

AUBURN CITY PARKS



The Millennium Room
at the Senior Activity Center, 808 Ninth Street SE
 From I-5 or Hwy 167, take Hwy 18 East. Take the Auburn Way Exit. At the end of the ramp, turn left onto Auburn Way South. Continue south on Auburn Way. Turn left at the light on F Street SE and then immediately turn right on Ninth Street SE. Follow Ninth Street to the Senior Activity Center.

The Millennium Room

in Auburn's Les Gove Park

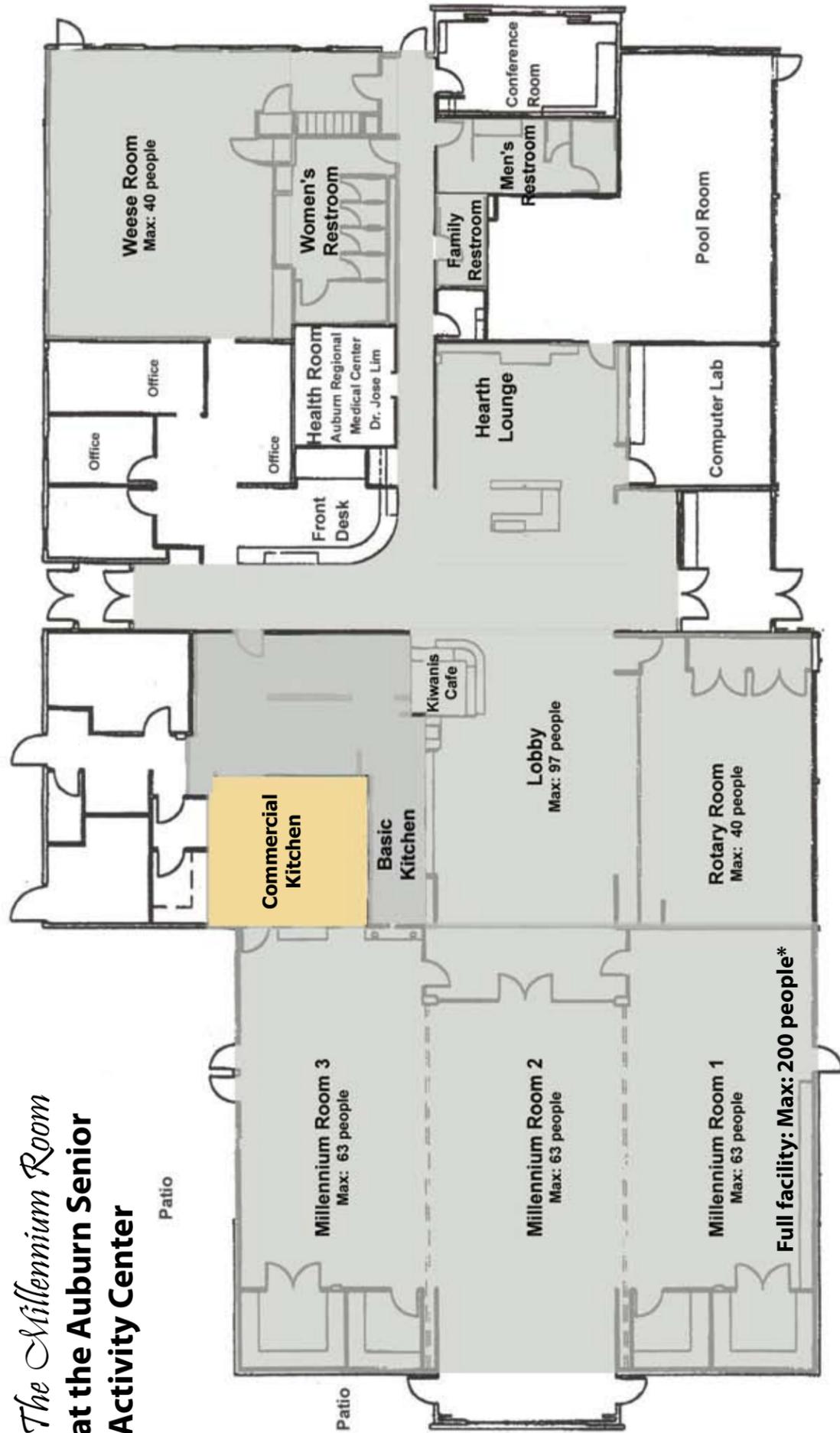


REASONABLE RATES - SCENIC PARK SETTING - UP TO 200 GUESTS

AUBURN
 MORE THAN YOU IMAGINED

808 NINTH STREET SE
 AUBURN, WA 98002
 253-931-3043 OR 253-931-3016
 WWW.AUBURNWA.GOV

The Millennium Room
at the Auburn Senior
Activity Center



Commercial kitchen with approved caterer
Rooms available for full facility rental



Auburn Parks, Arts and Recreation Department
Auburn Senior Activity Center
Contractor (Renter) Responsibilities

- **Reserve adequate time:**
Rental time must include all setup and cleanup. Please arrive 15 minutes prior to rental time for a user orientation with facility attendant. Includes a facility tour, responsibility review, and instructions for using equipment. You will also need to allow 15 minutes after your rental for a subsequent walk through.
Note: We have given you the option of arriving for your facility orientation prior to your scheduled rental time so a tight setup schedule will not be impacted. If you cannot arrive before your rental hours, do realize that the first 15 minutes when you arrive must be set aside for the tour, etc. Move-in and setup may begin **only after** the orientation is completed. **No guests are allowed in the building until walk through is completed.**
- **All changes and additions to rental contract must be made in person.**
- **Read, understand, and follow special procedures required for caterers for Full Commercial Kitchen Use.**
 1. Caterer must hold current business license.
 2. Caterer must schedule and tour facility at least two weeks prior to event.
 3. Caterer must demonstrate knowledge of use of commercial equipment.
 4. Caterer must provide City with current certificate of insurance per rental packet information and copy of business license.
- **Decorate with care.**
It is permissible to tape and/or tack streamers, banners, etc., to tack strips, as available.
Do not use tape and tacks, etc. on painted walls and white boards.
All decorations must be removed before departure.
No rice, birdseed, or confetti allowed inside or outside the facility.
Tea lights or votives in enclosed containers are permitted. No taper candles allowed.
- **Keep all equipment inside the facility.**
All tables, chairs, etc., are to remain inside the facility. If you plan to have outdoor seating/dining, you must provide your own tables and chairs.
- **Pay required damage deposit. The deposit is refundable, dependent on the condition of the center after your use. If attendant determines there has been any damage or cleanup issues, renter will be required to sign a Property Damage Form. Renter will be contacted within two working days to discuss damage/cleanup issues. Any damage above and beyond the deposit will be the renter's responsibility, with renter being invoiced by the City of Auburn.**
- **Enforce City Ordinances that apply to alcohol consumption and smoking in this facility. If alcohol is present, renter must meet all obligations of the Washington State Liquor Control Board and provide special event insurance (minimum \$1,000,000 naming City of Auburn as "additionally insured").**
- **Monitor the actions of your guests.**
Many people, both through City programs and community rentals, enjoy the Auburn Senior Activity Center. To keep the facility available and nice for all, it is your role to:
 1. Make sure the Auburn Senior Activity Center facility and its equipment are respectfully treated.
 2. Work with attendant to make sure the facility and all equipment, etc. are left as they were found upon arrival.
 3. Restrict red/orange colored beverages from carpeted area.
 4. Monitor children/youth in every room where activity is allowed.
- **Pay an additional \$50, should a City staff member be called back to unlock the facility for forgotten items or for other reasons.**
- **I, as the contractor, am responsible for being on site during the rental of the Senior Activity Center facility. If I am unable to be the first one on site, I authorize _____ who is 21 years of age or older, to act on my behalf in the interim and complete required monitoring responsibilities. Caterer and/or those responsible for setup will not be allowed in facility until the authorized person has arrived and completed walk through with facility attendant. I will check in with the facility attendant upon my arrival and assume responsibility of the rental.**
I acknowledge that I have reviewed and understand my responsibilities as explained in the Rental Information Packet. I have also read, understand, and will follow special procedures required for use of alcohol, caterers, and commercial kitchen. I agree to exercise the utmost care in the use of the premises and property, and adhere to all rules, regulations, and policies established by the City of Auburn and the Auburn Parks, Arts and Recreation Board. The undersigned will hold the City of Auburn harmless for all liability resulting from use of facility. I also understand that I will be responsible for any additional charges that my group accrues during my rental time.

Signature _____ Date _____

EQUIPMENT AVAILABLE AT THE SENIOR ACTIVITY CENTER

Available for use with Full Facility Rental, Basic Kitchen

- Ample chairs for full facility use
- Approximately 12 rectangular tables (8' x 30")
- Approximately 20 round tables, 72" diameter (Seat 8-10)
- Approximately 5 round tables, 60" diameter (Seat 6-7)
- Approximately 8 card tables
- Phone available for local calls only
- One standard oven
- 4 burner stove top
- Coffee maker
- Ice maker
- Microwave
- Piano (any required tuning done at renter's expense)
- Slide screen
- Microphone
- Food preparation area
- Refrigerator
- Small freezer space
- Commercial dishwasher



Non-commercial Kitchen

Available for extra fee of \$50

- Pots and utensils
- Plates, silverware, glassware, cups for approximately 200
- Coffee servers, etc.

Available for use with Commercial Kitchen:

Approved Caterer Required (Extra fee of \$50)

- All of the above
- Steamer
- Steam table and pans
- 2 commercial gas ovens
- Gas griddle
- 6 burner gas stove top



Available for use with Meeting Room Rentals

Rotary Room:

- Approximately 40 chairs
- Approximately 6 rectangular tables (8' x 30")
- Slide screen
- White board
- Big screen TV, DVD, and VCR

Weese Room:

- Approximately 40 chairs
- Approximately 8 rectangular tables (8' x 30")
- TV and VCR
- Slide screen
- White board
- Sink

Millennium Rooms:

- Chairs and tables for approximately 63 people each room (Limited number of rectangular tables)
- Slide screens

Not available for use

- Pool Room
- Computer Lab
- Storage rooms
- Food and coffee supplies
- Dishcloths and towels
- Paper towels
- Salad bar
- Office area and equipment

Provided for your cleanup responsibilities:

- Dust mop, broom and dust pan
- Wood floor mop and cleaner
- Mop and mop bucket
- Garbage bags
- Dishwasher/dish soap
- Bleach



RENTAL OPTIONS

Set in Auburn's scenic Les Gove Park, the Auburn Senior Activity Center is the perfect location for your next special occasion. An elegant wood floor and expansive floor to ceiling windows in the Millennium Rooms add to the beauty of the facility. A large outdoor patio provides flexibility for indoor and outdoor use. On-site attendants are provided to assist with your needs. Whether you are planning a wedding, reception, anniversary, party, family reunion or corporate event, our beautiful facility has an array of amenities to offer you.

FULL FACILITY	Resident \$80 per hour	Non-Resident \$100 per hour
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- Approximately 7,000 sq. ft.
- Available Friday evenings; 3 hour minimum, 5:30-11 p.m.
- All day Saturday and Sunday; 5 hour minimum, 9 a.m.-11 p.m.
- Tables and chairs for up to 200 people max.*
- Additional cleanup time is available after 11 p.m.
- Includes basic kitchen use

Rental Package 1: Friday Night/Saturday	\$1,200	\$1,500
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Up to 4 hours active use on Friday night for rehearsal dinner and/or setup and up to 12 hours of active* use on Saturday. This package is designed to give renters the opportunity to remove the stress of last minute setup and decorating and to provide multiple options for a reasonably priced rehearsal dinner.

Rental Package 2: Saturday/Sunday Full Day	\$1,000	\$1,300
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Full day facility option with up to 12 hours of active* use on Saturday or Sunday. This package is designed to give renters the option to do setup/decorating early and then take a break for manicures, long walks, or massage and to return for the actual event whether it be the wedding, reception, anniversary party, auction or other activity. When splitting active hours, 3 hour minimum block required.

MILLENNIUM ROOMS	\$45/hour	\$55/hour
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- Approximately 1,100 sq. ft. per room, 3 rooms available
- Friday: 5:30-11 p.m.; Saturday-Sunday: 9 a.m.-11 p.m.
- Maximum 63 people per room
- Only available within 60 days or less; 3 hour minimum

LION'S AND ROTARY ROOMS	M-Th: \$20/hour	M-Th \$25/hour
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- Monday - Thursday: 5:30-11 p.m. (2 hour min.)
- Friday: 5:30-11 p.m.; Saturday-Sunday: 9 a.m.-11 p.m. (2 hour min.)
- Lion's Room 800 sq. ft.; Rotary Room 550 sq. ft; maximum 40 people per room; only available within 60 days or less

DAMAGE DEPOSIT & CLEANING FEE (for Full Facility and Millennium Room rentals)	
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Without alcohol	\$300 deposit
With alcohol (\$1,000,000 excess liability insurance required)	\$500 deposit
Optional Cleaning Fee (fee required with use of alcohol in facility)	\$275 fee

CATERING AND KITCHEN ADDITIONAL FEES	
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Commercial Kitchen; Use of dishes, tableware, pots, etc.	\$50 fee each
Basic Kitchen with Millennium Room 3	\$25 fee
Basic Kitchen with Full Facility Reservation	Included

*Please note the following:

Commercial kitchen use requires approved caterer.
 May exceed 189-person capacity by 10% per Auburn Fire Department approval.
 Prior to rental date, City of Auburn reserves the right to assign additional fees as deemed appropriate.
 Ask about our alternative cleaning option.
 Active use is defined as hours when facility renters and/or facility attendant are on site.
 Approval of Special Activity Use form required for outdoor weddings and events.



Patio

Rental Procedures

- Reservations may be made in person at the Auburn Senior Activity Center or the Auburn Parks, Arts and Recreation office and are accepted on a first come basis.
- Full facility rentals may be made up to one year prior to rental date.
- Individual room rentals may be made up to six months prior to rental date. See rental options for availability.
- The person requesting the reservation must be at least 21 years of age and plan to be present during the event. The contractor is responsible for all aspects of the use, including payment of fees and deposits, changes to initial contract, as well as for any damage to equipment or property above and beyond the deposit.
- Allow time for setup/decorating and cleanup within your reservation time.

Payment Procedures

- Reservations made 30 days or less from the rental date, or any rental with a cost of \$300 or less, must be paid in full when reservation is made. Renters must pay 50% of total rental fees at the time of reservation for rentals costing \$300 or more. The balance and the damage deposit must be paid in full 30 days prior to the rental date. Failure to make the full payment 30 days prior will be considered as a cancellation of the reservation (see refund policy below).
- Payment may be made by cash, check, Visa or MasterCard.

Refund Policy

- For cancellations made 30 or more days prior to rental date, renter receives a refund of fees paid less a \$100 cancellation fee.
- For cancellations made 29 days or less prior to rental date, renter receives a 50% refund of the total rental fees.

Additional Rental Procedures

(if alcohol is to be present)

If alcohol is present at a function, the renter must meet all obligations of the Washington State Liquor Control Board (WSLCB).

Prior to facility use, the following steps must be taken:

- Thirty days prior to rental, an organization or business entity must submit to the City Parks, Arts and Recreation Department a copy of a Washington State Special Occasion Liquor License or Banquet Permit for the event. Private individuals need not submit a license or permit if an individual is hosting the event, if there is no money collected for the event (this includes a tip jar at the beverage counter), AND if the function would normally be held in the individual's private home, but for space considerations is not. (Request an information leaflet at the Senior Activity Center, any WSL store or visit the WSLCB website, at www.liq.wa.gov for detailed information on obtaining permits.)
- Thirty days prior to rental the applicant must submit a general liability (special event) certificate of insurance in the contractor's name for a minimum of \$1,000,000, naming the City of Auburn as "additionally insured." Note: Renters may be able to get a rider on qualifying personal or organization insurance policies or use Washington Cities Insurance Authority application to purchase event insurance. (Ask Senior Center for application.)
- Ensure that alcoholic beverages are served in compliance with WSLCB regulations.
- Ensure that alcoholic beverages are served within the interior assigned rental areas.



The Rotary Room



Lobby



Commercial Kitchen

When Using A Caterer

For Full Commercial Kitchen Use:

Rental procedures allow for use of our full commercial kitchen with an approved caterer. To be added to our approved list, a caterer must:

- Hold and provide a copy of a current Business License.
- Schedule and tour the facility at least two weeks prior to the event.
- Demonstrate knowledge of use of commercial equipment.
- Provide the City with a current certificate of general liability insurance for \$1,000,000 naming the City of Auburn as additionally insured.



Millennium Room

Facility Orientation And Checklist

- Contractor or designee must plan to arrive 15 minutes prior to rental time for a user orientation with the facility attendant. It will include a facility tour, responsibility review, and instructions for using equipment. You will also need to allow 15 minutes after your rental for a subsequent walk through. **Rental setup may not begin until orientation is completed.**
- The amount of the Damage Deposit to be refunded depends upon the condition of the building and equipment at the end of your reservation.



Soroptimist Hearth Lounge