



Willis D. Tucker Community Park ACTIVITY CENTER

6705 Puget Park Dr, Snohomish WA 98296

RATES SUBJECT TO CHANGE

2011 RENTAL RATES

Gary Weikel Room

| | |
|--------------------------------|------------|
| Full room (4 - 7 hours) | \$75.00/hr |
| Full room (8 - 12 hours) | \$65.00/hr |
| Half room (not avail weekends) | \$30.00/hr |

Vista Conference Room

| | |
|--------------------------------|------------|
| Standard | \$45.00/hr |
| Expanded (includes Verde room) | \$55.00/hr |

Verde Room

| | |
|-----------|------------|
| Room only | \$35.00/hr |
|-----------|------------|

HOURS

Gary Weikel & Vista Room

| | |
|-------------------|-------------------|
| 8:00 am - 9:00 pm | Monday - Thursday |
| 8:00 am - 1:00 am | Friday - Sunday |

Verde Room

| | |
|-------------------|-------------------|
| 5:00 pm - 9:00 pm | Monday - Thursday |
| 5:00 pm - 1:00 am | Friday |
| 8:00 am - 1:00 am | Saturday - Sunday |

2-hour minimum weekdays
4-hour minimum weekends & holidays

RESERVATIONS

(425) 388-6644



www.SnoCo.org

Reservations require payment in full at time of reservation.

Event Host required during non-business hours (weekends, holidays and after 5:00 PM on weekdays).

General Liability (Event) Insurance is required which you may provide through your business or purchase online. See Rental Information for details.

Complete Rental Policy & Park Rules are available and should be reviewed prior to renting facilities.

Contact the Facilities Coordinator at (425) 388-6644 for public agency and recurring rental agreements and rates.



FEES & DEPOSITS

Damage Deposit (refundable)

| | |
|--|----------|
| Business hours (8:00 am - 5:00 pm) | \$100.00 |
| After hours (5:00 pm - 1:00 am) | \$250.00 |
| Alcohol events (Banquet permit required) | \$250.00 |

***Event Insurance** \$76.00 - \$131

***Alcohol Insurance** \$76.00 - \$131

***Banquet Permit** \$10.00

* Customer is responsible for acquiring event insurance, alcohol insurance and banquet permit.

Prices subject to change or increase, Snohomish County not responsible for price increases or changes.

* Banquet permit must be purchased 10 days prior to your event (required by Washington State)



FACILITIES RENTAL INFORMATION

(Please share this with members of your planning party)

1. Facilities may be rented between the hours of 8:00 a.m. and 9:00 p.m. Monday through Thursday, 8:00 a.m. and 1:00 a.m. Friday, and 9:00 a.m. and 1:00 a.m. Saturday and Sunday. Please refer to the Rental Rates sheet for room rates and fees.
2. Event Host, insurance, and alcohol permits may be required and are subject to additional fees. Equipment and internet use are available upon request and subject to additional fees. Parking may be full on summer weekends by 11:00am, carpooling is recommended.
3. Wi-Fi users agree to abide to the Terms, and Conditions, Privacy Policy and Acceptable Use Policy for Snohomish County's Comcast account, which can be found at <http://work.comcast.net/legal>.
4. Users are responsible for their own setup and cleanup, which includes wiping down and returning tables and chairs to their pre-event location, sweeping floors, cleaning spills, and removing trash. Cleaning supplies will be provided by the Parks & Recreation Department. All setup and cleanup must be completed within the time designated in the license. No early admittance or next day clean up will be allowed. ***No candles or open flames allowed in facility.***
5. Users are responsible for bringing their own linen, coffeepots, dishes, utensils, and other equipment.
6. Reservations are accepted one year in advance. Applicants must be at least 18 years of age. Proof of age will be required. Payment in full, including damage/cleaning deposit, must be made at time of reservation. ***Refunds will not be given for hours not used.***
7. The user must execute a Facilities License Agreement prior to the date of use.
8. Catering is permitted within the facilities and is the sole responsibility of the user.
9. If user desires to serve alcohol at the facilities, user will be responsible for obtaining a banquet permit from the Washington State Liquor Board. Must be purchased 10 or more days prior to event. (***Please note, only beer and wine may be served. Kegs are not permitted in or at the facilities***). The permit must be clearly posted during the event.
10. General Liability Insurance is required throughout the duration of the event agreement. The minimum coverage is \$1,000,000 for each occurrence and \$1,000,000 general aggregate. Insurance may be obtained by purchasing it through the county parks department; or by providing a certificate of general liability insurance from your business, renters', home owners', or special event insurance provider. County rates are based upon the level of risk. Certificates require an endorsement listing, "**Snohomish County officers, elected officials, agents, and employees as additional insured**". All certificates must be approved by the Snohomish County Risk Management office.

Please contact the Department of Parks and Recreation should you have any further questions at (425) 388-6644.

Event Insurance Online Purchase Instructions



Procedure:

Snohomish County Parks requires that all room rental events be insured. Following are instructions for purchasing event insurance (online) that meet Snohomish County requirements.

Certificates of Insurance must be provided to the Parks Administration office at the time Facilities License Agreements are signed. Failure to obtain required insurance will result in termination of reservation and loss of non-refundable portion of deposit.

Instructions:

While the online directions are pretty clear, step-by-step directions are provided for additional guidance.

1. Enter the following URL address in your internet browser: www.ebi-ins.com/tulip/
2. **Step 1** identifies the facility. Enter the following:
 - a. First box: **0495**
 - b. Second box: **000** (for Willis Tucker)
3. **Step 2** determines eligibility for your event.
 - a. From the pull-down menu, select the type of event you are hosting. Contact the Parks office if the type of event you are hosting is not listed
 - b. Answer the remaining questions by clicking on the applicable buttons
4. **Step 3** determines your premium and requests renter identification. Answers should reflect information provided on rental application form.
 - a. Click on calendar date(s) your event takes place. If wrong date is selected, click a second time to remove. If 1-day event extends beyond midnight, do not select following day.
 - b. Select Liquor Liability if your event will be serving alcohol (Willis Tucker only)
5. Select "Quick Quote" to verify amount due
6. Enter Insured/Contact information and submit
7. Verify information for accuracy
8. View contract and check "I agree..." box
9. Verify charges summary and continue to payment
10. Enter credit card info and Continue
11. You will receive an Order Number (confirmation). A certificate will be automatically e-mailed to the address you entered in the Contact Information in Step 3.
12. Forward the certificate to: jwarner@snoco.org

Event Insurance Refund Policy

Coverage purchased via this web site is fully refundable if the following conditions are met:

The insured event did not occur, and notification was given to us prior to the effective date of coverage. Please be advised that coverage begins at

We will not cancel coverage or refund any premium once the coverage becomes effective.

TO CANCEL THE ENTERTAINMENT BROKERS INTERNATIONAL EVENT INSURANCE (TULIP) COVERAGE YOU MUST FAX A SIGNED WRITTEN REQUEST TO ENTERTAINMENT BROKERS INTERNATIONAL. ANY E-MAIL NOTIFICATION WILL BE DISREGARDED. WRITTEN REQUEST MUST BE FAXED TO (310) 824-5733.

Entertainment Brokers International reserves the right to modify this Refund Policy at its discretion. Any such revision or change will be binding and effective immediately after posting of the revised Refund Policy on Entertainment Brokers International's Web site. You agree to periodically review our Web site, including the current version of our Refund Policy. Our refund policy is made available on our Web site. It is your obligation to review our refund policy for any such revisions.

Frequently Asked Questions

Where do I check in when I arrive to the Willis Tucker Rental Facility?

Please check in at the front counter upon arrival. Staff will check you into your room.

How many tables and chairs are available?

Chairs = 70

Round Tables (60") = 9

Rectangle Tables (6'x2'6") = 10

Do you provide linens; serve ware, silver ware, and glass?

We do *not* provide anything other than the above tables and chairs. Please contact your local party rental store

Who sets up and takes down tables and chairs?

Client is responsible for setup and take down of all tables and chairs.

Client is responsible for setting up and taking down any extra rented chairs and tables.

Client is responsible for all clean-up.

What type of services do you have for a business meeting?

Wi-Fi

Media cart with DVD and TV

Projection screen

Can we serve alcohol at our event?

Yes, you may serve beer, wine, and champagne only

Please refer to the rental packet for requirements and fees to serve

Can I use the patio when renting the Gary Weikel Room?

Yes, it is included in your rental.

May I save parking for my guests?

No, we have 297 parking stalls available at the park, please plan accordingly, carpooling is recommended during busy summer months (especially on weekends)

Options for kids –

Playground, basketball court, hiking trails, spray park (operates Memorial Day – Labor Day)