



FACILITY _____

DAY/DATE OF USE _____

TIME IN _____ OUT _____

FACILITY USE APPLICATION (FLORAL/LEGION)

TODAY'S DATE _____

COMPANY/ORGANIZATION _____

MAIN CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE _____

NUMBER OF PERSONS _____ FUNCTION _____

EMAIL ADDRESS _____

ALTERNATE CONTACT FOR FULL PAYMENT (NAME/PHONE/EMAIL) _____

- 1.) If you are renting Floral, Lions or Legion Hall will you be having alcohol during your rental?
- 2.) Are you purchasing the Cleaning Package?
(Available for Floral and Legion only, March-November due to staffing resources in the off season)

If you answered yes to the question above, additional information may be required

OFFICE USE ONLY

HOURLY RATE _____ ALL DAY PACKAGE _____ OVERNIGHT PACKAGE _____

DOWN PAYMENT RECEIVED (date) _____ RECEIPT # _____ AMOUNT \$ _____

DEPOSIT RECEIVED (date) _____ RECEIPT # _____ AMOUNT \$ _____

FULL PAYMENT RECEIVED (date) _____ RECEIPT# _____ AMOUNT\$ _____

CLEANING PACKAGE (date) _____ RECEIPT # _____ **\$250 (March-Nov. only)**

ADDED EXTRA HOURS (date) _____ RECEIPT # _____ AMOUNT \$ _____

CHANGE RENTAL (date) _____ RECEIPT # _____ AMOUNT \$ _____

LIQUOR PERMIT OBTAINED _____ ALCOHOL NON-ALCOHOL

HALL ALERT SENT TO RANGERS MAINTENANCE

Key #: _____
Return Date: _____



RENTAL FACILITY CLEANING AGREEMENT

The City of Everett Parks and Recreation Department requires the renter of said facility to clean the facility before vacating the premises (within their rental hours), and restore it to the manner in which it was found upon their arrival. Failure to comply will result in the loss or partial loss of their cleaning/damage deposit.

It will be the responsibility of the renter to:

1. Clean all tabletops.
2. Return tables and chairs neatly to the storage room, following storage area diagrams where posted.
3. Remove all decorations, tape, etc.
4. Extinguish fire in fireplace at Legion and Floral Halls. Spread dying embers; please do not use water.
5. Clean counters, stove, microwave and refrigerator.
6. Rinse out coffee makers, washing stems and baskets.
7. Leave bagged garbage in garbage containers provided outside of hall.
(If containers are full, leave bagged garbage inside containers in kitchen making certain bags will not leak.)
8. Vacuum all carpeted areas; mop bare floors.
9. Clean debris such as cigarette butts, rice, birdseed, etc., from paved areas at hall entrances.
10. Remove all personal belongings; no next-day pickup is allowed.
11. Turn heat down or off according to signage in each facility.
12. Turn out lights.
13. Close windows and lock doors.
14. Return key to Recreation Office the next business day.

Signature of Renter

Date

Facility

Date of Use

Please remember that **helium balloons** are not allowed inside Floral or Legion Halls and **candles** are not allowed in any of the halls. Thank you for your cooperation.



CLEANING PACKAGE AGREEMENT

Available March-November

This document provides detailed guidelines for a customer who purchases a cleaning package with the City of Everett Parks and Recreation Department. By signing this document you agree to the cleaning package requirements. Failure to comply will result in the loss or partial loss of their cleaning/damage deposit.

It will be the responsibility of the renter to ensure that:

1. Anything you brought into the facility must be taken out or thrown away.
Example: linens, cookware, decorations, and/or food
2. Bagged garbage should be left in garbage containers for pickup by Park personnel. (If containers are full, leave bagged garbage in kitchen garbage cans, making certain bags are tied securely and will not leak.)
3. No next-day pickup is allowed.
4. Turn out lights.
5. Lock doors and return key to the Recreation Office via the mail slot in the door of the Recreation Office.

The City of Everett is responsible for putting away all tables and chairs, mopping/sweeping floors, and cleaning the kitchen/bathrooms.

Signature of Renter

Facility _____ Date of Use _____



HALL RENTAL POLICY

The Everett Parks & Recreation Department is pleased you are interested in one of its facilities. It is your responsibility to read and follow all rules and regulations listed as well as all other park codes. For a complete list of park codes, visit www.everettwa.org and search park codes. If you have any questions, please inquire at the Recreation Office. Regular office hours are Monday through Friday, 9 a.m. to 5:30 p.m. **The telephone number is (425) 257-8300.**

1. Reservations are accepted up to one year in advance.
2. Payment in full (rent plus the damage deposit) is required at the time the reservation is made. Down payment plan available for Legion & Floral: Patrons may choose to make a \$500 down payment at the time of booking. Down payment is non refundable and is applied to the balance due 90 days prior to event. Full payment is due 90 days prior to event (including damage deposit).
3. Applicants must be at least 18 years of age. Proof will be required.
4. Facilities may be rented between the hours of 9 a.m. and 11 p.m. The time of use on the Facility Use Permit is the only time the user group is authorized to be in the facility. All hours must run consecutively. Setup and cleanup shall be done within the hours rented. **No early admittance or next day cleanup will be allowed. Refunds will not be given for hours not used.** Renters will be charged or a reduction in their refund will occur if the user group accesses a facility earlier than or remains later than the time represented on the Facility Use Permit.
5. Groups are responsible for their own setup and cleanup. This shall include all items set forth in the Cleaning Agreement. Cleaning supplies will be provided by the Parks & Recreation Department.
6. Helium balloons are NOT allowed in Floral or Legion Halls due to the ceiling fans.
7. Candles are NOT allowed in any of the halls (City of Everett Fire Dept. Fire Code).
8. Smoke machines are NOT allowed in any of the halls.
9. Only blue painters tape, masking tape or reusable putty (like Ross Tac'n Stik or museum putty) can be used for decorating purposes and must be removed from the surface at the end of the rental.
10. Alcoholic beverages are permitted at Floral, Legion and Lions Hall with a Banquet Permit (\$500 damage deposit paid).
11. Performer conduct and performance content, whether live or recorded, must be appropriate for families and general audiences. Profane, lewd, indecent or slanderous conduct or contest is unacceptable.
12. Rental change and cancellations (Lions, Spruce, Langus, Silver):
 - a. To change a reservation at any time - \$25 fee (adding hours does not apply)
 - b. To cancel a reservation 90+ days prior to rental date - \$25 fee
 - c. To cancel a reservation 90 days prior or less – no refund
13. Rental change and cancellations (Floral & Legion):
 - a. To change the date of reservation at any time - \$500 (adding hours does not apply)
 - b. To cancel a reservation 90+ days prior - \$500
 - c. To cancel a reservation 90 days prior or less – no refund

Everett Parks Recreation Office
802 E Mukilteo Blvd.
Everett, WA 98203
(425) 257-8300

PARK USE GUIDELINES FOR SPECIAL EVENTS

Please respect the park, its environment and other visitors when having a special event. The following guidelines will assist you in having a successful event.

1. When posting signs, please do not attach them to trees, shrubs or other plants.
2. Please have your guests stay out of planting beds. In addition, please do not pick or break flowers or other plants.
3. Be aware that you are in an outdoor environment and there are many potential hazards, such as uneven ground, holes, cliffs, steep banks, muddy trails and streams.
4. Watch car traffic – people are often distracted and may not see you or little ones.
5. If you have pets, please obey leash and scoop laws and monitor their behavior. Please note that pets are not allowed at Camp Patterson or Silver Lake.
6. Don't feed the wildlife – it isn't healthy for them. In addition, keep food covered to discourage scavenging by wild animals.
7. Be aware of your personal safety in the parks at all times. Lock your vehicle, keep valuables out of sight, and practice good personal safety – stay in visible lighted areas, monitor your children, use the buddy system, stay alert to potential dangers.
8. Watch your children at all times. As they are adventuresome, they may wander off and may not recognize potential hazards of trees, rocks, cliffs, etc.
9. Objectively monitor your group's activities – make sure your activities, music, etc. are not negatively impacting other park visitors.
10. Report hazards or dangerous situations to the Parks Department Staff, (425) 257-8300 during business hours, or call the Park Ranger (425) 754-4835 or (425) 754-4867. For Police emergencies call 9-1-1.



***PARKS AND
RECREATION***



Rental Facilities

**Everett Parks & Recreation
2012-13**

Welcome to our Rental Facilities!

Visualize your next successful event as you tour our rental spaces. Simply make an appointment by calling the Recreation Office at 425-257-8300 ext. 2. Hours are 9am-5:30pm M-F. We'll guide you through available Forest Park facilities (on site), or give you keys and directions for self-guided tours of rentals in other locations.

Reservations

Make your reservation today by calling the Recreation Office at 425-257-8300 ext 2. Rental fee and deposit are due at the time of reservation.

Change and Cancellation Fees

To change a reservation at any time: \$25
To cancel a reservation 90+ days prior: \$25
To cancel a reservation 90 days prior or less: no refund
NOTE: Legion Hall and Floral Hall have different fees; see below

Change and Cancellation Fees – Legion & Floral only

To change the date of reservation at any time: \$500
To cancel a reservation 90+ days prior: \$500
To cancel a reservation 90 days prior or less: no refund

Down Payment Plan – Legion & Floral only

Customers may choose to make a \$500 down payment at the time of booking. Down payment is non refundable and is applied to the balance due 90 days prior to event. Full payment is due 90 days prior to event (including damage deposit).

Cleaning Package – Legion & Floral only

\$250, March-Nov based on availability. Requires two weeks notice. After removal of all items brought to the facility, we'll clean the kitchen, bathroom and floors up to 3 hours. Time spent beyond 3 hours will be deducted from the deposit.

Hourly Minimum – Legion & Floral only

For Saturday rentals, the hourly minimum is 4 hours.

BANQUET HALLS

LEGION HALL

LEGION MEMORIAL PARK, 145 ALVERSON BLVD.

Enjoy panoramic views of Port Gardner Bay from surrounding patios, lawns and manicured gardens at Legion Hall. This facility features a glowing wood interior and a wood-burning fireplace.

1,175 sq ft accommodates 100 people, stove, oven, microwave, refrigerator, freezer, 55 cup coffee maker, 12-8 ft tables, 8-5 ft round tables, 3-40 inch round tables, 100 chairs, TV/DVD, projection screen

\$59/hr M-Th all year
\$119/hr F-Su Oct-Apr
\$149/hr F-Su May-Sep
\$250 damage deposit without alcohol
\$500 damage deposit with alcohol

ALL DAY PACKAGE

\$1,325 Sa or Su Oct-Apr 9am-11pm
\$1,675 Sa or Su May-Sep 9am-11pm

OVERNIGHT PACKAGE

\$1,930 Oct-Apr F 6-11pm & Sa 8am-11pm
\$2,420 May-Sep F 6-11pm & Sa 8am-11pm

FLORAL HALL

FOREST PARK, 802 E. MUKILTEO BLVD.

Floral Hall is a favorite choice for large gatherings. Located in the heart of Forest Park, this historic building features polished hardwood floors, rich wood paneling, wood-burning fireplace and a small sunken garden.

3,000 sq ft accommodates 300 people or 200 people if seated, stove, oven, microwave, refrigerator, freezer, 55 cup coffee maker, 25-8 ft tables, 4-3 ft square tables, 10-5ft round tables, 200 chairs, TV/DVD, projection screen

\$69/hr M-Th all year
\$129/hr F-Su Oct-Apr
\$159/hr F-Su May-Sep
\$250 damage deposit without alcohol
\$500 damage deposit with alcohol

ALL DAY PACKAGE

\$1,445 Sa or Su Oct-Apr 9am-11pm
\$1,825 Sa or Su May-Sep 9am-11pm

OVERNIGHT PACKAGE

\$2,095 Oct-Apr F 6-11pm & Sa 8am-11pm
\$2,625 May-Sep F 6-11pm & Sa 8am-11pm

LIONS HALL

FOREST PARK, 802 E. MUKILTEO BLVD.

Experience the convenience and affordability of this spacious, carpeted facility with a functional floor plan.

1,200 sq ft accommodates 100 people, stove, oven, microwave, refrigerator, freezer, 55 cup coffee maker, 12-8 ft tables, 100 chairs, TV/DVD, projection screen

\$59/hr M-Th all year
\$79/hr F-Su Oct-Apr
\$99 F-Su May-Sep
\$250 damage deposit without alcohol
\$500 damage deposit with alcohol

VAN VALEY HOUSE

2130 COLBY AVE.

Receive your guests in this handsome historic home with its detailed oak millwork, coffered ceilings, stained glass windows, distinctive furniture and cozy gas fireplace.

1,300 sq ft accommodates 40 people, seats 18 people for formal dining, fully-equipped kitchen, commercial dishwasher, sound system, projector screen, white board, podium, 2 wood dining tables, 4-6 ft tables, 2-4 ft tables, 30 stacking chairs

\$69/hr M-Th all year
\$99/hr F-Su Oct-Apr
\$124/hr F-Su May-Sep
\$25 mandatory amenities fee
\$250 damage deposit without alcohol
\$500 damage deposit with alcohol



MEETING ROOMS

SPRUCE HALL

FOREST PARK, 802 E. MUKILTEO BLVD.

This is a small room perfect for meetings. No running water, restroom or kitchen.

720 sq ft accommodates 35 people, projection screen,
6 - 8ft x 1.5 ft tables, 35 chairs

\$34/hour, \$50 damage deposit, no alcohol allowed

LANGUS HALL

LANGUS RIVERFRONT PARK, 411 SMITH ISLAND RD.

Adjacent to river trail, picnic tables, lawns and fishing docks, this carpeted meeting room features a high ceiling and skylights.

1,000 sq ft accommodates 25 people, stove, oven, microwave,
refrigerator, 10-6ft tables, 25 chairs

\$34/hour, \$50 damage deposit, no alcohol allowed

SILVER HALL

THORNTON A. SULLIVAN PARK, 11405 W. SILVER LAKE DR.

Silver Hall is adjacent to the lakeside beach, lawns and picnic areas.

1,018 sq ft accommodates 40 people, stove, oven, microwave,
refrigerator, 55 cup coffee maker, 5-8ft tables, 40 chairs,
not ADA compliant

\$34/hour, \$50 deposit, no alcohol allowed

PICNIC SHELTERS

CAMP PATTERSON

THORNTON A. SULLIVAN PARK, 11405 SILVER LAKE RD.

Large open grass area, water, power, BBQ, 8 tables under
2 shelters, seats 64 people

\$129 all day, F-Su, 1-100 people

\$119 all day, M-Th, 1-100 people

\$149 all day, F-Su, 101+ people

\$140 all day, M-Th, 101+ people

JUNE 15-SEP 15, F-SU

\$129 9am-3pm or 4-10pm, 1-100 people

\$149 9am-3pm or 4-10pm, 101+ people,

\$168 all day, 1-100 people

\$208 all day, 101+ people

FOREST PARK

802 E. MUKILTEO BLVD.

Water, power, BBQ, 6 tables, seats 47 people

\$79 all day, F-Su, 1-100 people

\$69 all day, M-Th, 1-100 people

\$99 all day, F-Su, 101+ people

\$79 all day, M-Th, 101+ people

JUNE 15-SEP 15, F-SU

\$79 9am-3pm or 4-10pm, 1-100 people

\$99 9am-3pm or 4-10pm, 101+ people

\$138 all day, 1-100 people

\$178 all day 101+ people

SEN. HENRY M. JACKSON

1700 STATE ST.

Water, power, BBQ, 4 tables, seats 16 people

\$79 all day, F-Su, 1-50 people

\$69 all day, M-Th, 1-50 people

HAUGE HOMESTEAD PARK

1819 121ST ST. SE

Water, power, BBQ, 4 tables, seats 30 people

\$79 all day, F-Su, 1-50 people

\$69 all day, M-Th, 1-50 people

KASCH PARK

8811 AIRPORT RD.

Water, power, BBQ, 6 tables, seats 47 people

\$79 all day, F-Su, 1-100 people

\$69 all day, M-Th, 1-100 people

\$99 all day, F-Su, 101+ people

\$79 all day, M-Th, 101+ people

LANGUS RIVERFRONT PARK

411 SMITH ISLAND RD.

Water, power, BBQ, 6 tables, seats 47 people

\$79 all day, F-Su, 1-100 people

\$69 all day, M-Th, 1-100 people

\$99 all day, F-Su, 101+ people

\$79 all day, M-Th, 101+ people

LEGION MEMORIAL PARK

145 ALVERSON BLVD.

Water, power, BBQ, 5 tables, seats 39 people

\$79 all day, F-Su, 1-100 people

\$69 all day, M-Th, 1-100 people

\$99 all day F-Su, 101+ people

\$79 all day, M-Th, 101+ people

JUNE 15-SEP 15, F-SU

\$79 9am-3pm or 4-10pm, 1-100 people

\$99 9am-3pm or 4-10pm, 101+ people

\$138 all day, 1-100 people

\$178 all day 101+ people



SILVER LAKE BEACH

THORNTON A. SULLIVAN PARK, 11405 SILVER LAKE RD.

No water or power, BBQ, 5 tables, seats 40 people

\$79 all day, F-Su, 1-50 people

\$69 all day, M-Th, 1-50 people

JUNE 15-SEP 15, F-SU

\$79 9am-3pm or 4-10pm, 1-50 people

\$119 all day, 1-50 people

WIGGUMS HOLLOW PARK

2808 10TH ST

Water, power, BBQ, 4 tables, seats 32 people

\$79 all day, F-Su, 1-50 people

\$69 all day, M-Th, 1-50 people

OUTDOOR AREAS

EVERGREEN ARBORETUM & GARDENS

LEGION MEMORIAL PARK, 145 ALVERSON BLVD.

Imagine an exquisite natural setting for your special day surrounded by the beauty and peace of nature. Unique public art sculptures complement the gardens.

Accommodates 100 people, gazebo, open lawn

\$200 4 hrs, F-Su Sep-June

\$150 4 hrs, M-Th Sep-June

\$250 4 hrs, F-Su July-Aug

\$200 4 hrs, M-Th July-Aug

HARBORVIEW PARK

1621 MUKILTEO BLVD.

Rent an area of this park that overlooks Possession Sound.

Groomed lawn accommodates 100 people, picnic tables, BBQs

\$175 4 hrs, F-Su

\$150 4 hrs, M-Th

GOLF COURSE FACILITIES

GREENSIDE GRILL - LEGION MEMORIAL GOLF COURSE

To reserve, call 425-353-4653 ext. 6. See page 28 for details.

OLYMPIC VIEW ROOM - WALTER E. HALL GOLF COURSE

To reserve, call 425-353-4653 ext. 5. See page 28 for details.