



ID#: \_\_\_\_\_

## General Information

### Application/Payment Procedures

1. Reservations will be accepted by written application only.
2. One half of the rental fee is due upon approval of the rental application. The remainder of the rental fee and all other fees is due 30 days prior to rental date. If payment is not received, your reservation may be cancelled.
3. The Damage deposit (1/2 total rental fee) is payable by cash, check, or money order, made payable to Island County Parks. If no damage is noted and cleanup is satisfactory, the deposit will be refunded to you after event.
4. Rental hours reserved must be consecutive and must include time needed for delivery of supplies, setup and cleanup.
5. The person signing the rental agreement will be considered the responsible party in case of damage, theft, or disturbance during the rental period.

### Cancellation/Reservation Changes Policy

- 180 + days notice = 50% deposit refund
- 121 – 179 days notice = 25% deposit refund
- 120 days or less notice = no refund

### Set-Up & Clean-Up

1. It is the responsibility of the applicant to set up as desired. Please move all furnishings back to their original position before leaving the facility.
2. All items brought into the building by the renter must be removed by the end of the rental period. You must leave the facility in the same condition that you found it.
3. **You are required to contract with a professional cleaning service for cleanup.** Please see website under **Cleaning Services** for additional information.
4. Please do not attach decorations or displays to the walls, windows, or ceiling. Please do not remove any items attached to the walls without prior approval.
5. Clean-up must be completed by designated end time on contract or deposit is forfeited. The person in charge must be the last to leave.
6. The applicant will be charged a cleaning fee of \$ 100 per hour if any additional cleaning of equipment or facility is required after rental.

### Property

Please keep in mind that various portions of the property could become off-limits/unusable due to weather conditions – particularly in April & May. This can primarily happen with the lake-side grass and the grass area immediately to the Meadow Room.



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## Kitchen

Kitchen is designed as a catering kitchen only meaning all food items must be ready for plating or consumption when brought to facility.

## Use of Alcohol

Beer & wine (Banquet Permit required) is permitted in private rental space(s) for guests over age 21. Permit applications are available online at: <https://liq.wa.gov/licensing/online-banquet-permit> for a \$10 fee. All liquor must remain inside the rental facility at all times.

## No-Smoking Policy

Smoking is not allowed inside Four Springs House facilities. Guests may smoke outside if appropriate cigarette butt receptacles are provided. **It is the renter's responsibility to ensure that ALL cigarette butts are properly disposed of** and that none remain on the premises at the close of the event. A \$100/hr charge will be incurred by renter if any cigarette butt cleanup is required after rental.

## General Rules & Information

1. **Parking** is limited to designated parking areas only. We highly recommend having someone direct parking. Anyone parking in undesignated areas will be asked to move. Designated parking areas are: main parking lot and adjacent main lawn plus 3 curbed spots in front of Main House.
2. All **minors** on the premises **must have adult supervision at all times.**
3. Only those rooms specified on the approved application will be available for use by the renting party.
4. Please do not throw confetti, synthetic flower petals, rice or birdseed.
5. Use of flammable materials must be prior approved.
6. Illegal drugs, smoking, and/or gambling are not permitted in Island County Park Department facilities. **Beer & wine (with permit) – only within private rental space.**
7. Island County Parks Department shall not be held responsible for accidents, injury, or loss of property (see Hold Harmless Agreement).
8. Damage to facilities or equipment must be reported within 24 hours. Groups will be held financially responsible for all damages incurred during their use.
9. Policies are subject to change. Please call (360) 387-1418 for additional information.

## Monitor the Actions of Your Guests

It is your role to enforce general rules (i.e., no smoking in buildings, parking, no unsupervised children anywhere on property, no alcohol outside private rental area, etc.). Failure to observe property rules and regulations may result in the immediate shutdown of event.



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## Equipment Usage

### Tables/Chairs Available for Use

| #   | Equipment             | Description                               |
|-----|-----------------------|---|
| 14  | 6' Rectangular Tables | Seats 6 - 8 per table                     |
| 4   | 4' Rectangular Tables | Seats 2 - 4 per table                     |
| 2   | 8' Rectangular Tables | Seats 8 - 10 per table                    |
| 22  | Padded Chairs         | Non-Folding                               |
| 134 | Folding Chairs        | Blk. Metal Frame, White Plastic Seat/Back |

### Additional Equipment

| # | Equipment         | Fee |
|---|-------------------|-----|
| 1 | Hot Water maker   | N/C |
| 2 | 60 Cup Coffee Pot | N/C |
| 2 | Flower Pedestals  | N/C |
| 1 | Alter             | N/C |
|   |                   |     |

## Site Manager

### The Site Manager will be on hand for the following:

1. Unlocking the building.
2. Answer questions such as where things are and how they work.
3. Monitor noise level so that it does not become excessive.
4. Ensure that the event ends promptly as scheduled and the building is cleaned, locked and secured by the agreed upon time.
5. Monitor security of building and rental activity.
6. Provide general custodial supervision by completing and signing the clean up checklist with the group's responsible person.

### The Site Manager is not able to:

1. Act as guardian or security for wedding gifts or any other valuables.
2. Act as custodian for set up or clean up.
3. Direct traffic.
4. Move tables, chairs or other equipment.
5. Allow use of unscheduled equipment or areas of the facility.



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## **Meadow Room**

- Dust, mop/sweep floor.
- Mop spills, stains, etc. if needed.
- Wipe countertop & sink if needed.
- Take out all garbage liners (Meadow Room, bathrooms) – be sure to tie-up.
- Wipe down and return tables, chairs to original storage areas.

## **Main House**

- Dust, mop/sweep floor.
- Spot vacuum where needed.
- Mop spills, stains, etc. if needed.
- Wipe countertop, sink, fridge, oven, stove, microwave if needed.
- Wipe surface areas in restrooms and back bedroom vanity.
- Take out all garbage liners (kitchen, bathrooms) – be sure to tie-up.
- Return any moved furniture to original location.

## **Barn**

- Sweep floor. Mop if necessary.
- Take out garbage liners in all cans – be sure to tie-up.
- Remove any staples, tape, etc. used for decorations.

## **Outdoors**

- Pick up and bag all garbage. Be sure to pick up any cigarette butts that guests may have tossed on the ground.
- Remove any signs or balloons that may have been put up for event.

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\* Ring door-bell for event monitor with any questions, needs or concerns.

\* Be sure to allow at least 90 minutes for clean-up.

\* Clean-up materials can be found in wash-room (by kitchen) – towels/rags in drawer.

**All clean-up must be done by the contracted event end-time or rental deposit will be forfeited. No exceptions.**