



# Rec Hall Rental Application

**Please inquire about availability, prior to completing:**

Town Hall 360-678-4461 x105 or [fiscalclerk@townofcoupeville.org](mailto:fiscalclerk@townofcoupeville.org)

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ (separate application **required** for non-consecutive days)  
mo. day or consecutive dates yr.

Time: **from:** \_\_\_\_ a.m. \_\_ p.m. **to:** \_\_\_\_ a.m. \_\_ p.m. (Rec Hall hours: 8a.m – 1a.m)  
**(Your reservation must include set-up & take-down time)**

No. of People \_\_\_\_\_ (150 max. occupancy)

**Food/Beverage** \_\_\_ Y \_\_\_ N

**Alcoholic Beverages\*** \_\_\_ Y \_\_\_ N

\*A special liquor license/permit is required <https://lcb.wa.gov/licensing/special-licenses-and-permits>. Reservation will not be confirmed without proof of license/permit.

**Amplified Sound\*\*** \_\_\_ Y \_\_\_ N (only till 10:00 pm Sunday -Thursday, and 11:00 pm Friday and Saturday)

\*\*Amplified Sound Application is required - <https://townofcoupeville.org/wp-content/uploads/2021/06/Amplified-Sound.pdf>  
Reservation will not be confirmed without completed application.

**Fees:**

- |                                    |                         |
|------------------------------------|-------------------------|
| 1. 1 – 4 hours                     | <b>\$50.00</b>          |
| 2. 4 - 7 hours <i>Additional</i>   | <b>\$15.00</b> per hour |
| 3. 8+ hours <i>Maximum per day</i> | <b>\$100.00</b>         |
| 4. Presence of food/beverage***    | <b>\$50.00</b>          |

\*\*\*Any food product, including, but not limited to: bag/box meals, buffet, cookies/baked goods, catered, or prepared. Any beverage that is poured. Bottled water *no charge*.

**Total hrs. of use** \_\_\_\_\_ **Total Fee (include food fee if applicable) \$** \_\_\_\_\_

**Payments: cash or check only, payable to: Town of Coupeville**

Reservations are not confirmed without a completed, and signed Rec Hall Rental application, and any other required license/permit or application (see Alcoholic Beverages & Amplified Sound) *and* full payment.



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It is unlawful to remove, destroy, mutilate or deface any structural component, accessory equipment, vegetation or any natural or man-made feature in the facility.

Penalties for specific violations of the Public Facilities Code of the Town of Coupeville are outlined in Section 12.08 of the Code

The applicant agrees to defend, indemnify, and hold the Town of Coupeville, its agents, employees and officials harmless from any and all claims, suits, demands, injuries, loss, damage and judgments, including the cost of their defense arising out of, occurring during, or the result of activities of the applicants, except for the sole negligence of the Town.

By signing this application, the applicant acknowledges that he/she/they has read the Rec Hall Rental Application Rules and Regulations, and agrees to follow and be bound by the conditions therein.

NOTE: The Town of Coupeville reserves the right to deny or revoke an application/permit at any time for any cause. **By signing this, the Applicant acknowledges they have read the Rec Hall Rules and agrees to follow and be bound by the conditions therein.**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signature \_\_\_\_\_

Return completed application with fees:

In-person and by mail: Town Hall, 4 NE Seventh St., Coupeville WA 98239

### TOWN USE ONLY:

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_                      Initials \_\_\_\_\_

Fees \_\_\_\_\_      Check# \_\_\_\_\_      Cash \_\_\_\_\_      Receipt# \_\_\_\_\_

### Approval:

Approved \_\_\_\_\_      Denied \_\_\_\_\_      Clerk Treasurer \_\_\_\_\_

Calendar confirmed \_\_\_\_\_      Emailed approved application \_\_\_\_\_      Initials \_\_\_\_\_



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**REC HALL RULES** - Please Read Before Signing – Keep a copy for yourself

## Prior to your event:

- **There is no set up PRIOR TO YOUR *scheduled* rental time.** If you need extra time for set up and take down, that time must be reserved and paid for.
- The keys to the Rec Hall can be picked up, prior to your reservation, at Town Hall between **8am – 4:30pm , Monday – Thursday.**
- The keys can only be used during your scheduled event. Entry to the Rec Hall before or after your event is **prohibited.**

**\* IMPORTANT NOTE: If your event falls on a Friday, Saturday or Sunday, you **MUST** pick up a **KEY** for the Rec Hall, and a **RECREATION HALL CHECK-IN & CHECK-OUT LIST** the Thursday, prior to the event, before 4:30PM.**

- The Rec Hall max. occupancy is **150** people.
- There are **115** chairs – **9** – 6’ round tables – **17** – 6’x3’ rectangular tables. No linens.
- **The presence of food at your event constitutes “Use of the Kitchen”, fees apply.** Use of the Kitchen requires an additional fee of \$50.00, paid in advance
- **The Town does not provide (including but not limited to)** coffee maker, utensils, dishes, cookware.
- Amplified Music requires an **Amplified Sound Application** which can be found here: <https://townofcoupeville.org/wp-content/uploads/2021/06/Amplified-Sound.pdf>
- A liquor license/permit is required if serving alcohol. [https://lcb.wa.gov/licensing/special-licenses-and-permits.](https://lcb.wa.gov/licensing/special-licenses-and-permits)
- **PROHIBITED:** Installing exterior signs, balloons, pennants, spinners, propellers, whirling, or similar devices designed to flutter, rotate or display other movement under the influence of the wind, streamers, tubes, sails, or other devices affected by the movement of air or other atmospheric or mechanical means, portable signs, including, but not limited to, A-frame signs.

## When arriving at the venue:

- **RECREATION HALL CHECK-IN & CHECK-OUT LIST:** please note any issues, upon your arrival, with the state of the Rec Hall (cleanliness etc.) so they can be addressed, accordingly.
- All decorations for your event, **cannot** be secured with nails, staples or paint removing tape, to walls, railings, counters, etc. All decorations must be removed, and taken away.
- **\*Parking spaces cannot be blocked or reserved.**

## During your event:

- **\*The parking lot adjacent to the Rec Hall is a PUBLIC lot, and spaces are not reservable. **Blocking spaces for your event, is prohibited.****
- Full use of the kitchen (see \*Use of Kitchen) is reserved for applicants who have designated such on their application, and paid assigned fees.
- Smoking is prohibited inside the Rec Hall. Alcohol and smoking are prohibited outside the Rec Hall.
- **Amplified sound must end at 10:00 pm Sun-Thur., and 11:00 pm on Friday and Saturday.**

## After your event:

- All trash and decorations must be removed and taken away from facility.
- Refer to **RECREATION HALL CHECK-IN & CHECK-OUT LIST** when cleaning after event, complete form, and return with key.
- Cleaning supplies are located in the utility closet next to the Women’s bathroom.
- Fold and store tables and chairs.
- Turn off lights.
- Lock doors.
- Return keys and Check-in & Check-out list to Town Hall – Drop box located at front entry.