



Hall Rental Policy

802 E. Mukilteo Blvd, Everett, WA 98203
425.257.8300 ext. 2
Email: recreation@everettwa.gov

INFORMATION

Everett Parks & Community Services is pleased you are interested in one of its facilities. It is your responsibility to read and follow all rules and regulations listed as well as all other park codes. For a complete list of park codes, visit www.everettwa.gov and search park codes. If you have any questions, please inquire at the Recreation Office.

Regular office hours are Monday through Friday, 8 a.m. to 5 p.m. (closed 12:30-1:30 p.m.).

The telephone number is (425) 257-8300 ext. 2.

GENERAL POLICIES

1. Reservations are accepted up to one year in advance.
2. Payment in full (rent plus the damage deposit) is required at the time the reservation is made.
3. Down payment plan available for Legion & Floral Halls: Patrons may choose to make a \$500 down payment at the time of booking. Down payment is applied to the balance due 60 days prior to event. Full payment is due 60 days prior to event (including damage deposit). See lines 13 and 14 (below) for refund policy details.
4. Applicants must be at least 18 years of age. Proof will be required.
5. Facilities may be rented between the hours of 9 a.m. and 11 p.m. The time of use on the Facility Use Permit is the only time the user group is authorized to be in the facility. All hours must run consecutively. Setup and cleanup shall be done within the hours rented. **No early admittance or next day clean-up will be allowed. Refunds will not be given for hours not used.** Renters will be charged or a reduction in their refund will occur if the user group accesses a facility earlier than or remains later than the time represented on the Facility Use Permit.
6. Groups are responsible for their own set-up and clean-up. This shall include all items set forth in the Cleaning Agreement. Cleaning supplies will be provided by the Parks & Community Services Department. After removal of all items brought to the facility by the renter, the Parks staff will clean the kitchen, bathroom and floors up to three hours. Time spent beyond three hours will be deducted from the deposit. We offer a Tear Down Package for an additional fee. Tear Down Package requires two-weeks-notice to book.
7. Helium balloons are NOT allowed in Floral or Legion Halls due to ceiling fans.
8. Candles are NOT allowed in any of the halls (City of Everett Fire Dept. Fire Code) except unity candle during wedding ceremony or candles on a birthday cake.
9. Smoke machines are NOT allowed in any of the halls.
10. Only blue painters tape, masking tape or reusable putty (like Ross Tac'n Stik or museum putty) can be used for decorating purposes and must be removed from the surface at the end of the rental.
11. Alcohol is permitted in Floral, Legion and Lions Halls (additional damage deposit paid) with a Banquet Permit available at the Washington State Liquor Control Board website <http://liq.wa.gov/licensing/banquet-permits>. Everett Parks and Recreation must receive a copy of the permit 10 days prior to the event. The permit must be posted in the facility. Caterers may post their Class I license in lieu of a Banquet Permit. No alcohol permitted beyond premises.
12. Performer conduct and performance content, whether live or recorded, must be appropriate for families and general audiences. Profane, lewd, indecent or slanderous conduct or contest is unacceptable.
13. Rental change (does not include adding hours) and cancellations (Lions, Spruce, Langus, Silver):
 - a. More than 60 days prior to rental date – 50% of rental fee is kept by Parks Dept.
 - b. 60 days or less – no refund
14. Rental change (does not include adding hours) and cancellations (Floral & Legion):
 - a. More than 60 days prior - \$200 is kept by Parks Dept.
 - b. 60 days or less – no refund