

## QUARRY HOUSE RENTAL PROCEDURES

### Availability

Rental of the Quarry House will be available for reservation no more than 12 months in advance of the date of use. All requests will be on a first-come, first-served basis. Requests for school-year reservations should be carefully reviewed to ensure youth activities involving the park area are made known to renters and will not cause inconvenience to either party.

### Damage/Cleaning Deposit

A deposit must be paid prior to reservations being confirmed. Reservations may be made without deposit, but will not be guaranteed until payment is received at City Hall. Deposit refunds will be generated during the next regularly scheduled voucher processing. Assessment of cleaning or damage retention shall be the determination of the Public Works Director and is not subject to dispute.

### Fees

Fees are determined by council action and may not be modified or waived without council approval. Standing exemptions apply to organized senior citizen functions, library and museum board meetings. Rental fees must be paid in advance of the event.

### Keys

Keys may be picked up the day before rental use. The Clerk/Treasurer **may** grant earlier access to the keys for extraordinary circumstances. It should, however, not be standard practice to grant earlier possession of the key.

### Occupation

Actual time that renters may access the building is for the period rented. If parties need early access for decorating, etc. pre-approval must be gained from City Hall staff and noted on application for rental. Such access may not be granted if it inconveniences other parties using the facility and will be subject to additional rental fees.

Full day rental is 8:00 AM of the day rented to 2:00 AM the next morning. Renter must be out and have the check list completed by the check out time. If these conditions are not met some or all of the deposit may be retained by the City.

### Cancellation Policy

Reservations cancelled will result in 50% of the rental fee retained by the City.

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_



**CITY OF TENINO**  
**FACILITIES APPLICATION**

*(Please Print Clearly)*

**Date:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Person(s) Responsible** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
(Street/P.O. Box) (City) (State) (Zip)

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Cell:** (\_\_\_\_) \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_

**Acknowledgment:** "I have read the terms and conditions as outlined on the cover page and understand and agree to the responsibilities as set forth."

**Applicant Signature:** \_\_\_\_\_ **Approved By:** \_\_\_\_\_  
(Authorized Signature) (City of Tenino Staff Member)

Quarry House	Park	Ballfields	Council Chamber
<i>Facility Requested (Circle all that apply)</i>			

For City Use Only	
Receipt # _____	
Deposit Paid _____	Rent Paid _____
Amount retained _____	_____
Amount Refunded _____	Approved by: _____
Vendor No. _____	
Check No. _____	
Date: _____	
<small>Revenue: Deposit 001..389.00.04 OH 001..362.40.02 Park 001..362.40.03 Chamber 001..362.40.04 Deposit Refund: 001..586.00.00</small>	

*Original: City Copy: Applicant*

**KEY SIGNED OUT TO** \_\_\_\_\_ **DATE RECEIVED** \_\_\_\_\_

Liquor \_\_\_\_\_ be purchased by the sponsor. *(Write Will or Will Not)*  
Members \_\_\_\_\_ bring their own liquor. *(Write Will or Will Not)*

### BANQUET PERMIT APPLICATION

You will be required to apply for a permit from the Washington State Liquor Control Board if you answer yes to the following:

DRINKS WILL BE **SOLD** BY THE GLASS OR CONTAINER.      YES      NO  
*(circle one)*

I (WE) ACCEPT THIS PERMIT SUBJECT TO THE FOLLOWING CONDITIONS:

- A. Liquor to served will be purchased from an authorized retail source only. \_\_\_\_\_
- B. The general public will be excluded. No advance sale of tickets will be made to the General Public and **No** advertising will be directed to the General Public. \_\_\_\_\_
- C. This permit will be posted in a conspicuous place on the premises. \_\_\_\_\_
- D. Service and consumption of liquor will be restricted to area of the premises designated above and to members and/or invited guests. \_\_\_\_\_
- E. Service and consumption of liquor hours are 6:00 am to 2:00 am daily. \_\_\_\_\_
- F. The social occasion and premises for which this permit is issued will be subject to inspection by any liquor enforcement or law officer. \_\_\_\_\_

Number of persons under 21 years of age that will be present \_\_\_\_\_.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_  
DOB \_\_\_\_\_ WDL# \_\_\_\_\_

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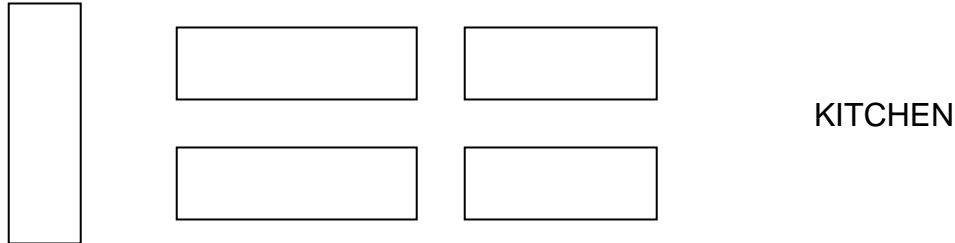
QUARRY HOUSE TABLE SET UP  
IT IS THE RESPONSIBILITY OF THE RENTER TO SET THE TABLES AND  
CHAIRS BACK IN THE POSITION SHOWN ON THIS DIAGRAM

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STORAGE ROOM

RESTROOM

RESTROOM



DOOR

CHAIRS ARE TO BE PUT AROUND  
THE TABLES IN AN ORDERLY MANNER

**YOUR COOPERATION IS GREATLY APPRECIATED**

Check List for Deposit Refund:

- ✓ All tables and chairs wiped clean
- ✓ All counters in the kitchen left clean
- ✓ No food left in the refrigerator
- ✓ Garbage cans emptied to the dumpster located outside the back door and new liners put into the cans
- ✓ Bathrooms left clean
- ✓ All floors swept and mopped (broom and mop located in the janitors closet)
- ✓ All extra chairs and tables put away in the back room

I agree to clean facilities and leave facilities in satisfactory condition. I understand if the facilities are damaged or left in an unsatisfactory condition, I forfeit part or all of my deposit.

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Items for your use:*

100 Cup Coffee Maker  
Seating For 55  
Built in Warming Tray-ex. 2-soups and 1 entre

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