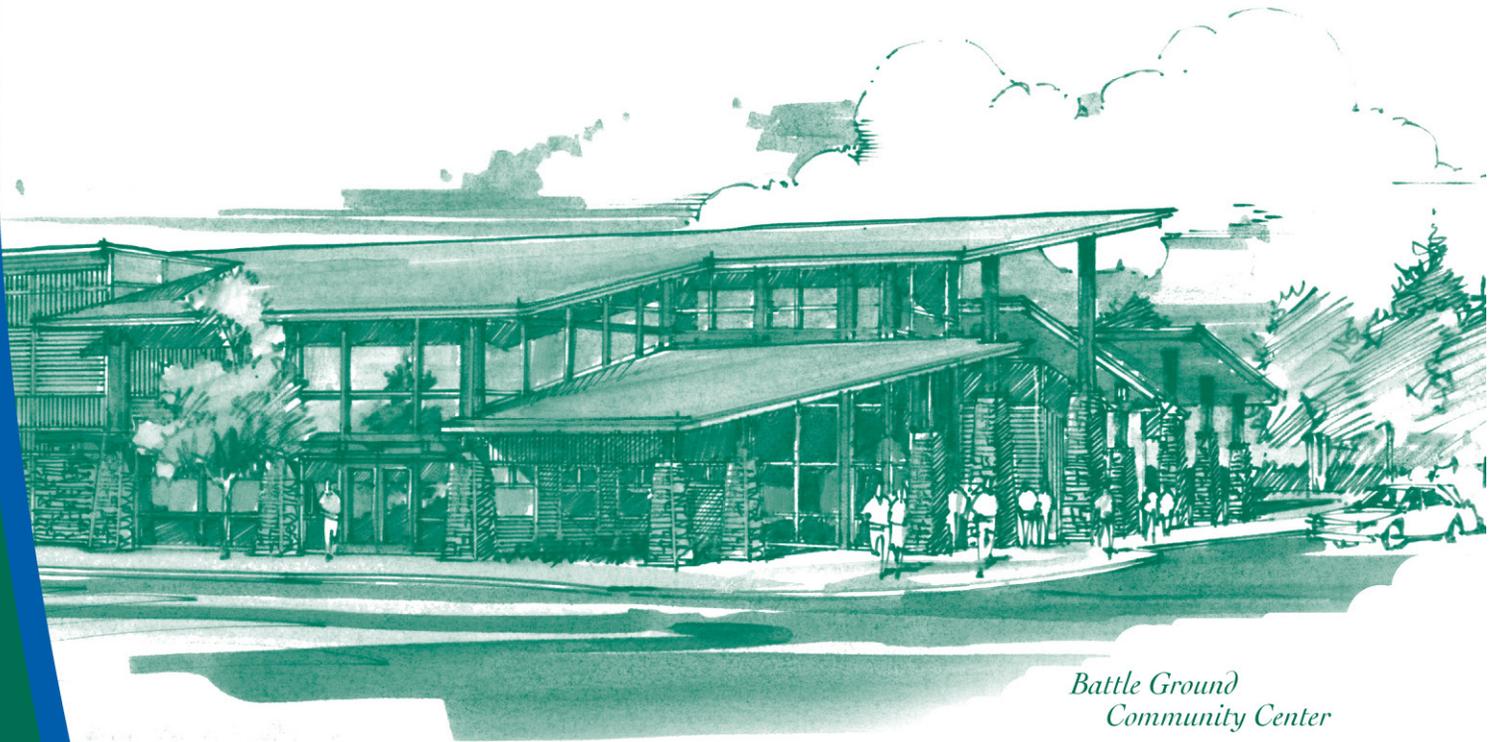


FACILITY RENTAL GUIDE

for Special Events, Meetings & Conferences



*Battle Ground
Community Center*



Parks & Recreation Department
912 E. Main St., Battle Ground, WA 98604
(360) 342-5380
bgparksandrec@cityofbg.org
www.cityofbg.org

HOW TO MAKE A RESERVATION

RESERVATION PROCESS

There are five ways to make a rental reservation: mail, fax, phone, email or walk-in. Reservations are accepted up to one year in advance, and on a space available basis. Reservations are processed on a first-paid, first-served basis, with walk-in registrations being processed first.

Note: reservation requests cannot conflict with and/or interfere with current City programs, activities or scheduled administrative use. The rental schedule may be adjusted to accommodate other activities.

To reserve a room please, discuss your desired dates and rental needs with our staff. We sometimes require as much as two working days to respond to voicemails, emails, and faxed requests. Please refer to the **Rental Facility Amenity & Rate Guide** for specific details on rental rooms, amenities available, specific information on room packages and rates. Rental information can also be found on our website (www.cityofbg.org/facilityrentals).

Note: Please remember that facility availability is subject to change without notice, due to reservations being processed in the order received.

APPLICATION, CONFIRMATION & PAYMENT PROCESS

Application Form: Complete the Facility Rental Reservation Application Form and submit to the Parks & Recreation Department for review and processing. Once your application has been approved, you will receive a confirmation notice. *If possible a confirmation may be given at the time the application is submitted.*

Rental Confirmation: Once a confirmation is provided, full payment of all rental fees, including the cleaning fee are due at that time. If we do not receive your payment at that time, we regrettably will cancel your reservation and make the date available to new applicants.

Damage Deposit Payment:

At least one month prior to your event, you will receive an email reminder that the refundable damage deposit fee is due. Please review your rental needs and submit any new requests to adjust your rental hours (*ie: extending rental time, etc*). Rental change requests must be submitted in writing (fax or email) to the Parks & Recreation Department by the 15th of the previous month, along with full payment or your new request(s) may not be accommodated.

The damage deposit is due at least 30 days prior to the rental event. If we do not receive payment within the 30 day timeframe, we regrettably will cancel your reservation and make the date available to new applicants. The damage deposit is used to offset the cost of damage, repair, replacement and/or excessive cleaning needs to the building, grounds, furniture, fixtures, and/or floors. It is also used to offset additional rental fees which may be incurred as a result of your event. Damage Deposit fees will be reconciled by the 14th business day following your rental.

NOTE: 1) *Excessive cleaning needs may include spills, stains or excessive trash removal, etc.* 2) *Rentals which do not vacate the premises as per the rental agreement/contract terms will be assessed additional fees at a rate of 1 ½ times the established hourly rate. This will be assessed on a 15 minute basis.* 3) *A minimum 30 day advance notice must be given for a rental reservation. Reservation requests received less than 30 days prior to the event may not be able to be accommodated. If a rental is made less than 30 days prior to the event, payment of all fees (rental, cleaning and damage) is due in full at the time of the reservation.*

PAYMENT METHODS

Walk-in reservation payments may be made by cash, check (personal, cashier or money order) or credit card (VISA or Mastercard). *Personal checks will not be accepted less than 15 days prior to the event.* If your check is returned NSF, the terms of the rental contract are cancelled and will not be reinstated if reserved by another party or until the renter pays the amount due plus a \$40 NSF service fee.

When making a reservation application by fax, on our website or phone, please have your credit card number ready! If using the U.S. Mail, *please do not send cash.*

CANCELLATION & RESCHEDULING PROCESS

All cancellations and/or rescheduling requests must be made in writing via email, fax, U.S. mail or in person.

Rescheduling a Rental: Rescheduling requires a minimum 30 day advance written notice. We will make every effort to accommodate your new request, however we cannot guarantee that a room will be available.

Canceling a Rental: All cancellations must be in writing. To receive a full refund cancellation notice must be received a minimum of 61 days prior to the event. A 50% refund will be allowed if cancellation notice is received 30-60 days prior to the event. No refunds will be made with less than a 30 day notice or due to weather conditions.

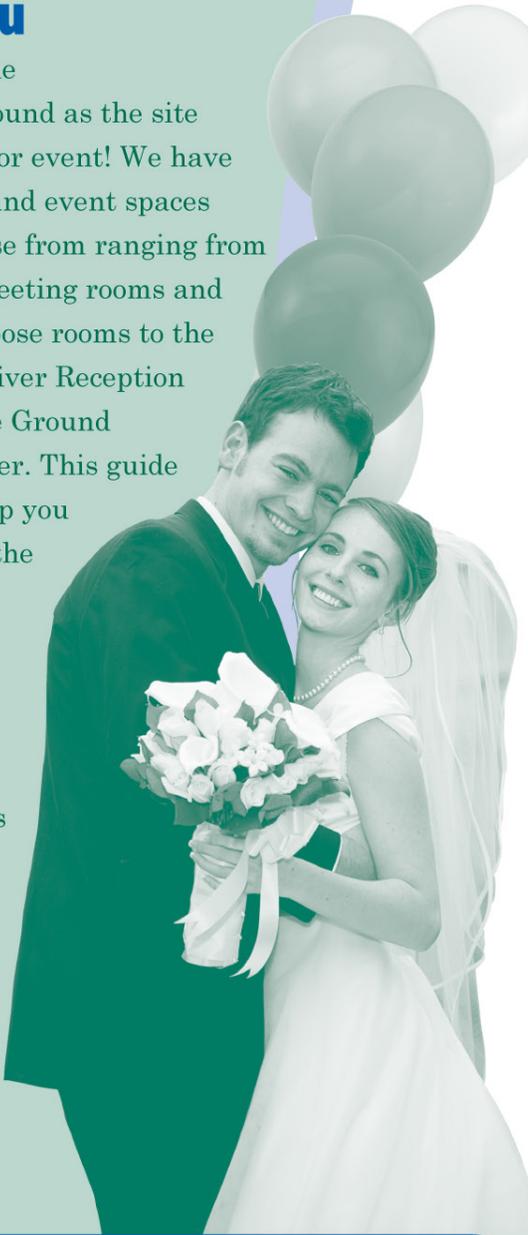
If a rental is cancelled by the City of Battle Ground because the renter has failed to provide all of the necessary information or fees, the City shall retain the rental fee paid unless the room is rented by another group for that date.

Inclement Weather: The City of Battle Ground shall make every effort to open a facility when a rental is scheduled. However, if severe inclement weather or other acts of nature (ice storm, snow storm, damage caused by weather) prohibits the opening of a facility, the renter will be notified ASAP. The renter will be provided the opportunity to reschedule to another available date or have their rental fees refunded in full.

Thank you

for considering the City of Battle Ground as the site for your meeting or event! We have several meeting and event spaces available to choose from ranging from small intimate meeting rooms and larger multi-purpose rooms to the spacious Lewis River Reception Hall at the Battle Ground Community Center. This guide is designed to help you find and reserve the space that meets your needs, and explains some of our policies and rules of use. This brochure provides information on:

- Rental planning information
- Rental policies and guidelines for use
- How to make a reservation



RENTAL PLANNING INFORMATION

The following sections will assist you in planning a great meeting or event experience based on your group size and needs. This guide includes rental information on both the Battle Ground Community Center and the Battle Ground Senior Center.

Please refer to the **Rental Facility Amenity & Rate Guide** for details on rooms which may be reserved, the capacity and types of events each can accommodate, and rental rates.

BATTLE GROUND COMMUNITY CENTER

Rental Hours: All facilities are rented on an hourly basis, with a minimum number of hours required in some cases. *The rental time includes the time needed for set-up and tear-down of your event/meeting rental.* All rentals at the Battle Ground Community Center must conclude no later than 11pm. The renter and all guests must be off the premises no later than midnight.

Facility/Site Amenities: The Battle Ground Community Center offers a unique contemporary Northwest Lodge style setting for your meeting or event. The Center offers a garden/outdoor park setting, including reception facilities and meeting room space. Refer to the *Rental Facility Amenity & Rate Guide* for specific details on room capacity and amenities.

Rental Fees: Rental rates vary by room rented, and is based on the season, the number of hours it is reserved, type of rental and any additional services selected (if applicable). For complete details on our rental fees/rates, please refer to the *Amenity and Rate Guide*.

Cleaning Fee: Each room rental is assessed a non-refundable cleaning fee. The fee varies and is based on the room(s) rented and type of event being held. Services include cleaning tables and chairs in the room(s) rented, floors, restrooms and common areas.

Damage/Cleaning Deposit: The Damage/Cleaning Deposit is a refundable deposit. The fee varies and is based on the room(s) rented.

Special Equipment: If you plan to bring special equipment or play amplified music outside a *Special Use Permit* and other fees may apply. We define special equipment as a tent/canopy, stage, or outdoor amplified music/sound system, etc. Please ask the Customer Service staff for details. In order to be a good neighbor, amplified music is not allowed after 11pm and is subject to the City noise ordinance. We regrettably do not allow dunk tanks.

Customer Service Staff: A staff person will be assigned to your event to help ensure that your event is a success. This person is responsible to conduct a pre and post event walk-thru with the renter, answer questions regarding the facility and rental policies, and help ensure that the rental customer and her/his guests act in a responsible manner and abide by City rules, guidelines and policies, and local and state laws. The Customer Service staff has full authority to close a rental down in accordance with City policies.

CITY OF BATTLE GROUND

POLICIES & GUIDELINES FOR USE

Customer Responsibilities:

- ✓ Each individual in the group must obey all applicable City, State and Federal rules, ordinances, laws and regulations. Failure to do so may result in your rental contract being cancelled or terminated, and you and your party being asked to leave the premises and/or be subject to legal action.
- ✓ Provide general supervision and control over all activities and persons attending the event in order to prevent injury or damage.
- ✓ Provide general clean-up of rental facility including cleaning up spills on the floor, the removal of all trash to the outside trash bins (BGCC only), cleaning the kitchen, and the removal of all personal belongings, decorations and/or left-over food from the premises. *Note: Senior Center requires that all renters must take their trash with them and dispose of it off of the premises.*
- ✓ Renter or designee is to become familiar with the facility, its amenities and overall condition. This includes a pre- and post-rental walk thru with staff and signing of the rental checklist.
- ✓ Assumes financial responsibility for any damage to or the need for excessive cleaning of the facility, park grounds or amenities that may be caused by the customer or their guests.
- ✓ Accepts the premises as is on the day of the event, and not as it may have appeared when rented. Seasons change and ongoing maintenance is performed which may directly affect the environment and aesthetics of the park/gardens/facilities.

Room Capacity: For the enjoyment and safety of our guests, each room has a designated capacity. The capacity determines the maximum number of guests allowed either seated or standing. By fire code the listed capacity cannot be exceeded at any time, and will be enforced by staff on duty.

Decorations: You may decorate the room to give that special look for your event or meeting. Only the use of earthquake putty, painters tape, command strips or string is allowed. The use of scotch tape, nails or staples is not allowed. Lighted candles are allowed, however all must be enclosed in a glass container or vase. Open flames cannot exceed the height of the container. Please refrain from using rice, birdseed, confetti or glitter during your ceremony or event (bubbles are preferred). The use of these materials will result in a portion of the damage/cleaning deposit being withheld. Machines that create smoke, mist or bubbles are not allowed. Carpet runners are allowed however they cannot be secured with any type of tape on the floor. Tape of any kind is not allowed on the floor. Use of tape which causes damage to the floor will result in a portion of the damage deposit to be withheld.

Room Set Up: The renter is responsible for setting up the room how they want for their event, including tables and chairs. A certain number of tables and chairs are available for use. If additional tables or chairs are needed, you can make arrangements with a local rental company for delivery and take-down during your rental time.

Catering & Kitchen Items: The Battle Ground Community Center offers use of the kitchen with the rental of the Lewis River Reception Hall. Caterers and private parties are welcome to use some of the kitchen appliances such as the gas stove and ovens, a single door refrigerator, microwave and ice machine. The steam table, single door steamer and commercial dishwasher are not available for use by rental groups or caterers. Use of the convection ovens is only available to licensed catering companies and is not available for use by private parties. (Note: In order for a catering company to use the convection ovens, a copy of the catering company's Clark County Health Department Food Service Permit must be forwarded to the BGCC prior to the event.) Please be aware that the facility does not provide any type of cooking, eating or serving dishes, utensils, pots and pans, coffee pot, food containers, dish towels, pot-holders, cleaning supplies, etc. The renter is responsible for providing all cooking and general kitchen items.

Alcohol: Private Rental: Only beer, wine and/or champagne are allowed to be served and consumed during a private rental. Hard liquor is not permitted. An adult must be assigned to serve all alcohol to guests 21 and over. A self-service type bar is not allowed. Please note that the private party renting the facility is responsible and liable for all alcohol related incidents that may occur during or after the event. Although not required by the Battle Ground Community Center, private parties are encouraged to secure Liquor Liability Insurance coverage for their event. Alcohol is only allowed inside the Battle Ground Community Center room that has been rented (includes the fenced outdoor patio area with rental of the Lewis River Reception Hall). A private rental is defined as an invitation only event; not open to the general public; no admission fee or selling of merchandise, food or beverage. A Banquet Permit is also required which can be obtained on-line at www.liq.wa.gov/licensing/banquet-permits. [A copy of your Banquet](#)



Permit must be submitted to City Parks & Recreation Department at least 5 days prior to the event. Failure to obtain a Banquet Permit will result in alcohol not being allowed to be served to your guests.

Alcohol: Commercial Rental: Any type of alcohol is allowed to be served and/or sold during the event. A commercial rental is defined as an event that is open to the general public; may charge an admission fee; may sell merchandise, food and/or beverages. If alcohol is sold, the renter is required to obtain a "Special Occasion License" from the Washington State Liquor control Board and hire a licensed bartender if serving hard liquor. A copy of the "Special Occasion License" must be submitted to the City Parks & Recreation Department at least 15 days prior to the event. Failure to submit the required licenses will result in that event not being allowed to serve or sell alcohol.

Alcoholic beverages of any kind are not allowed in any open park space. Alcoholic beverages are not allowed after 11pm. Serving alcohol without the appropriate permit/license or consuming alcohol in undesignated areas, and/or under the age of 21 is cause for a rental to be closed. Please inform your guests of our policies.

The City of Battle Ground will review each rental requesting that alcohol be allowed. The City reserves the right to deny any group permission to serve or have alcohol on the premises. Security may be required if alcohol is being served at the renter's expense.

Smoking: Smoking is not allowed inside any City facility and only in designated areas on park property. Failure to comply may be cause for a rental to be closed and a portion of your damage deposit to be withheld. Please inform your guests of our policies.

Parking: General parking is available, however space is limited. All users are advised and encouraged to car pool to the event and/or shuttle their participants from an authorized pre-arranged location. Unfortunately rentals are not given exclusive parking privileges at our facilities/sites. Illegally parked cars may be ticketed or towed.

Music & DJ's: Let the good times roll by having music at your event. Use a DJ, band or canned music! If you hire a DJ or band, please inform him/her that they must have their equipment packed and removed from the building at the conclusion of your rental time. If they remain after your time has expired, you will be charged for the additional time from your damage deposit. Also remind the DJ that tape of any kind is not allowed on the floor, and that machines that create smoke, mist or bubbles are not allowed. Since your event may not be the only activity in the building, we ask that you be a good neighbor and limit the noise so not to disturb other users of the building.



Security: Security may be required, pending staff review, if an event is open to the public and/or alcohol is being served. The City will make arrangements for security, and the cost will be added to the rental fee. There is a minimum three hour charge and is based on the current billable rate at the time the rental reservation is made.

Certificate of Insurance: A certificate of General Liability Insurance is required for a rental when the event is open to the public. If alcohol is being served at the event, the renter must also provide Liquor Liability Insurance. The insurance coverage must be in the amount of at least \$1,000,000 for bodily injury and property damage for each occurrence. The City of Battle Ground must be named as additional insured, and have a copy of the insurance certificate on file 15 days prior to the event, or the rental will be cancelled.

Signs: Signs may be posted on sandwich board type structures only. Balloons can be used as a marker, and may be tied with string to a fixed object, however they cannot obstruct the view of any road sign. Signs are not allowed to be nailed, stapled or bungee corded to trees, buildings, light poles or road signs, and/or stakes driven into the ground.

Animals in Public Buildings: Only service animals are permitted inside City facilities.

BBQ's: Barbeques are not available at any of the rental facilities; however, you are welcome to bring your own self-contained barbeque unit(s) to use. All barbeques must be an above ground type unit that uses only propane gas, and must be used outside of the building. BBQ's that use charcoal briquettes are not allowed. The renter is required to supply a nonflammable mat under the BBQ to catch grease and food particles. The renter is also responsible for the safe removal of the grease and any debris. Do not dump grease in the park or in park trash cans. Failure to comply will result in a portion of your damage/cleaning deposit being withheld.

(Policies and Guidelines continued from inside panel)

Sale of Food, Beverages, Merchandise and/or

Admission: All commercial type activities may be subject to additional fees based on what is being sold and the volume of gross sales. These additional fees will be determined on an individual basis. The type and volume of business may result in a separate contract being required.

A business/association/organization must submit, along with their rental application, a photocopy of their City of Battle Ground License and Tax ID Number. Staff shall review and respond to all requests within 10 working days of receiving the required paperwork.

Discounted Fees: Only non-profit organizations are eligible to receive a reduced rental rate. Long term renters receive an additional discount for their club/organization meeting room rentals. Long Term Renters is defined as a group whose member meetings are held at the facility at least one time per month, for a minimum of nine months per calendar year. Discounts only apply to the facility rental fee and do not apply to cleaning fees, damage deposits, or fees for additional amenities or services unless noted. Please speak with the Customer Service staff for details on rental rates.

NOTE: To apply for a non-profit discount, a non-profit organization must submit along with their rental application, a copy of their State Certificate of Incorporation or State License & Registration Document with their UBI# as proof of their non-profit status. Staff shall review and respond to all rental discount requests within 10 working days of receiving the required paperwork. Proof of non-profit status does not guarantee that your organization will receive a discounted rate.

BATTLE GROUND SENIOR CENTER

Rental Hours: The facility is rented on an hourly basis. The rental time includes the time needed for set-up and tear-down of your event/meeting rental. All rentals must conclude no later than 10pm, with the renter and all guests being off the premises no later than 10pm.

Facility/Site Amenities: The Senior Center offers a more casual setting for your meeting or event. It offers one large room and a small kitchen that is suitable for smaller type events. Refer to the *Facility Amenity & Rate Guide* for specific details on room capacity and amenities.

Rental Fees: Rental rates are by the hour, with a choice of renting the room or the room with use of the kitchen. For complete details on our rental fees/rates, please refer to the *Facility Amenity & Rate Guide*.

Cleaning Fee: Each rental is assessed a non-refundable cleaning fee of \$50. Services include cleaning tables and chairs, floor and restrooms.

Catering & Kitchen Items: The Senior Center has a small kitchen that is available for an additional rental fee and includes a stove, oven, microwave and limited refrigerator space. The renter is responsible for providing all cooking and serving utensils, pots, pans and dishes.

Room Set-Up & Tear-Down: The renter is responsible for setting up the room how they want for their event. The renter is also responsible for putting the tables and chairs back to their original placement. Failure to do so will result in the damage/cleaning deposit being withheld.

Damage/Cleaning Deposit: \$50 per rental (refundable deposit)

Alcohol: Alcohol is not allowed at this facility.

Customer Service Staff: A staff person will be assigned to your event. This person is responsible to conduct a pre- and post-event walk-thru with the renter, answer questions regarding the facility and rental policies, open and close the building for your rental event and help ensure that the rental customer and her/his guests act in a responsible manner and abide by City rules, guidelines and policies, and local and state laws. The Customer Service staff has full authority to close a rental down in accordance with City policies.

