

# MEADOWDALE COMMUNITY CLUBHOUSE 6801 North Meadowdale Rd., Edmonds 98026

**Rental office:** Frances Anderson Center 700 Main Street, Edmonds, WA 98020 | Phone 425-771-0230

Call to view – self guided tour! Timeline for renting Meadowdale Clubhouse: 1<sup>st</sup> Monday of August for the following year.

## FEATURES & AMENITIES

- Capacity: 100 maximum
- Restrooms
- Kitchen (stove/oven/sink/microwave/refrigerator)
- Venue: Indoor space
- Catering: Client Arranged
- 18 Tables-15 Rectangular (6' x 30"), 3 Round (5')
- 2100 sq.ft. (linoleum)
- Fireplace (bring own wood)
- Parking lot
- Approximately 130 chairs
- Outside fenced playground
- Extra parking at Meadowdale Play fields

## RATES

- **Monday-Thursday Rentals\*:** 5-10pm, **Rate:** \$150 (under 5 hours), **Damage Deposit:** \$0, **Total:** \$150
  - **Friday-Sunday Rentals:** 9am-11:59pm, **Rate:** \$350, **Damage Deposit:** \$500, **Total:** \$850
- \*Mon-Thurs (not intended for parties or weddings, if so, Friday-Sunday rental fees applies)

## RESERVATIONS & CANCELLATIONS

Call for availability. \$100 non-refundable deposit required to reserve Meadowdale Clubhouse and is applied toward the rental fee. Cash, local check, VISA, MasterCard, American Express and Discover accepted. Returned check fee \$30. Rental fee, damage deposit, event insurance, liquor liability insurance with policy endorsement and banquet permit are due in full 60 days prior to rental. Cancellations accepted up to 60 calendar days prior to rental date in writing. All cancellations are subject to the non-refundable deposit. No refund within 60 days of reservation date.

## ALCOHOL POLICY, INSURANCES & REGULATIONS

A Washington State Banquet Permit must be obtained and displayed. Contact your insurance carrier for Event and Liquor Liability Insurance, naming the City of Edmonds, as an additional insured. The amount of this one time insurance needs to offer \$1,000,000 in coverage. The City must receive a copy of the insurance with the City named on the policy endorsement.

- Unattended, open bars are not permitted. No self-service of any type is allowed. Personal use of privately provided alcohol is not allowed, including flasks.
- Consumption of alcohol by minors is prohibited by State Law. This law will be strictly enforced. The event will be terminated if consumption of alcohol by minors is allowed. In addition, police will be called, and those violating this law will be subject to arrest. All alcohol must be consumed within the facility.
- The individual signing the contract and purchasing the Banquet Permit or Special Occasion License will have the legal responsibility for any guest's consumption of alcohol.
- Alcohol service must stop one (1) hour before the designated end of your rental time.
- **Special Licenses and Permit**

The Washington State Liquor Control Board issues three licenses and permits for one time only events – all applications available online at [www.liq.wa.gov](http://www.liq.wa.gov).

1. *Banquet Permit:* Allows the service and consumption of liquor at a private, invitation only banquet or gathering held in a public place or business.
2. *Special Occasion License:* Allows a bona fide nonprofit organization to sell liquor at a specified date, time and place. Examples include a fundraising dinner, gala event, auction or wine tasting. This permit can take up to 45 days to process.
3. *Raffle Permit:* Allows a bona fide nonprofit organization to raffle liquor to its member at a specified date and place. This application needs to be processed 30 days in advance.

## RENTAL AGREEMENT, USE POLICIES & INFORMATION

- ALL FEES ARE SUBJECT TO CHANGE.
- Rental applicants must be 21 years of age or older and must be present during the entire rental use of the facility.
- The person signing the Meadowdale Clubhouse Rental contract will be considered the responsible party in case of damages, theft or disturbance during the rental.
- The City reserves the right to cancel a reservation/use at any time due to emergency situations, i.e., fire, flooding. etc.
- The City reserves the right to refuse rental of the Clubhouse to anyone.
- The City is not responsible for items lost or stolen.

## CHECK-IN, CHECK-OUT & SET-UP

- Pick up key at the Frances Anderson Center the day before rental or for weekend rentals pick up key on Friday.

- Return the key to the Frances Anderson Center the day after the rental, or on Monday for weekend rentals.
- Setup and cleanup must be done on the rental date.
- Decorations are not to be taped or tacked on any painted surface or on the tables and chairs. Decorations can ONLY be hung on cedar wall and around the perimeter of the room on wooden trim.
- All music, DJ or live, must end no later than 10pm. Volume must be monitored and not heard outside.

### CLEAN-UP

- Renter must bring cleaning supplies to include garbage bags, dish soap, paper towels, etc.
- Cleanup and personal property off the premises by midnight. Event must end by 10pm to clean and exit by midnight.
- **Renter must remove all trash, bottles and debris (inside and outside) and place in outside dumpster. All garbage that doesn't fit into the dumpster must be taken away by the renter. Do not leave bags of garbage outside of dumpster.**
- GREEN FOOD SERVICE POLICY: The governmental operations of the City of Edmonds will no longer purchase or provide single-use polystyrene or other plastic-based, non-compostable food service packaging or ware for any city-sponsored function providing food and/or beverages. *Renters and officially-recognized users of City owned buildings are strongly encouraged to comply with these restrictions.*
- Counters and stove wiped down. Reception room, kitchen and entry floors swept (mop & broom supplied).
- Stack tables and chairs where designated signs are located.

### DAMAGE DEPOSIT

- If the cost of cleaning and/or repairs to the facility exceed the amount of the damage deposit, the renter will be billed for those additional costs.
- \$500 damage deposit refundable within 20 working days, following successful inspection of facility if a) keys are returned as specified on the key security agreement, b) no damage or loss of property, c) room is cleaned as required, and d) all doors and windows are locked.
- Damage, clean up, and repairs performed by City staff will be deducted from the damage deposit. Clean up rate is \$50/hr per staff person plus materials.
- If renter and all equipment are not out by midnight, an additional \$50/hour will be charged for room rental and deducted from the damage deposit.
- Lost keys will be deducted to cover cost of re-keying.
- Other fees may be deducted for bad behavior, noise and toy use.

### MISCELLANEOUS

- Throwing of any materials (including but not limited to rice, confetti, glitter) is prohibited inside and outside.
- No street parking is allowed.
- Smoking is not allowed in the Meadowdale Community Clubhouse.
- We request that late night departures be as quiet as possible, as we are located in residential area. Your help with guests would be appreciated.
- Renters are prohibited from using school toys or any other equipment specifically designated for other use.
- The misuse of the facility or failure to conform with the rules, regulations and general information herein and/or the disrespect of onsite staff will be sufficient cause to immediately terminate an event. This will result in forfeiture of the damage deposit and denial of any future rentals. The onsite staff has the right to determine when and how this should happen, and to involve the police department at any time.
- The City of Edmonds staff reserves the right to require chaperones and /or security. All minors must have adequate adult supervision.
- Should a City of Edmonds staff person need to contact the Police Department for assistance, the event may end at the Officer's discretion.
- **The City of Edmonds, Parks Recreation and Cultural Services Department, reserves the right to change the general operating guidelines as stated herein with prior notice.**

### DRIVING DIRECTIONS

From I-5, exit #183 (164th Street SW). Head west on 164<sup>th</sup> it becomes 44th Ave. W. Right on 168th, cross Hwy 99. Continue west on 168th, past Meadowdale High School. Turn right at the "Y". Right on 66<sup>th</sup> curves and becomes North Meadowdale Road. Right on 68<sup>th</sup>.

