










TIBBETTS CREEK MANOR RENTAL RATES & INFORMATION

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

	ROOM SIZE	CAPACITY		COMMON ROOM USES
GREAT ROOM 	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
PARLOR 	400 sq. ft. 20' x 20'		Seating: 40	Additional seating, buffet, bar, mingling space, small business meetings
DECK/TENT 	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
SITTING ROOM 	256 sq. ft. 16 ½' x 15 ½'	N/A		Gift table, bar, buffet, mingling space
DINING ROOM 	210 sq. ft. 14' x 15'	N/A		Gift table, bar, buffet, mingling space
KITCHEN/PREP SPACE 	224 sq. ft. 14' x 16'	N/A		Catering prep space, buffet, bar
FOYER 	168 sq. ft. 12' x 14'	N/A		Manor's main entry, sign-in table, greeting area, gift table
BRIDE'S ROOM 		N/A		Changing Space/Break-Out Meeting Rooms
GROOM'S ROOM 		N/A		Changing Space/ Break-Out Meeting Rooms

*Public Restrooms are located just off the Great Room

2009 RENTAL RATES: Rates apply to events held January – December 2009

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 padded chairs, & garbage cans.

Weekday Business Meeting Rates (Corporate/Non-Profit Rate Only- \$150 per hour for Private Rentals)	Damage Deposit	2009 Rental Fee	Additional Hourly Rate
<u>Monday -Thursday</u> Between 8 a.m. – 5 p.m. (8 hour rental)	\$350	\$400	\$50 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	\$200	\$50 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.

Weekend Event Rates	Damage Deposit	2009 Rental Fee	Additional Hourly Rate	Rehearsal Fee
<u>January – March</u> Friday & Sunday (7 hour rental) Saturday (7 hour rental)	\$500	\$1300 \$1400	\$150 per hour	\$150 1 ½ Hr.
<u>April /May /October /November/December</u> Friday & Sunday (7 hour rental) Saturday (7 hour rental)	\$500	\$1550 \$1650	\$150 per hour	\$150 1 ½ Hr.
<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	\$1825 \$1700 \$1950	\$150 per hour	\$150 1 ½ Hr.

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

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 Folding Chairs, White Folding Chairs, & Garbage Cans.

Weekday Business Meeting Rates (Corporate/Non-Profit Rate Only- \$150 per hour for Private Rentals)	Damage Deposit	2010 Rental Fee	Additional Hourly Rate
<u>Monday -Thursday</u> Between 9 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 9 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.

2010 Weekend Event Rates	Damage Deposit	2010 Rental Fee	Additional Hourly Rate	Rehearsal Fee
<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 1Hour
<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, labor 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 - per availability. The cost is \$150 and you are given 1 1/2 hours (2009) or 1 hour (2010) of facility access with a facility staff member on-site for assistance. If you would like to slide your rehearsal into a Friday 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.

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 with a 2.) Separate Additional Insured Endorsement including the following criteria ...

- ✓ City of Issaquah is listed as Additional Insured
- ✓ Liquor Liability is included & indicated on the policy (if served)
- ✓ Coverage is in the amount of \$1 Million per occurrence

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.

2009 INSURANCE RATES:

CLASS 1 EVENT SAMPLES	CLASS 2 EVENT SAMPLES	CLASS 3 EVENT SAMPLES
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>Without Alcohol 001 – 100 People = \$75 101 – 500 People = \$100 501 – 1500 People = \$150</p> <p>With Alcohol 001 – 100 People = \$150 101 – 500 People = \$285 501 – 1500 People = \$410</p>	<p>Without Alcohol 001 – 100 People = \$100 101 – 500 People = \$135 501 – 1500 People = \$185</p> <p>With Alcohol 001 – 100 People = \$175 101 – 500 People = \$320 501 – 1500 People = \$445</p>	<p>Without Alcohol 001 – 100 People = \$150 101 – 500 People = \$200 501 – 1500 People = \$310</p> <p>With Alcohol 001 – 100 People = \$225 101 – 500 People = \$385 501 – 1500 People = \$570</p>

2010 INSURANCE RATES:

2010 Insurance Pricing won’t be provided by the contracted insurance agency until late December 2009. 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 schedule the appropriate amount of staff to cover your event based on your event size. 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.

RENTER RESPONSIBILITIES DURING EVENT: You, as a renter, will be responsible for completing the following **marked tasks**:

- Delivering & unloading event materials & supplies during contracted hours
- Decorating facility for event per regulations & on-site staff direction
- Setting up all rental equipment brought in by renter or outside vendor
- Setting up facility equipment - tables, chairs, etc.
- Monitoring conduct & performance of contracted vendors
- Coordinating event activities & transitions
- Monitoring guest activity
- Communicating with on-site facility staff
- Bussing tables or ensuring that hired responsible party has done so
- Providing assistance with equipment transitions
- Dismantling & removing all decorating both indoors & outdoors, including signage
- Removing all items & supplies brought into the facility
- Tearing-down, stacking, or loading rental equipment left for outside vendor pick-up
- Cleaning-up food service area thoroughly or ensuring that hired responsible party has done so
- Removing all items from refrigerator
- Placing all trash in appropriate garbage or recycling containers
- Hauling full garbage & recycling sacks outside to appropriate dumpsters
- Moving facility owned equipment (tables, chairs, arbors, etc.) to storage area directed
- Sweeping & Vacuuming Floors
- Mopping Tiled Floor
- Restocking Restrooms
- Checking out with staff
- Locking up facility

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.

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 56th Street, and the intersection of SE 56th 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 12th Avenue NW, Issaquah, WA 98027. 425-837-3100.

HOW TO BOOK:

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

2009 Events: Currently Open for Booking for all months in 2009!

2010 Events:

Bookings for events to be held January 2010-June 2010 can book as early as January 2, 2009.

Bookings for events to be held July 2010-December 2010 can book as early as June 1, 2009.

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*

2009 & 2010 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 more than 120 days out:	<u>Forfeiture of Damage Deposit</u>
Cancellations received 120 days out:	<u>50% of total rental fees & forfeiture of Damage Deposit</u>
Cancellations received 90 days out or less:	<u>100% of total rental fees & 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.

- 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)

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.