



## SELAH CIVIC CENTER LICENSEE FACILITY RESPONSIBILITIES

Pre – Event Paperwork:

*Copies of documentation due 30 days prior to event*

1. Contract signed w/ non-fundable reservation fee (\$150) paid. *Copies of permit due 30 days prior to event.*
2. Copy of Liquor permit \* **PLEASE NOTE ITEM #4 under Post Event Responsibilities.** *Copies of permit due 30 days prior to event.* Permits can be obtained by contacting the Washington State Liquor and Cannabis board.

<http://www.liq.wa.gov/licensing/banquet-permits>

<http://www.liq.wa.gov/licensing/special-occasion-licenses>

3. Copy event insurance (1 million dollars liability) – Choice of agency up to renters discretion. *Copies of coverage due 30 days prior to event.*
4. Security hired. Below are the three choices. *Copies of security coverage due 30 days prior to event.*

A) Phoenix Protective Corp  
1519 E. Nob Hill Blvd.  
Yakima, WA 98901  
Phone: [509.469.8668](tel:509.469.8668)  
Fax: [509.469.9466](tel:509.469.9466)

B) CWI  
45 W Mead Ave,  
Yakima, WA 98902  
[\(509\) 248-3321](tel:509.248.3321)

C) Yakima Police Department  
Officer Mike Henne  
[\(509\)575-6172](tel:509.575.6172)  
[Mike.henne@yakimawa.gov](mailto:Mike.henne@yakimawa.gov)

5. For events requiring a food handler's permit contact the Yakima Health District:  
<http://www.yakimacounty.us/323/Food-Handler-Card>, 509-249-6525
6. Final payment, including damage deposit is due 30 days before to event.

## Pre- Event Formalities:

1. Make arrangements to pick up key.
2. Go over microphone and projector details.
3. Arrange final walk through with Civic Center Representative to discuss user responsibilities and facility care (important time to discuss damage deposit) .
4. Plan your clean up crew!
5. Basic Kitchen use policies:
  - 1) Fridge may be used to store food for event, but all existing items in fridge prior to event must remain in the unit and all of the user groups items must be removed upon clean up.
  - 2) Users are responsible for proper use of Ovens, dishwasher, skillet and stove tops. Users must clean up and make certain equipment is turned off when not in use. Under NO circumstance are the ovens to be left on when users are absent.
6. Decorate in accordance with Civic Center policies. *\*Do not use thumbtacks, nails, screws or other items to pierce the wall or hold up decorations. The ceiling may not be used to hang any objects or decorations from. All Crab feeds utilizing the Apple room must cover the floor with adequate carpet protection and coverage. Please refrain from putting anything on floor vents.*
7. **\* For crab feeds please use tarps or similar covering for floor in the Apple/senior room to help protect the carpet.**
8. Use provided disposable gloves and a clean scoop (located in kitchen) for the ice machine.
9. Event shutdown by 11pm. Music OFF! NO EXCEPTIONS!
10. *For easy event take down have a clean-up crew planned and ready!*

## Post Event Responsibilities:

- 1) Main Room:
  - a) Clear off and wipe down all tables and chairs. Return tables and chairs to back storage area, located in far North West room, where they were found.

- b) Black chairs need to be placed on stacking racks, 30 to a rack. Metal chairs can be replaced on appropriate racks.
- c) Two round tables should be left in dining hall, along with 4 large wooden rectangular tables. The remaining round tables should be stacked on appropriate table racks and stored along east wall of storage room.
- d) 8 foot rectangular tables should be stacked neatly on push carts.
- e) Garbage needs to be removed from interior garbage cans and disposed of in outside dumpsters. Renters are responsible to remove excess garbage not able to fit in the dumpster.
- f) Cardboard needs to be flattened before being disposed of in outside cardboard recycle bin. Renters are responsible for removing cardboard and disposing of the extra material themselves when the bin is full.
- g) Renters are responsible for picking up all decorations, debris and personal items after the party.
- h) Turn off Projector using off button on remote. Return remote to top shelf of audio cabinet. If HDMI cable was used return cable neatly to outside hook located
- i) Turn off audio system. Coil microphone cable and store neatly on top of audio control box. Replace microphone to microphone box.

#### Legion Room

- a) All blue plastic chairs need to be returned to the North East corner of the Legion Room in two stacks of 15 on the floor and the remaining on the rack.
- b) The 6 foot tables should be replaced to Legion room. Please neatly arrange by storing on their sides between north wall and stacked chairs.
- c) All debris and garbage should be picked up from floor and walls.
- d) All decorations, food and personal items should be removed.
- e) Any spills or food on the floor should be removed and/or spot mopped.
- f) Renters are responsible to make certain sink and counter are free of food, paper and any debris.
- d) Garbage needs to be removed from interior garbage cans and disposed of in outside dumpsters. Renters are responsible to remove any extra garbage from premise, which does not fit in dumpster.
- e) Cardboard needs to be flattened before being disposed of in outside cardboard recycle bin. Renters are responsible for removing cardboard and disposing of the extra themselves if the bin is full.**

#### Senior Room

- a) Return red chairs to white South wall. Do not stack in front of mural. Please stack 5 high, in 5 groups. Leave at least one 8 foot rectangular table along North wall under counter. Return round table and blue cushioned chairs to North West corner by bookshelves. Desk should be along East Wall.
- b) Use vacuum or carpet sweeper on carpet if needed.
- c) All debris and garbage, (crab feed tarps) should be picked up from floor and walls.
- d) All decorations, food and personal items should be removed.
- e) Garbage needs to be removed from interior garbage cans and disposed of in outside dumpsters, located on the West side of building. Renters are responsible to remove excess garbage not able to fit in the dumpster.

- f) Cardboard needs to be flattened before being disposed of in outside cardboard recycle bin. Renters are responsible for removing cardboard and disposing of the extra material themselves when the bin is full.

*\* Please set aside any broken or damaged tables and chairs and inform Civic Center staff.*

1. Wipe up any major spills. Collect ALL garbage from event and dispose of in dumpster outside. (West side of building )
2. Remove all decorations and personal items. Renters are responsible for storing catering service equipment (pop dispensaries, ovens, etc.) Discuss this with Civic Center Staff. Some items may be stored for Monday morning pickup. *Costs may apply. **IMPORTANT : ABSOLUTELY NO BEER CARTS OR TRAILERS ARE TO BE LEFT INSIDE OR OUTSIDE. RENTERS ARE RESPONSIBLE FOR DISCUSSING REMOVAL OF BEER CARTS WITH SERVICE PROVIDER. \$50 Fee will apply for any trailers or carts left overnight.***
3. Bathrooms: Do not leave cans, party items, cups, utensils, broken items, plates, gum, etc. on the floor.

a) ALL GARBAGE MUST BE COLLECTED AND DISCARDED IN DUMPSTER.

#### **4. KITCHEN: IS THE SOLE RESPONSIBILITY OF THE LICENSEE.**

- a) Carry all Garbage to dumpster (west side of building)
  - b) Wipe off and sanitize all counters, tables, stoves, ovens and refrigerators. Some supplies are provided in cabinet next to stoves.
  - c) Remove all food and drinks from refrigerator.
  - d) **Make certain all stoves/ovens are OFF**
  - e) Sweep kitchen floor and wipe up any spills with provided broom and mop.
  - f) Remove all personal items, appliances, food and utensils. ***The City of Selah and Civic Center are not responsible for any personal or commercial items left behind.***
5. Return Microphone to box in cupboard on stage and turn off audio box.
  6. Return projector remote to cupboard on stage and turn of projector.
  7. Turn off lights.
  8. LOCK DOORS.
  9. Key must be returned the following business day.
  10. Notify the Civic Center of any broken tables, chairs, appliances, utensils, doors, etc.

**Renter acknowledges responsibilities associated with rental of facility.**  
**If pre-event responsibilities are not fully met, cancellation of event is possible and if proper procedures for care of facility during and/or after event, are not met, extra charges will be applied to the damage deposit.**

\_\_\_\_\_ (Date & Signature of renter)

*I acknowledge I have done a walk through and received instruction regarding use of facility and agree to follow the rules and policies of the Civic Center.*

\_\_\_\_\_ (Date & Signature from facilitator)

**Civic Center Emergency #:**  
**For use ONLY in emergency situations. (ie; Fire, Flood, Property Damage, or if Security Does Not Show Up)**  
1 (509).379.3484