










## TIBBETTS CREEK MANOR RENTAL RATES & INFORMATION

**FACILITY ACCOMODATIONS:** Fire Code Capacity: 175 guests – utilizing the inside & tented deck; 130 – utilizing just the inside

	ROOM SIZE	CAPACITY		COMMON ROOM USES
<b>GREAT ROOM</b> 	1200 sq. ft. 37' x 31'	Ceremony: Reception with tables on dance floor: Full Reception with room for seating, DJ set up and dancing:	120 100 80	Wedding ceremonies, receptions / celebrations, business meetings
<b>PARLOR</b> 	400 sq. ft. 20' x 20'	Seating:	40	Additional seating, buffet, bar, mingling space, small business meetings
<b>DECK/TENT</b> 	800 sq. ft. 20' x 40'	Ceremony set up on 40' side: Ceremony set up on 20' side: Seating:	120 100 80	Wedding ceremonies, receptions/celebrations, bar, buffet, mingling space
<b>SITTING ROOM</b> 	256 sq. ft. 16 ½' x 15 ½'	N/A		Gift table, bar, buffet, mingling space
<b>DINING ROOM</b> 	210 sq. ft. 14' x 15'	N/A		Gift table, bar, buffet, mingling space
<b>KITCHEN/PREP SPACE</b> 	224 sq. ft. 14' x 16'	N/A		Catering prep space, buffet, bar
<b>FOYER</b> 	168 sq. ft. 12' x 14'	N/A		Manor's main entry, sign-in table, greeting area, gift table
<b>BRIDE'S ROOM</b> 		N/A		Changing Space/Break-Out Meeting Rooms
<b>GROOM'S ROOM</b> 		N/A		Changing Space/ Break-Out Meeting Rooms

\*Public Restrooms are located just off the Great Room

**2010 & 2011 RENTAL RATES:** Rates apply to events held January 2010 – December 2011

**Damage Deposit:** A Damage Deposit must accompany all completed contracts to secure your booking

**\$350 Deposit:** Events held on a Monday-Thursday

**\$500 Deposit:** Events held on a Friday-Sunday

The Deposit does not deduct from your Facility Rental Fee, but will be refunded in the same manner paid within 1 month after event date unless...

1. Damage to the facility or equipment was caused during the event
2. Contract is neglected
3. Booking is cancelled

**Facility Rental Fees: Due 90 days prior to event**

The Facility Rental Fee includes the use of the entire Tibbetts Creek Manor, Backyard & Parking Lots for the specified blocks of time contracted with a Midnight deadline. These fees also include use of the following facility equipment - tables, brown and white chairs, & garbage cans.

<b>Weekday Business Meeting Rates (Corporate/Non-Profit Rate Only- \$150 per hour for Private Rentals)</b>	<b>Damage Deposit</b>	<b>Rental Fee</b>	<b>Additional Hourly Rate</b>
<u>Monday -Thursday</u> Between 8 a.m. – 5 p.m. (8 hour rental)	\$350	\$480	\$60 per hour up until 5 p.m. \$150 per hour between 5 p.m. – 12 a.m.
<u>Monday – Thursday</u> Between 8 a.m. – 5 p.m. (4 hour rental)	\$350	\$240	\$60 per hour up until 5 p.m. \$150 per hour between 5 p.m. – 12 a.m.
<u>Monday-Thursday</u> 5 p.m. – 12 a.m.	\$350	\$150/hour	\$150 per hour between 5 p.m. – 12 a.m.

<b>Weekend Event Rates</b>	<b>Damage Deposit</b>	<b>Rental Fee</b>	<b>Additional Hourly Rate</b>	<b>Rehearsal Fee</b>
<u>January – March</u> Friday & Sunday (7 hour rental) Saturday (7 hour rental)	\$500	\$1400 \$1500	\$150 per hour	\$150 1 Hour
<u>April /May /October /November/December</u> Friday & Sunday (7 hour rental) Saturday (7 hour rental)	\$500	\$1750 \$1850	\$150 per hour	\$150 1 Hour
<u>June/July /August /September</u> Friday & Sunday (7 hour rental) Saturday (8 a.m. – 3 p.m.) Saturday (5 p.m.-12 a.m.)	\$500	\$2025 \$1900 \$2150	\$150 per hour	\$150 1 Hour

Deductions from the contracted Rental Fees are not accepted once contract is signed. Renter is responsible for paying all contracted rental and equipment fees contracted at time of booking.

**DISCOUNTED RENTALS:**

Local Issaquah Non-Profit Organizations, that give 60% of their profits back to the Issaquah Community, are given 50% off of the Facility Rental Rate when they book two months prior to the event date. If a local Non-Profit reserves the Tibbetts Creek Manor more than two months before their event date, then the non-profit discount will not apply. A non-profit group needs to pay a full price deposit, and insurance fee. Non-profits, like all other groups, must supply or purchase adequate insurance.

**REHEARSAL INFORMATION:**

Rehearsals (typically for weddings) are not a requirement of our facility, but can be scheduled if you would like one. Rehearsal Bookings are not scheduled at the time you add this option to your contract. Three months prior to your event, rehearsals can be scheduled on a Monday – Thursday or Friday morning - per availability. The cost is \$150 and you are given 1 hour of facility access with a facility staff member on-site for assistance. If you would like to slide your rehearsal into a Friday night slot, you must wait until one month prior to your event. If at this time, the time frame you are requesting on a Friday is available we can move you into that slot. Until then, our Friday hours must remain open to other potential users.

**CATERING & ALCOHOL:**

We have an open-door catering policy, which allows you to bring in a caterer of your choice; however we do have a list of "Experienced Caterers" available. All food must be prepared in a commercial kitchen, purchased from a commercial store or delivered from a restaurant. Pot-lucks are not allowed. All food service should be under the supervision of a Licensed Caterer. Catering supplies such as linens, plates, glasses and serving ware are typically provided by your caterer. Please be sure to discuss what they provide & the costs prior to contracting with a caterer.

All alcohol (beer, including kegs, white / red wine, champagne & hard alcohol) are allowed at the Tibbett Creek Manor. All alcohol must be served by a Licensed Class 12 Bartender. Most caterers employ licensed bartenders and can often arrange the bartending service for you. No self-serve is allowed. Use of privately provided alcohol, such as flasks is not allowed. Open bottles of alcohol, usually wine, on the tables for self-pour service and decoration are also not allowed. Service must end 1 hour prior to your rental end time. Event Insurance may apply – please discuss the requirements and cost with the Rental Office.

**INSURANCE FEES:**

Insurance is required for most events. When required, we ask that either self-provided or purchased special event insurance be supplied to the Rental Office prior to the event taking place.

**SELF-PROVIDED INSURANCE:**

Instead of purchasing insurance through the City’s provider, Corporations & Registered Organizations (Profit & Non-Profit) can instead supply a copy of their group’s existing policy. All Self-Provided insurance certificates must include...

- 1.) Commercial Liability Insurance Certificate including the following criteria ...
  - ✓ City of Issaquah is listed as Additional Insured
  - ✓ Coverage is in the amount of \$1 Million per occurrence
  - ✓ Liquor Liability is included & indicated on the policy (if served)
- 2.) Separate Additional Insured Endorsement

**PURCHASED INSURANCE:**

For all private events and those corporations or organizations that cannot supply an adequate existing policy, special event insurance can easily be obtained by purchasing a single event policy through the "TULIP Program" by the City’s insurance provider – "Washington Cities Insurance Authority". The cost varies based on the event size & type, length of event and alcohol service. The following chart can be used to determine your cost, although you will need to discuss the specific charges with the Rental Office. Almost all events held at the Manor are Class 1 Events. Almost all events held at the Manor purchase insurance through the TULIP Program.

**2010 INSURANCE RATES:**

<b>CLASS 1 EVENT SAMPLES</b>	<b>CLASS 2 EVENT SAMPLES</b>	<b>CLASS 3 EVENT SAMPLES</b>
Weddings, Receptions, Banquets, Auctions, Meetings, Parties, Celebrations, Social Gatherings, Art Shows, Luncheons, Reunions, Job Fairs	Concerts, Animal Shows, Outdoor Only Events, Carnivals, Union Meetings, Festival & Cultural Events	Athletic Events, Festivals or Fairs, Proms, Theatrical Stage Performances,
<p><b>Without Alcohol</b></p> <p>001 – 100 People = \$75            101 – 500 People = \$100            501 – 1500 People = \$150</p> <p><b>With Alcohol</b></p> <p>001 – 100 People = \$150            101 – 500 People = \$285            501 – 1500 People = \$410</p>	<p><b>Without Alcohol</b></p> <p>001 – 100 People = \$100            101 – 500 People = \$135            501 – 1500 People = \$185</p> <p><b>With Alcohol</b></p> <p>001 – 100 People = \$175            101 – 500 People = \$320            501 – 1500 People = \$445</p>	<p><b>Without Alcohol</b></p> <p>001 – 100 People = \$150            101 – 500 People = \$200            501 – 1500 People = \$310</p> <p><b>With Alcohol</b></p> <p>001 – 100 People = \$225            101 – 500 People = \$385            501 – 1500 People = \$570</p>

**2011 INSURANCE RATES:**

2011 Insurance Pricing won't be provided by the contracted insurance agency until late December 2010. For those of you booking prior to the rates being posted, you will be informed of your fees as soon as they have been approved. Prices do fluctuate up & down from year to year per annual claims made.

**PARKING:**

The Front & Back Parking Lots have a combined 75 parking stalls. Parking is complimentary. Three Handicapped stalls are provided. There is parking available at the Park & Ride one block away to accommodate any overflow. The Tibbetts Creek Manor does not have parking lot staff to direct your guests.

**LABOR ASSISTANCE:**

We will always have a Manor representative on-site during your event – from start to finish. The size of your event will determine the number of staff needed. Think of our staff as *Custodial Security*. They will be on-site during the duration of your event to set-up facility equipment, monitor event activity, maintain the building, tear-down facility equipment, sweep & mop. Our staff does not decorate for you, greet your guests, cater or bartend, baby-sit unattended children, etc.

**EXPECTATIONS OF RENTERS DURING ACTIVE CONTRACT:**

\*If you did not hire a caterer than you will be responsible for the caterer’s duties.

Manor	You	Caterer	
x			Unlocks the facility
	x		Delivers & unloads event materials & supplies
	x		Decorates the facility - indoor & outdoor
	x	x	Set up of all rental equipment brought in
x			Set up of our facility equipment - tables, chairs, av equipment, etc.
		x	Prepare catering & bar service area
	x		Coordinates event activities & transitions
x	x	x	Monitoring guest & vendor activity
x			Move, rearrange or remove facility equipment during your event if requested
		x	Bus tables
x		x	Empties garbage & recycling bins
x			Hauls garbage to dumpsters
x			Keeps the restroom cleaned & stocked
	x		Takes down decorations – indoor & outdoor
x			Tears down facility owned tables & chairs after the event
	x	x	Tears down rental equipment
	x	x	Cleans up kitchen—sweeping, mopping, wiping down tables, microwave, clearing out fridge & freezer
x			Sweeps & Mops the facility (excluding the kitchen)
x			Final restroom cleaning
x			Shuts windows & locks doors

**RENTAL EQUIPMENT/STORAGE INFORMATION:**

Overnight, pre and post storage at the facility is unavailable unless requested and approved by the Tibbetts Creek Manor. Renters are responsible for all rental items brought into the facility or its grounds for the duration of the rental items stay. Renters are responsible for the set-up and take-down of all their rental items. Unless approved & arranged, all items brought into the facility must exit the facility at the close of your contracted rental period. All items brought in for a Rental Event must be marked for identification purposes to ensure return. All rental equipment must arrive at the beginning of your rental for set-up and exit the facility at the end of your rental. During your event, supplies can be stored in the garage.

**HEATING SYSTEM RENTAL, DELIVERIES & STORAGE:**

If you would like to provide heating under our tent on the deck we allow patio umbrella heaters or indirect forced air heaters. The side-walls are typically on the tent Mid-October – Mid-May, however it depends on the weather, our events scheduled and the availability of our Facilities Maintenance crew to install.

<b>Tuco Heat</b>	(425) 743-9533	<a href="http://www.tucoheat.com">www.tucoheat.com</a>	Item #OHV500,	420,000 BTU’s per Hour	37 Gallon Tank
<b>Hertz Rentals</b>	(425) 820-6448	<a href="http://www.hertzequip.com">www.hertzequip.com</a>	Item # 280 IF 7160980	280,000 BTU’s per Hour	28 Gallon Tank

It is your responsibility as a renter to install and operate the unit, however our staff will be on-site for assistance.

We will provide overnight storage of this unit since these companies typically don’t deliver Saturdays or Sundays. If you are planning to order a unit, please call us to see when a good time for the company to deliver & pick-up the unit will be.

## **CITY SIGN ORDINANCES:**

Enforced by City of Issaquah Code Compliance Office

**Sign Permits Required.** IMC Section 18.11.460 states:

- A total of 4 off premise signs are allowed under the provisions of a signed Tibbetts Creek Manor Use Agreement. Signs used both off-premise and on City property must meet the same requirements.
- Signs must be A-frames.
- Signs are not provided by the City.
- No signs with stakes can be pounded into the ground.
- A-frames must be no more than six feet square per face and four feet in height and non-illuminated.
- Appearance of A-frame signs shall be maintained in an aesthetically good condition. Professional lettering and graphics in common typefaces on plywood are allowed. Hand written A-Frames, on cardboard or with irregular lettering, are prohibited.
- No sign shall be placed on or above the public rights-of-way (this includes sidewalks and bicycle lanes) nor shall signs be allowed in the planting areas of traffic islands, including but not limited to those located at the intersections of Front Street and Gilman Boulevard and Front Street and Clark.
- Approved locations for A-frames are as follows: I-90 off ramps, the corner of NW Sammamish Road and SE 56<sup>th</sup> Street, and the intersection of SE 56<sup>th</sup> Street and SR-900.
- No signage can be placed on traffic islands.
- A-frames shall not be located on sidewalks.
- A-Frames shall be located on private property; provided, however, where private property does not exist A-frames may be displayed on public rights of way upon receipt of a Special use Permit and payment of a Special use Permit Fee(s).
- A-frames are permitted on City property, including the grounds of Tibbetts Creek Manor, provided that they shall not create a hazard to either pedestrians or motorists by blocking vision or movement of people or vehicles
- Signs are permitted during day of the event only and must be taken down immediately at the close of the event. For multi-day events, your signage must be removed at the close of each day and re-set the next morning.
- One banner may be attached to the Tibbetts Creek Manor entryway fence one day prior to your event if a closed to the public event or one week prior to your event if open to the public; however approval by Facility Coordinator must be received as overlapping advertising cannot take place. No banners may be erected on any other part of the property including on entryway signage or attached to trees or the Manor building itself.

For signage outside of the above provisions, make application to the City of Issaquah Permit Office, 1775 12<sup>th</sup> Avenue NW, Issaquah, WA 98027. 425-837-3100.

## **HOW TO BOOK:**

Space is reserved on a first-come, first-serve basis.

**2010 Events:** Currently Open for Booking for all months in 2010!

### **2011 Events:**

Bookings for events to be held January 2011-June 2011 can book as early as January 4, 2010.

Bookings for events to be held July 2011-December 2011 can book as early as June 1, 2010.

Tentative holds on one date are allowed for 72 hours in order to allow time to tour and submit a contract. To secure a date for your event, the following is required...

- Scheduled appointment to review the facility and rental information
- \$350 or \$500 Booking Deposit - *This fee does not apply towards your rental fee*
- Completed & Signed Contract with valid Credit Card (Visa or MC) to guarantee booking

Remaining Payments are due 90 days prior to your event.

Please make checks payable to: City of Issaquah. (Visa or Master Card Accepted)

## **2010 & 2011 CANCELLATION POLICY**

Cancellation of any event must be made in writing or via email to the Tibbetts Creek Manor / Parks & Recreation Department and a response in writing or via email must be sent by the City of Issaquah acknowledging & confirming the cancellation.

If a cancellation is made, Renter is responsible for the following financial penalties:

Cancellations received <b>more than 120 days out:</b>	<u>Forfeiture of Damage Deposit</u>
Cancellations received <b>120 days out:</b>	<u>50% of total rental fees &amp; forfeiture of Damage Deposit</u>
Cancellations received <b>90 days out or less:</b>	<u>100% of total rental fees &amp; forfeiture of Damage Deposit</u>

Any form of refund is refunded only to the "issuing party." Fees cannot be transferred, sold, auctioned or gifted to any other person. City of Issaquah is not responsible for reimbursement of items purchased by renter in association with the scheduled event such as insurance, vendor or service charges, equipment rental charges, permit or licensing fees, etc.

## **EVENT DATE CHANGES / TRANSFER FEE:**

- Date change requests must be made in writing or via email to the Tibbetts Creek Manor / City of Issaquah and a response in writing or via email back to the Renter must be sent by the City of Issaquah acknowledging & confirming the request.
- Upon receipt of written date change request, renter will be given 2 weeks from that date to confirm in writing the new date selection.
- If new date is not confirmed within these 2 weeks, original contract & event will be cancelled & standard cancellation policy penalties will apply.
- Event date changes will be accepted 1 time per contract for a new available date within the same calendar year only (January – December).  
A new contract will not be required. Written confirmation will act as an addendum to original contract.
- Additional date changes will require cancellation of original contract (cancellation policy applicable) and rebooking with a new contract & deposit.

If a date change is made, Renter is responsible for the following financial penalties.

- Requests placed more than 120 days out: No Penalty
- Requests placed less than 120 days out: \$150 penalty "transfer fee".
- Requests placed 90 days out: \$200 penalty "transfer fee."
- Requests placed 60 days out or less: \$250 penalty "transfer fee."

Penalty transfer fees will be due 30 days after new date was confirmed. Failure to supply payment by requested due date will result in charge of "guarantee credit card" provided at booking.

- Event date change request penalty exceptions due to death or major illness in immediate family, deployment of immediate family member or substantiating circumstances, will be handled on a case by case basis with written proof of situation provided to Rental Office, i.e. Death certificate, doctor's note, deployment paperwork within the time parameters as set by the Rental Office and all decisions by the City of Issaquah will be final.

## **DAMAGE DEPOSIT INFORMATION:** MUST ACCOMPANY YOUR CONTRACT TO CONFIRM YOUR BOOKING

**\$350.00 (Events held Monday – Thursday)**       **\$500.00 (Events held Friday – Sunday)**

- DOES NOT deduct from the cost of your rental
- If you cancel your booking at any time, this Deposit is non-refundable and will be held by the City of Issaquah, no matter how far in advance you cancel or your reason for canceling.
- The contract applicant will receive the Damage Deposit back, in same manner paid, after event if damage did not occur and contract was not violated.
- The return of a Deposit placed by check will take approximately one month to return.  
A Deposit placed by Visa or MC will be returned within two weeks.
- If damage is caused to the facility or equipment during your event, the Deposit will be forfeited by the renter to the City of Issaquah for payment of those damages. If damage caused exceeds the provided Damage Deposit, the City will hold renter responsible for additional coverage amount.

## **RENTAL FEE INFORMATION:**

- **Guarantee:** A valid credit card (Visa or MC) must be provided with this contract to hold your booking as a guarantee. The card will not be charged any fees at this time, unless card holder has authorized charge of Damage Deposit to be placed on the same card.
- **Invoicing:** Renter will be invoiced approximately 120 days prior to the event by the City of Issaquah for these remaining charges with the option to submit payment via check or alternate credit card. Renter expressly agrees that failure to supply check or alternate credit card payment for remaining invoiced fees (for a current or cancelled event) by the required due date will result in the original guarantee credit card provided at time of booking being immediately charged the total balance due. Inability to charge the guarantee card on file, if no other payment arrangements have been accepted by the City of Issaquah, may result in forfeiture of reserved date(s).
- **Payment Due Dates: RENTAL FEES ARE DUE 90 DAYS PRIOR TO YOUR EVENT DATE**