

Cashmere Riverside Center

General Policy Statement

The purpose of the Cashmere Riverside Center is:

- To encourage both separate and intergenerational activities involving youths, adults and seniors;
- To provide a multi-purpose center for residents of Cashmere, Chelan County and neighboring communities;
- To create and maintain a friendly “community” environment for Cashmere residents;
- To provide opportunities for the public to use space for community events and private functions, including, but not limited to business conventions, community concerts, festivals, special events, performing visual arts, fund raising, weddings or family reunions;
- To create a venue for activities that will encourage and promote the economic revitalization of downtown Cashmere.

Definitions

“**Applicant**” refers to individuals or groups reserving a facility and completing and signing an application for use.

“**Building**” refers to Cashmere Riverside Center.

“**Cashmere Resident**” shall be defined as an individual who owns, resides or operates a business inside the city limits of Cashmere receiving city services with the “resident” being the billed party.

“**Caterer, licensed, alcohol**” means a person or business having a retail establishment and corresponding catering endorsement issued by the Washington State Liquor Control Board.

“**Caterer, licensed, food**” means a person or business currently licensed by the Chelan–Douglas Health District.

“**Coordinator**” refers to the Riverside Center Events Coordinator or designee.

“**Gambling**” means staking or risking something of value upon the outcome of a contest of chance or a future contingent event not under the person’s control or influence, upon an agreement or

understanding that the person or someone else will receive something of value in the event of a certain outcome.

“Gambling, illegal” means any gambling activity that does not comply with the provisions of Chapter 9.46 RCW.

“Candle, approved” refers to candles and other open-flame decorative devices that comply with the Uniform Fire Code. UFC 1109.8. Control of sources of ignition, allows devices or holders, when not in the upright position, to be constructed to prevent spillage at the rate of no more than ¼ teaspoon per minute and designed to return to an upright position when tipped to 45 degrees.

“Group 1” Community sponsored events where revenue generated or benefits in kind are returned to the community. Examples: service clubs such as American Legion and American Lady’s; Cashmere VFW; Cashmere Lions and Lioness Club; Cashmere Rotary; Cashmere Chamber of Commerce; Chelan County Historical Society; Boy Scouts of America; Cashmere Kiwanis; and Cashmere Community Coffeehouse; classes such as CPR, exercise, arts & education, and youth activities.

“Group 2” Church sponsored events; school district events; funeral receptions; memorial services; non-profit groups; Red Cross; voting and government events.

“Group 3” This includes private events such as weddings, family reunions, corporate business meetings, business seminars, and music or performing arts events charging admission. There is a resident and non-resident fee for this category. To be considered a Cashmere resident you shall live within the city limits and be the responsible party on the reservation. The Cashmere resident rate is discounted because residents pay 6% monthly city utility tax, which is applies to financing of the building.

“Non-profit organization” means any group chartered, organized and acting as a Washington State non-profit organization.

“Private Use” refers to organizations or individuals requesting use of the building for activities that the general public is not invited to attend. This includes, but is not limited to, use by private parties, governments other than the City of Cashmere, political parties, unions, religious groups, military, etc.

Facility Use Policies & General Rules

The following are prohibited:

- Barbeques on the patio. Propane barbeques are allowed only in the designated gravel area.
- Candles, except as defined in the “Definitions” section of this document. Examples of approved candles are available upon request.

- Throwing of rice, birdseed, glitter, or confetti inside or outside of the building.
- Minors on the premises without adequate adult supervision.
- Decorations attached to walls, windows, or ceilings except with masking tape or similar non-marring material.
- Use of illegal drugs, and /or illegal gambling.
- Extra stage lights without the permission of Events Coordinator.
- Heavy duty electric cookers.
- Alcohol on park grounds.

Cashmere Riverside Center is not responsible to store articles or supplies unless previously arranged and approved by the Events Coordinator or designee. Cashmere Riverside Center is not responsible for loss or theft of articles left in the building. Items left on the premises longer than 30 days are subject to disposal without notice at the discretion of the Facilities Coordinator.

Cashmere Riverside Center cannot be responsible for accident, injury, or loss of property.

Scheduling /Information/Deposit

To obtain an application, pay fees, schedule a viewing of the facility or general information please call (509) 782-2178.

Scheduling the Cashmere Riverside Center will be done through Cashmere Riverside Center with the Events Coordinator or designee.

Applicant shall be at least 21 years of age and shall be present during the event. The person signing the facility application will be considered the responsible party in case of damage, theft, or disturbances during the rental event.

Reservations will be accepted on a first come, first served written application basis only. A **\$350.00** damage deposit is required, for events expecting 300 or more guests a deposit of **\$500.00** will be required, except for government agencies, and payment of the deposit is required to reserve a date. Set-up on the day prior to the event for facilities and grounds use will be limited to availability. Please note: Completion of the facility application with applicable deposit does not automatically guarantee that your date is available, that your facility use application is approved. Until such approval is given to applicant by Cashmere Riverside Center, Event Coordinator or designee. We at Cashmere Riverside Center strive to review, approve or deny facility use application as quickly as possible.

Payment

Payment for all charges and fees is due in full 30 days prior to the event date. Checks shall be made payable to Cashmere Riverside Center.

Cancellations (please read carefully)

Upon acceptance & approval of signed facility use application with applicable paid deposit. In the event the applicant **cancel**s at any time after the acceptance & approval of signed facility use application with applicable paid deposit request is approved the deposit will be forfeited. In addition, the following fees will apply:

1. If cancellation occurs within one hundred twenty (120) days of the Event Date, the Lessee shall pay an amount equal to fifty percent (50%) of the Rental Fee.
2. If cancellation occurs within two (2) months of the Event Date, the Lessee shall pay an amount equal to seventy-five (75%) of the Rental Fee; and
3. If cancellation occurs within thirty-one (31) days of the Event Date, the Lessee shall pay an amount equal to one hundred percent (100%) of the Rental Fee.

Facility Hours

Access to Cashmere Riverside Center shall be no earlier than 8:00 a.m. and activities shall cease by 8:00 p.m. on Sundays; 10:00 p.m. Monday – Thursday; and by Midnight on Friday and Saturday. All clean up shall be concluded no later than 1 hour after the designated activity end times.

Government Agencies

Government agencies may provide a purchase order in lieu of payment in advance, providing all other requirements are met. The damage / cleaning deposit will be waived for government agencies and cleaning / repair charges will be billed to the agency if required.

Cleaning

The building and grounds will be returned to its pre-event condition. Any cleaning required by the staff of Cashmere Riverside Center or its cleaning service will be charged to the applicant at the rate of \$25.00 per hour with a four hour minimum and will be withheld from the deposit.

A check list will be provided as to the required cleaning the applicant must do in order to avoid cleaning charges.

Cashmere Riverside Center staff or its cleaning service will report any damage and /or additional cleaning required after the event. If there is no damage or additional clean-up required the deposit will be returned in full. In the event that the deposit is not sufficient to cover the damage or additional cleaning, the individual or group renting the facility will be billed. The accounting office will mail damage deposit refunds, or additional billing, within 14 business days following use of the facility, upon recommendation of the Events Coordinator or designee.

Denial

The misuse of the Cashmere Riverside Center, or the failure to comply with these regulations, will be sufficient reasons for denial of further applications. **Events may be canceled if the requirements of the policies are not satisfied by the applicant.**

Pre-event walk-through

The Events Coordinator will schedule a walk-through of the center with the applicant shortly before the event is to take place to do the following:

- Demonstrate the use of appliances, such as the dishwasher.
- Answer questions regarding the use of equipment.
- Answer questions and evaluate the condition of the building.

In the event applicant needs additional access to the building prior to the event for planning purposes said time must be scheduled during Events Coordinator's normal building schedule to avoid consultation fee assessment of \$25.00 per hour.

Set-up / Clean-up

It is the responsibility of the applicant to set up and move furnishings as desired. All furnishings shall be moved back to their original position before leaving the facility, unless other arrangements have been made with the Events Coordinator.

A post-event checklist is provided, detailing the tasks required to ensure full refund of the damage/cleaning deposit. Applicant is responsible for the tasks on the post-event checklist after the event. The cleaning service is available by prior arrangement to provide full cleaning of the facility.

Removal of decorations and miscellaneous materials shall be completed at the conclusion of an event.

We at Cashmere Riverside Center are available to provide set up/clean up services, before and or after your event. The cost for these services is \$100.00 for set up and \$100.00 for clean up or \$25.00 per hour for set up and \$25.00 per hour for clean up whichever is greater.

Applicant Responsibilities

Applicant is responsible for the following:

- Actual cost of repairs for any and all damages to facilities or grounds. An administrative charge of up to 25% may be assessed in addition to the cost of repairs.
- Compliance with facility policies and procedures, City codes and ordinances to include ordinance #984 (noise).
- Supervision and control of group or individuals to prevent injury and insure safety, before, during, and after use of building.
- Payment of fees, charges, and damage to equipment, property or grounds which occur as a result of the scheduled activity.
- A \$45.00 administrative fee will be assessed if there is an emergency call out that is the result of the applicant, their guests, volunteers or employees. This includes but is not limited to fire alarms.

Catering

Cashmere Riverside Center can provide full service catering. We welcome the opportunity to provide you with a quality custom designed menu at an affordable price. In the event you choose to utilize the catering services of an outside caterer they must be licensed by the Chelan/Douglas Health District, have liability insurance and contact the Event Coordinator or designee at least one week prior to any scheduled event. In the case of the self catering (potlucks, or applicant preparing food themselves) this policy does not apply.

Use of Alcoholic Beverages

Alcoholic beverages are allowed inside the Cashmere Riverside Center and on the patio only, as long as the following requirements are met:

- Certain events may require providing security at the applicant's expense. The coordinator or designee reserves the right to make decisions as to the necessity for security for certain events. The current approved security resource is the Chelan County Sheriff's Department Reserves.
- All applicants will provide coordinator, or designee, a Banquet permit or Special Occasion License as defined by the WSLCB.
- All alcohol consumed on the premises will be served only by staff of Cashmere Riverside Center. Minimum staffing requirements may apply.
- All alcohol consumption will be in accordance with all applicable City, County, State, and Federal laws.
- At the designated activity end times, all consumption of alcohol will cease.
- All Cashmere Riverside Center personnel dispensing alcohol hold a current Class 12 Liquor Training Card as defined by the WSLCB.
- An insurance fee of **\$100.00** per event will apply for events including alcohol.
- Beverage attendants require a four hour minimum at **\$25.00** per hour.

Policy Changes

These policies are subject to change.

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