



DATE OF USE _____

TIME IN _____ OUT _____

WEYERHAEUSER ROOM USE APPLICATION

TODAY'S DATE _____

USER GROUP _____

CONTACT _____ EMAIL ADDRESS _____

ADDRESS _____

CITY _____ ZIP _____ PHONE _____

NUMBER OF PERSONS _____ FUNCTION _____

OUTSIDE EQUIPMENT RENTAL/CATERER INFO _____

AVAILABLE AT ADDITIONAL COST:

_____ Podium w/corded microphone	\$40
_____ Cordless or lapel microphone	\$80
_____ Additional corded microphones (4 available)	\$15 each
_____ LCD Projector/DVD	\$125
_____ Projector Screen-Large	\$75
_____ Projector Screen-Small	\$20
_____ Overhead Projector	\$40

I have read and understand the requirements of the Parks and Recreation Department and Transit Department Weyerhaeuser Room Use Policy, Weyerhaeuser Room Cleaning Agreement, and hereby agree to all sections of said policies. Further, I hereby hold the City harmless from liability for any action arising from use of department facilities.

DATE

SIGNATURE

HOURLY RATE _____

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

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

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

LIQUOR PERMIT # _____

ALCOHOL NON-ALCOHOL



WEYERHAEUSER ROOM CLEANING AGREEMENT

The City of Everett Transit Department and Parks and Recreation Department require 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 security/damage deposit.

It will be the responsibility of the renter to:

1. Wipe down table tops with cleaners provided; tables must be free of all residue, including adhesive tape..
2. Remove all food and beverages from refrigerator. Wipe down interior and exterior with cleaners provided.
3. Remove all decorations, personal items and rental items at the end of event. Storage is not available without prior approval.
4. Ensure the commercial dishwasher/sanitizer tank has been drained and interior is hand wiped.
5. All horizontal surfaces are to be wiped down, including bar and countertops.
6. Coffee urns, coffee carafes, teapots, etc. are to be washed in hot water and dish soap. Do not run through the dishwasher. Coffee urns, warming ovens and microwave are to be wiped down with cleaners provided.
7. Leave bagged garbage by the servery door on the floor. Please make sure that none of the bags are leaking. Janitorial Services will provide necessary bags and remove as necessary.
8. Leave storage cabinets and undercounter storage areas clean.
9. The murals are historical and priceless. No banners, signs, balloons or other items are to be taped, nailed, pinned or tacked to the murals or any wood surfaces in the room.
- 10. Sign out with security staff at end of event.**

Signature of Renter

Date _____

Weyerhaeuser Room

Date of Use _____

Please remember that no rice, mylar table confetti, bird seed, silly string or bubbles are permitted anywhere inside or outside the building.

The Weyerhaeuser Room at the Everett Station

Rates, Amenities, Floorplan and Directions

The Everett Station

3201 Smith Avenue

Everett, WA 98201

Room Amenities:

5' Round tables (20)

6' x 18" Rectangle tables (50)

6' x 3' Rectangle tables (4)

Projection Table (1)

160 Chairs-standard

Water pitchers

2 Coffee pots (60-cup capacity)

6 Garbage cans-23 gallon capacity

American Flag available to use upon request

Capacity:

240 – Open Reception

160 – Sit-down Dining

The room measures 47x57
and is 2679 asf.

Available at additional cost:

Podium w/corded microphone: \$40.00

Cordless or lapel microphone: \$80.00

Additional corded microphones (4 available): \$15.00 each

LCD projector/DVD player: \$125.00

Projector Screen-Large: \$75.00

Projector Screen-Small: \$20.00

Overhead projector: \$40.00

Rates

Friday thru Sunday \$150/hour – 5 hour minimum

Monday thru Thursday \$75/hour – 3 hour minimum

Rates include tables, normal set-up and normal clean-up.

Renters are also required to perform clean-up subject to the terms and conditions of the rental agreement and conditions of use requirements.

Refundable Security/Damage Deposit is \$150.00 non-alcohol/\$300.00 alcohol

(Renters failing to sign out with security are subject to forfeiture of deposit)

To view the facility, call Everett Station Security 425-754-2369

To book the facility, Everett Parks & Recreation, 802 E Mukilteo Blvd, 425-257-8300

To discuss room and table set up, call Joan Olsen 425-257-7788

