



# FIRCREST FACILITY RENTAL

Fircrest Parks & Recreation  
(253) 564-8177  
555 Contra Costa Ave,  
Fircrest, WA 98466

# YOUR RENTAL HAS BEEN APPROVED!

To finalize your rental:

- Pay your invoice
- Submit all required documents within 5 business days to [parksandrec@cityoffircrest.net](mailto:parksandrec@cityoffircrest.net)
- This could include:
  - Insurance Certificate for any party with 35 or more attendees and/or whenever alcohol is being served or sold
  - Banquet Permit for any event with alcohol consumption
  - Proof of licensed server for any event where alcohol will be sold

## INSURANCE CERTIFICATE

- Insurance policy should be for no less than \$1,000,000.00.
- The City of Fircrest must be listed as an additional insured.
- The policy must state that the event will be held at the rented Fircrest facility.
- Date of event must be listed on the certificate.

**A Certificate of Insurance is required all rentals with a Group Size of 35+ and/or events with alcohol**

## BANQUET PERMIT

- Allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business.
- Banquet Permits are available online.
- <https://lcb.wa.gov/licensing/banquet-permits>
- Submit & Display prominently at your event.

**Proof of a LICENSED SERVER with a WSLCB Class 12 MAST required for rentals that include alcohol sales.**

## More Information

- Required documents are to be submitted within 5 business days of approval.
- Insurance can be secured from most homeowners policies at no extra charge.
- <https://www.theeventhelp.com/#>.
- Alcohol use is permitted inside the Community Center building only.
- No sales or service of alcohol to persons under 21 years of age and intoxicated persons.

# RENTAL AGREEMENT TIME

- You cannot enter the facility before your scheduled start time.
- The times you selected for your rental are the earliest and latest you are able to be in the facility.

## **PRE-RENTAL WALK-THROUGH & SET-UP**

- Person in charge should arrive at selected start time to meet with a Fircrest staff member.
- Staff does not set-up or clean up for events. Person in charge will be given information on set-up & equipment use during the walk-through.

## **POST-RENTAL WALK-THROUGH & CLEAN-UP**

- All persons must leave the rented facility and clean-up must be completed no later than the selected completion time.
- All equipment, supplies, foodstuffs, and decorations brought in must be removed before leaving the facility.
- Clean-up checklist must be completed.
- Failure to exit on time or clean-up may result in additional charges and/or forfeiture of deposit.

# CLEAN-UP CHECKLIST

Before leaving the facility

- Make sure it's as you found it
- Lights off, closed up, & locked up if applicable

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## **LOAD OUT**

☐

Decorations

☐

Foodstuffs

☐

Equipment

☐

Supplies

☐

## **GENERAL CLEAN-UP**

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Tables & chairs wiped down & put away

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Floor vacuumed / swept

☐

All garbage bagged, removed from the facility, & new bags placed

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## **KITCHEN CLEAN-UP & WIPE DOWN**

☐

Sinks

☐

Counters

☐

Cabinets

☐

Refrigerator

☐

Freezer

☐

Stove

If the building is not cleaned and vacated by the agreed upon time, additional rental fees may be charged and future usage of the facility may be denied. Staff costs in extra clean-up will be deducted from the deposit.

# DECORATION GUIDE



## **DOs**

- Utilize free-standing decorations
- Decorate on tables and chairs
- Hang decorations from designated fixed hooks

## **DON'Ts**

- Decorations may not be attached to the building, windows, or fixtures
- No tape, tacks, or sticky hooks
- No lighted candles / open flames
- No scattering of rice, confetti, glitter etc.





# FREQUENTLY ASKED QUESTIONS

## **What time can I get in to get set up?**

Your rental start time includes set-up and clean-up. The earliest you can enter the facility is your selected start time.

## **How do I submit my Insurance and/or Banquet Permit?**

Email your rental documents to: [parksandrec@cityoffircrest.net](mailto:parksandrec@cityoffircrest.net)

## **How can I make changes to the group size or times of my event?**

Requests for changes to your event must be made in writing 30 days before the date of your event. Please notify the Parks Department as soon as possible of any changes in facility use.

## **When is the balance due for my rental?**

The full balance, including the rental fee and the security deposit, is due in full within 5 days of approval. You will receive an email notification that your rental has been approved. Failure to pay the balance in full may result in your rental being subject to cancellation.

# FAQ CONT.

## **Is the Security Deposit refundable?**

Yes, the security deposit will be refunded automatically by card within 10 business days in accordance with our rental policy. Cash or check payments will be refunded by check within 30 days.

- Arrive & leave on time
- No damage to the facility
- Facility is cleaned
- Comply with all rules & regulations

## **How can I cancel my rental?**

Notify Fircrest Parks as soon as possible to cancel a rental. Cancellations require a minimum 10 working days notice. More than 10 days notice will result in a \$10 cancellation fee. Less than 10 days notice will result in forfeiture of entire rental fee. Card processing fees are non-refundable.

## **What does the 60 min teardown time on my reservation mean?**

Every rental includes a 60 minute buffer in between rentals. The 60 minute tear down time is for Parks & Rec Staff to ensure the facility is ready for the next rental. You are still required to vacate the facility at your event's selected completion time.

## **Can I utilize the outdoor space adjacent to the room rental?**

Only the spaces/rooms specified on your final rental invoice are guaranteed at the time of your rental. Outdoor spaces are public use and may be accessible by other people. You may utilize outdoor space in conjunction with the public. Sidewalks are public walkways that must remain accessible.

# FAQ CONT.

## **Who counts toward attendance during a private pool rental?**

Anyone that enters the pool's gated area, regardless of if they intend to swim, is counted toward the party's attendance.

Estimate as accurately as possible for the total number of overall guests. Any requests for changes to attendance must be made in writing 30 days before your event to [pool@cityoffircrest.net](mailto:pool@cityoffircrest.net).

## **I rented the party room during open swim, how can my guests access the pool?**

Please contact our pool manager prior to your rental to coordinate access to open swim. Your party will be able to purchase general admission to the pool on the day of your rental. The pool manager can be reached at (253) 327-1213 or by email at [pool@cityoffircrest.net](mailto:pool@cityoffircrest.net).

## **I would like to use the audio/visual equipment in my rental. What do I need ?**

Most Community Center rooms require an HDMI cable for projector use. Audio only requires a 3.5mm stereo audio cable in, or a stereo RCA cable. There are also inputs for standard XLR microphone cables.

The Aquatic Center does not have a projector or sound equipment. You will need to provide your own equipment in the Party Room.





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