Kent Commons Community Center

Rental Information and Restrictions

Important Reservation Information
- The person who signs the rental agreement must be present during the entire rental period, is responsible for the conduct of the people present, and is responsible for rental payments.
- The event time you list on your rental agreement must also include the time needed for set up, clean up, decorating and all other preparation time necessary for your event.
- Your event time cannot exceed the time listed on your rental agreement. The result will be complete forfeiture of your damage deposit and/or event termination.
- Full rental payment, rental deposit and event insurance (if applicable) is required prior to entry into the room reserved.
- Rooms come with stacked chairs and 6 ft x 2 1/2 ft rectangular tables.
- Supplies for your event are not provided (ie: fax/copy, ladder, etc)
- The City of Kent reserves the right to immediately terminate this agreement and the applicant agrees to immediately vacate the premises upon notice of termination for failure to adhere to the rules/regulations set forth.
- The City of Kent reserves the right to refuse rental of city premises if the applicant has previously violated the rules and regulations set forth herein.
- Brining items in early or bringing in additional equipment must be pre-approved by Facility Coordinator.

Rental Restrictions
- Materials not allowed during rentals include: dried rice, birdseed, confetti, dance wax, fog/smoke machines, bouncy toys, push tacks, nails, staples, scotch tape, and duct tape.
- The use of candles and/or any other type of Open Flames is strictly prohibited.
- Animals are not allowed, with exception of service animals only.
Kent Commons Community Center

Meeting Rental Rates

Examples include: meetings, dance practice, lectures, discussion groups, etc.

- Rooms are rented on a hourly base with at least a minimum of 1 hour rental time during normal business hours.
- A completed facility application, first rental date paid and/or a rental deposit may be required before any room may be booked.
- Cancellation must be made 72 hours prior to booking. If cancellation is less than 72 hours or no show occurs, the rental payment is still required.
- Ongoing rentals must be paid one month in advance or a credit card kept on file.
- Clean up is the responsibility of the renter and requires the room be left in the exact condition as upon arrival.
- A Rental Deposit may be required when food and/or special equipment is requested.

Special Event Insurance

- Rentals may require renters to obtain Special Event Liability Insurance. This insurance would protect you and your guests while using city property and is to indemnify against loss resulting from bodily injury and/or property damage.
- The insurance must name the “City of Kent an additionally insured party”.
- The liability insurance must be in the amount of $1 million.

Renter’s Responsibility

- Clean up is responsibility of the renter and requires the room be left in the exact condition as upon arrival including any common area or restrooms used by the group or individual.
- Remove all garbage and place in dumpsters located outside the facility.
- Pick up any garbage in common area and restrooms and dispose trash in outdoor dumpsters.
- Wipe down all tables. (If needed)
- Clean all floors surfaces. Which includes dust mop and wet mop at the conclusion of event. (If needed)
- Check out with Front Desk Staff prior to leaving. (If needed)

• The minimum rental time is a 10 hour block. The rental fee is $700.00 for the Kent Commons and $550.00 for the Kent Memorial Building. The $500.00 rental deposit applies to both facilities. An hourly rental rate of $70.00 per hour may be available if the event time is within 30 days (must talk with Facility Coordinator).
• A completed facility application rental deposit, and rental fee are required before any room may be booked. Unless otherwise stated on application, any cancellation received less than 60 days before said event will result in the forfeiture of your rental deposit and/or hall rental.
• Rentals must be booked at least 30 days in advance, unless approved by Facility Coordinator.

Alcohol at the Event

Alcoholic beverages are allowed as long as the following requirements are met:
- You are required to obtain permission to have alcohol from the Kent Parks Department.
- Hard alcohol is prohibited if space is reserved less than 90 days before your event. Beer, wine and champagne will be the only alcoholic beverages allowed.
- A Washington State Banquet Permit is obtained and displayed in the room during the event.
- Rentals booked less than 60 days to event date must get approval by Facility Supervisor for alcohol to be at the event.

Special Event Insurance

- All rentals are required to obtain Special Event Liability Insurance. This insurance would protect you and your guests while using city property and is to indemnify against loss resulting from bodily injury and/or property damage.
- The insurance must name the “City of Kent an additionally insured party”.
- The liability insurance must be in the amount of $1 million.

Reception Renter’s Responsibility

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- Remove all garbage and place in dumpsters located outside the facility.
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- Clean all floors surfaces. Which includes dust mop and wet mop at the conclusion of event. (If needed)
- Check out with Front Desk Staff prior to leaving. (If needed)

You must be cleaned up and out of the facility by the designated time on your rental application. There should be NO CLEAN-UP required by Kent Commons Staff, or you will be charged for additional rental and staff fees for any additional time used. (NOTICE: 1-60 minutes = $30/hr Any damage, unreturned equipment, uncared for areas, or additional time may result in forfeiture of your damage deposit and/or denial of future rental use.

*Required clean-up/take down fee for events with alcohol: Paid services for clean-up/take down is required for events having alcohol in the Kent Commons Community Center. The fee ranges from $125 to $250 depending on the capacity of the event and space used. The Kent Commons Building Supervisor will schedule the service.

KENT COMMONS COMMUNITY CENTER RENTAL RATES

<table>
<thead>
<tr>
<th>Location</th>
<th>Capacity</th>
<th>4 hrs</th>
<th>Add'l. Hr Rate</th>
<th>Deposit</th>
<th>Kitchen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mill Creek Room</td>
<td>25</td>
<td>$100</td>
<td>$25</td>
<td>$100</td>
<td>Not Available</td>
</tr>
<tr>
<td>Stage Room</td>
<td>25</td>
<td>$100</td>
<td>$25</td>
<td>$100</td>
<td>Not Available</td>
</tr>
<tr>
<td>Crystal Mt. Hall</td>
<td>50</td>
<td>$200</td>
<td>$50</td>
<td>$500</td>
<td>Included</td>
</tr>
<tr>
<td>Green River Room</td>
<td>50</td>
<td>$200</td>
<td>$50</td>
<td>$500</td>
<td>Included</td>
</tr>
</tbody>
</table>

KENT MEMORIAL BUILDING RENTAL RATES

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Kent Memorial Building</td>
<td>50</td>
<td>$200</td>
<td>$50</td>
<td>$500</td>
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</tbody>
</table>

KENT COMMONS COMMUNITY CENTER

Small Party Rental Rates

Small Party Rates - 50 people and below, during normal business hours, or no alcohol.

- Rooms are rented with a minimum 4 hour block rental time during our normal business hours. (no later than 9pm)
- A completed facility application, rental deposit, and rental fee are required before any room may be booked.
- Cancellation process for Small Party Rentals is 14 days notice. Unless otherwise stated on application, any cancellation received less than 14 days before said event will result in the forfeiture of your rental deposit and/or hall rental.
- A completed facility application, rental deposit, and rental fee are required before any room may be booked.
- NO ALCOHOL, DANCING, DJ OR LIVE BANDS ALLOWED.
- Small party rentals cannot extend beyond facility business hours.
- Must adhere to the capacity limits to rooms listed in the matrix.

Small Party Renter’s Responsibility

- Clean up is responsibility of the renter and requires the room be left in the exact condition as upon arrival including any common area or restrooms used by the group or individual.
- Remove all garbage and place in dumpsters located outside the facility.
- Pick up any garbage in common area and restrooms and dispose trash in outdoor dumpsters.
- Wipe down all tables.
- Clean all floors surfaces. Which includes dust mop and wet mop at the conclusion of event.
- Check out with Front Desk Staff prior to leaving.
- Kent Commons will provide clean up supplies for your group.

You must be cleaned up and out of the facility by the designated time on your rental application. There should be NO CLEAN-UP required by Kent Commons Staff, or you will be charged for additional rental and staff fees for any additional time used. (NOTICE: 1-60 minutes = $30/hr Any damage, unreturned equipment, uncared for areas, or additional time may result in forfeiture of your damage deposit and/or denial of future rental use.

KENT COMMONS COMMUNITY CENTER

Rental Rates

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<tr>
<td>Crystal Mountain Hall &amp; Stage Room</td>
<td>120</td>
<td>$700</td>
<td>$800</td>
<td>$500*</td>
<td>---------</td>
</tr>
<tr>
<td>Green River Room</td>
<td>150</td>
<td>$150</td>
<td>$200</td>
<td>$500*</td>
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<tr>
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<td>$150</td>
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KENT COMMONS COMMUNITY CENTER

Reception Rental Rates

Reception Rates - 51 people and above, after hours rental, or event with alcohol.

- Examples include: anniversaries, birthdays, baby showers, graduation parties, family reunions, bat mitzvahs, bar mitzvahs, etc.

- The liability insurance must be in the amount of $1 million.

- You are required to obtain permission to have alcohol from the Kent Parks Department.
- Hard alcohol is prohibited if space is reserved less than 90 days before your event. Beer, wine and champagne will be the only alcoholic beverages allowed.
- A Washington State Banquet Permit is obtained and displayed in the room during the event.
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Reception Renter’s Responsibility

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