

Rules and Fees - Tillicum House and surrounding areas

THERE IS NO SMOKING ALLOWED INSIDE THE TILLICUM HOUSE AT ANY TIME.

1. The person who signed the rental reservation form is to be at the Tillicum House premises during this sponsored event and is to abide by all applicable rules and procedures in the copy that was given to them. Staff will be on site to open and close the Tillicum house the day/evening of event.
2. Application for use of this facility by the requestor shall be made, in writing, at least three weeks prior to request date to the Ferndale Heritage Society. The Tillicum House may be rented for functions 1 full year in advance; however, reservations are NOT confirmed until proper paperwork is completed, and the **total rental fee & deposit** fee is collected. The rental fee will be returned only if party cancels 30 days prior to requested date; otherwise **all rental fee is forfeited**. Application forms are available from Tillicum House Community Center Coordinator, at Pioneer Park, or by calling (360) 384-6461.
3. Renters must be 21 years or older; be responsible for all payment of fees (from setup through clean up); be responsible for any damages to equipment and property which is incurred. Renters are required to make full payment at least 3 weeks prior to requested rental date, unless otherwise approved by Coordinator. Rentals requested for less than 3 weeks in advance will be required to pay cash.
4. The Ferndale Heritage Society reserves the right to accept or reject any application, and its judgment on acceptance or rejection is absolute and final.
5. The Ferndale Heritage Society may, at its discretion, require an applicant to provide a detailed explanation of the intended use of the facilities prior to accepting or rejecting an application.
6. Any person granted the use of the facilities must pay a damage deposit in the form of a check for the amount of \$100.00 or \$200.00, at the same time the individual pays the rental fee. **NO KEYS WILL BE ISSUED. CONFIRMATION OF SCHEDULED DATE OF EVENT ONLY WHEN APPLICATION IS COMPLETE, SIGNED, AND APPROVED.** All checks shall be made payable to Ferndale Heritage Society. Two checks are required: one for the rental fee and one for the deposit.
7. The deposit will be returned in full if no damage was done to the facilities and if no further cleaning is required. If there should be damage, the Ferndale Heritage Society will assess the damage, have it repaired and will return any portion of the damage deposit not used in such repair. If the cost of repair exceeds the deposit, the Ferndale Heritage Society will bill the individual who posted the deposit for the amount in excess of the deposit, in which case the bill will be due in full and paid upon notification (bill sent out "return receipt requested"). Failure to comply with all cleaning and rental rules may result in a portion or all deposit to be kept by the Ferndale Heritage Society.
8. The key to the facilities is held by the Tillicum House Community Center Coordinator. **No keys will be issued to renters.** A Pre-Rental and Post-Rental Checklist will be completed between the renter and park Coordinator on the day of the event. There will be a checkout process with the Event Coordinator, which will include inspecting the facilities before commencement of the function. The Post-Rental Checklist is to be filled out prior to your event ending, and cleaning assessment will be done, including decision regarding deposit return/forfeitures.

The maximum capacity for use of the building is 60 people. Premises must be cleaned and ready for inspection by prearranged checkout time. **If the Tillicum House is not empty and ready for inspection at prearranged time, there will be a \$25 per 10 minutes fee assessed and taken out of the deposit. No exceptions.**

9. Renters are required to conduct their activities in accordance with all federal, state and local laws, ordinances, regulations, orders, licenses, permits and codes. All fire and safety regulations posted in the building relating to the premises, to any use thereof or to any activity thereon must also be complied with. Park vehicles in designated parking spaces only. No parking in designated fire lane areas. **Please obey all posted traffic signs on park property.**
10. In the event alcoholic beverages will be consumed on the premises, the renter agrees to:
 - a) **Obtain a banquet permit from a Washington State Liquor Store website.**
 - b) Present permit to the Tillicum House Community Center Coordinator for verification before the start of the event. **If there is no banquet license presented, the coordinator will not be allowed to open the Tillicum House.**
 - c) NO ALCOHOL TO BE CONSUMED OUTSIDE OF THE TILLICUM BUILDING NOR INSIDE PARK GROUNDS.
 - d) Post the banquet permit in the facility during use.
 - e) Fully comply with and enforce among everyone present at the facility all state and local statutes, ordinances and regulations restricting the use of alcohol.
11. Any falsification of the facts on the application form, illegal or unacceptable conduct, may result in the immediate eviction of all persons using the Tillicum House area.
12. All furniture, tables, chairs, equipment, etc. **CANNOT BE TAKEN OUTSIDE OF THE TILLICUM HOUSE** and must be returned to its original check-in location prior to checkout. Remove any push pins, tacks, clear tape (not duct tape), etc. from all furniture, or surfaces, inside and outside of the building. Use of staples and nails is prohibited (no staple guns). Use of confetti or "silly string" is prohibited. Scuff marks on floor must be removed prior to inspection at end of event. Park grounds must be free of all debris, including the parking lot. All spent cigarette butts and event residual (balloons, food wrappers) outside on ground must be cleaned up after event. A specific cleaning list will be provided by the Coordinator.

I have read the above rules and fees agreement regarding the rental and use of the Tillicum House and surrounding areas of Pioneer Park and I agree to abide by all of them. If I fail to comply, I understand that I may forfeit part or all of my deposit.

Signature of renter

Date