

# Van Valey House

## Rental Rules & Regulations



### INQUIRIES & RESERVATIONS

Call the Recreation Office at 425-257-8300 ext. 2. Hours: M-F, 8am-5pm. (closed 12:30-1:30pm). Rental fee and deposit are due at the time of reservation. Reservations may be made up to one year in advance.

### CHANGE OR CANCELLATION FEES

Parks retains 50% of the rental fee for changes or cancellations made 60 days before the event. No refund if 60 days or less.

### TO VIEW THE FACILITY

To make an appointment to view the facility, call Maryke Burgess at 425-257-7346.

### AVAILABLE RENTAL HOURS

The facility may be rented from 9am to 11pm. A two-hour minimum is required. Hours must run consecutively and include time needed for set up and clean up. Early arrivals are not permitted. Early supply drop-offs are not permitted. Extra fees will be charged for use beyond scheduled hours. Refunds will not be given for hours not used.

### SET UP & CLEAN UP

Set up and clean up time must be within the reserved rental time. Users are required to leave the facility as it was found. Next day clean-up is not allowed. All food, decorations and rental equipment must be removed. A clean up checklist and cleaning supplies will be provided. Failure to clean the facility may result in a loss of all or part of the deposit.

### ALCOHOL

Alcohol is permitted (an additional damage deposit is required) with a Banquet Permit available at the Washington State Liquor Control Board website <http://liq.wa.gov/licensing/banquet-permits>. Parks must receive a copy of the permit one week 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 the premises.

### CAPACITY

The Van Valey House accommodates up to 40 people per fire code. No sit-down dining for more than 18 people. For larger groups, guests must hold their plates as they sit or stand.

### NOT ALLOWED

- No candles except for a unity wedding candle or birthday cake candles. No STERNO candles.
- No electric chafing dishes or crock pots on wood tables. We have portable tables for these types of appliances.
- No ice buckets, bottles or glasses that cause condensation on unprotected surfaces. Use table pads and linens.
- No sit-down dining for more than 18 people as noted above.
- No cooking in the house. The stove/oven is intended for heating food that has already been prepared.
- No smoking inside the house. No keg beer.
- No rice, silly string, confetti, birdseed, bubbles, scattering of real flowers or things that may stain or be hard to clean.
- No nails, tacks, staples, glue, tape or anything that harms the wood or walls.

### LINENS

Linens are required to cover antique tables. Top dimensions: rectangle 84x52 / oval 54x77 or round 54x54 / buffet 54x14

### RECYCLING

Renters are responsible for disposing their trash, recyclable bottles, and recyclable paper & cardboard in corresponding containers located by the back alley.

### CONDUCT

Renters are responsible for the conduct of their guests and any damages or loss caused by guests. Performer conduct and performance content, whether live or recorded, must be appropriate for general audiences. Profane, lewd, indecent or slanderous conduct or content is unacceptable.

### STAFF

City staff will be on site during the event. Lack of cooperation with staff in resolving problems or illegal activities will result in the event being stopped and the facility being secured.

### MUNICIPAL CODE

Codes are strictly enforced. To review go to [everettwa.gov/parks](http://everettwa.gov/parks) and click on the Parks & Trails tab.

### TIPS FOR A SUCCESSFUL EVENT

Assign one person to oversee the entire event from set up through clean up / Simplify as much as possible / Relax & enjoy!