

# **ROTARY LOG PAVILION RENTAL INFORMATION**

Address for the Log Pavilion is **1401 Sargent Blvd., Aberdeen WA 98520**

For information or questions call 537-3248 or visit [www.logpav.com](http://www.logpav.com)

## **Rental Procedures**

1. Rental forms and payment must be turned in and approved in order to guarantee a reservation.
2. \$250 or one half (1/2) of the rental fee, whichever is less, is due at the time of reservation (***Non-Refundable***). The total rental fees (prices vary) estimated attendant fee (based on an hourly rate), and the damage deposit are due 30 days prior to your use date. Please write your rental fee check and damage deposit check separately. Payable to: City of Aberdeen.
3. The person requesting the reservation must be at least 18 years of age (must be at least 21 years of age if serving alcohol) and plan to be present at the event. The applicant will be responsible for all aspects of the use, including payment of fees and deposits, as well as for any damage to equipment or property above and beyond the deposit.
4. **ALCOHOL:** If alcohol will be present at a function, the renter must obtain a permit from the Washington State Liquor Control Board online at <http://liq.wa.gov/licensing/banquet-permits>. A copy of the permit must be provided to the Pavilion Manager and a copy must be posted in the building during the event. A certificate of insurance for comprehensive liability with a minimum amount of \$1million per occurrence, naming the City of Aberdeen as an additional insured, is required a minimum of (1) one week before the scheduled event. \*If **selling** liquor, Liquor Liability is required.
5. Prioritization is first come, first served. Reservations may be taken 18 months in advance.
6. The damage deposit will be returned, within 2 weeks, following your event provided there are no damages or additional cleaning to the equipment or building as a result of your use. If the Pavilion Manager determines there has been any damage or clean up issues, the renter will be contacted within two working days to discuss damage/clean up issues. Any damages above and beyond the deposit will be the renter's responsibility, with the renter being invoiced by the City of Aberdeen.
7. It is the responsibility of the user to ensure that any meeting that is open to the public complies with Title II and Title III of the American's with Disabilities Act, the Rehabilitation Act of 1973 and the Washington Law Against Discrimination. Announcements for public events must include a contact for accommodation requests. User is responsible for providing auxiliary aids and services in compliance with the ADA.

## **Set Up & Clean Up**

1. Users are responsible for set-up and clean-up. Set-up includes putting up tables, chairs and decorations. Clean-up includes: take down of decorations; removal of personal belongings; disposal of garbage; and clean and put away kitchen equipment used.
2. Pavilion staff will be responsible for: take down of tables & chairs, sweeping, mopping, taking out garbage, cleaning restrooms, cleaning kitchen, putting away any Pavilion equipment used, locking up and securing facility.
3. Your event must end at the contracted time, but in no event later than **12:00 A.M.**, and clean-up must begin immediately.
4. Earliest opening time is **9:00 A.M.** (unless prior arrangements are made due to special needs).
5. We do not allow storage of personal items (decorations, food, equipment, etc.) before the day of your event.

## **General Facility Rules**

1. DECORATIONS: No glitter or confetti decorations (ie. metallic hearts, circles etc.). No birdseed inside or outside of building. **NOTHING can be attached to the interior or exterior of the building (no tape, tacks, putty, etc).** Absolutely no rock salt, sand, kitty litter etc. inside of balloons. No taping cords or decorations to the floor. No stapling tablecloths to tables.
2. No smoking is allowed inside of the Pavilion.
3. No alcohol is permitted outside of the Pavilion.
4. A WSLCB permit and a certificate of insurance for comprehensive liability including liquor coverage with a minimum amount of \$1million per occurrence is required to serve alcohol and must be posted at your function. We need a copy of your permit one (1) week prior to your event.
5. Last Call for alcohol shall be 30 minutes prior to the scheduled event end time.
6. Doors cannot be blocked. There must be at least a 10 foot open area in front of each door.
7. The northside doors are to remain closed and locked (the doors facing the road) while users occupy the building.
8. No materials are to be put into the fireplace.
9. No cooking grease laden food.
10. Maximum occupancy for the facility is 200 people.
11. At the discretion of the Parks and Recreation Director, renters may be required to provide security personnel for their event. (See Requirements for Security of Additional Staffing).
12. Monitor your guests and children. Make sure that the facility and equipment are treated respectfully.
13. The tables and chairs are not to be taken or used outside of the pavilion.
14. **The Storage Room is not open to the public. It is for employee use only.**
15. We are not responsible for items left in the building, please take out **everything** you bring in.
16. Items or equipment in the storeroom are not to be used unless prior arrangements are made with the Parks Department or the attendant. The Storage Room is not open to the public.
17. Candles must be in a device that will catch melting wax.
18. No vehicles are allowed to drive up on or park in the dirt or on the patio areas.
19. Work with the staff to ensure facility and equipment are left as they were found upon arrival.

## **Facility Information**

1. The building and restrooms conform to ADA standards.
2. There will be an attendant at your function to answer questions, supervise the building, perform any necessary maintenance, clean restrooms, mop, and put away tables and chairs.
3. The kitchen is equipped with a commercial refrigerator, preparation sinks, convection oven, dishwasher, microwave, gas range, ice machine (we do not guarantee ice for events) and preparation tables. There is a cooler available in the storage room for refrigerating alcohol. Please note the kitchen ONLY has the major appliances, we do not provide: hot pads, sponges, serving ware, cutting boards, etc.
4. There are 20 round tables (5 feet in diameter), 10 long tables (6'x 2.5'), and 200 chairs.
5. The building is equipped with a PA System with three (3) microphones and CD Player with iPod dock, 10 x 10 and 5 x 5 overhead screens, VCR, DVD player and a flat screen television (please make arrangements ahead of time to use this equipment).
6. Wifi is available. Prior arrangements must be made in advance for use.

### **Requirements for Security or Additional Staffing**

**\*\* - If the event requires security, it must be provided by an off-duty Aberdeen Police Officer and all cost for the security will be paid by the renter. The renter must arrange security for their event with the Pavilion Manager & the Aberdeen Police Department.**

NON-COMPLIANCE TO ANY OF THE RULES AND POLICIES WILL RESULT IN FORFEITURE OF \$500  
DAMAGE DEPOSIT AND/OR ADDITIONAL FEES