



Rec Hall Rental Application

Please inquire about availability, prior to completing: Town Hall 360-678-4461 x106 or utilityclerk@townofcoupeville.org **If your event is on a Friday, Saturday, or Sunday, you MUST pick up a key the Thursday prior to your event.**

Name: _____

Organization: _____

Mailing Address: _____

City: _____ Zip: _____

Phone: _____ Email: _____

Type of Event: _____

Date of Event: _____ (separate application **required** for non-consecutive days)

Time: **from:** _____ **to:** _____ (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 - Reservation will not be confirmed without completed application.
<https://townofcoupeville.org/wp-content/uploads/2022/05/Amplified-Sound-App-fillable.pdf>

Fees:

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

***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) \$** _____

A security deposit of \$250 is required for all reservations with 50 or more people, where alcohol is being served.

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 they have 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. Additionally, no refunds will be given for cancellations less than two (2) weeks prior to the scheduled reservation.

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 _____ Mayor _____

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. Keys to the Rec Hall can be picked up, prior to your reservation, at Town Hall between **8:00-4:30pm, 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, 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 Town does not provide (including but not limited to)** coffee maker, utensils, dishes, cookware.
- A liquor license/permit is required if serving alcohol.
<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.
Smoking and vaping, etc. is prohibited on all Town of Coupeville property. Alcohol is only permitted inside the Rec Hall with the properly issued documentation from the State of Washington.

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.

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.**
- **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.