

Kent Senior Activity Center Rental Information Packet



Quick Facts

24,000 square feet
4 Classrooms
1 Banquet Room
1 Commercial Kitchen



Welcome to the Kent Senior Activity Center. The center opened in 1986 and is owned and operated by the City of Kent Parks and Recreation Department. Every year we serve tens of thousands of individuals with our diverse programming and our event rentals. Whether you are planning a wedding, reception, tradeshow, class reunion, business meeting, retreat, our beautiful facility has an array of amenities to offer you.

Kent Parks and Recreation Department is a nationally recognized, award winning parks and recreation system. We are committed to providing safe and inviting parks and facilities, meaningful, inclusive and diverse recreational programs, cultural activities and access to critical human and social services.

Included in this Rental Information Packet, you will find the rules and regulations that govern the rental use of the Kent Senior Activity Center. Please take the time to read through this information to assist you in planning and running a successful event here at the Center.



When not in use for Parks and Recreation sponsored or co-sponsored activities, the Kent Senior Activity Center may be made available for a fee to groups for events and activities consistent with the rental policies of the Kent Parks and Recreation Department. The Kent Senior Activity Center will not be made available to any group or organization that promotes discrimination or has a record of discrimination on the basis of race, creed, color, national origin, families with children, gender, marital status, age, sexual orientation, or the presence of any sensory, mental, or physical disability. Permission to use the facility does not constitute an endorsement of a group's philosophies, policies, or beliefs.

KENT SENIOR ACTIVITY CENTER FACILITY RENTAL RATES

RENTAL OF EAST END OF FACILITY:

Includes Social Hall, Dining Room, Kitchen (200 person capacity)	\$135.00/hr or \$1,200.00/10hrs
Social Hall Only (200 person capacity)	\$90.00/hr
A/V Equipment Rental	\$75.00

Facility rental fees must be paid at least **90 days before said event.**

- Deposit rates for rentals range from \$500 - \$1000.
- Special Event Insurance is required

CLASS ROOM RENTALS FOR MEETINGS OR SMALL PARTIES

Depending on the type of event, a rental deposit may be required for meeting room rentals.
Deposit rates for classroom rentals range from \$100 - \$300.

(Limited availability during Senior Activity Center open hours. Other hours on approval.)

Room 5 (20 capacity)	\$45.00/hr
Room 6 (20 capacity)	\$45.00/hr
Room 8 (20 capacity)	\$45.00/hr
Room 9 (20 capacity)	\$45.00/hr

Maximum room capacity may vary depending on the type of event. Please inquire with Senior Center staff for details.

All Credit card transactions will be assessed the bank fees for the transaction which include \$.25 fee + 2.65% fee.

Rental hours generally available (may be negotiated except end times):

Fridays 2 p.m. – midnight

Saturdays 8 a.m. – midnight

Sundays 9 a.m. – midnight

Events that go beyond scheduled time will result in forfeiture of the rental deposit and additional rental hourly fees.

Kent Parks staff/supervisor: A building attendant will be on site during the duration of your event. They will be there to assist and direct you with any of your questions and/or needs. Additionally, they will ensure that rules and regulations of the contract are followed. They will provide you with a "Rental Checklist". This includes the tasks you are required to complete at the conclusion of your event. Staff will provide you the cleaning supplies and show you the location of the dumpster. At the conclusion of your event, the Kent Parks staff will check you out. The staff is not responsible for completing your cleaning. They will also manage the alarm system for your event.

KENT SENIOR ACTIVITY CENTER



East End



EQUIPMENT AVAILABLE:

Social Hall or East End Rental

- 25 Round Tables (60inch Diameter)
- Mixture of 6 ft and 8 ft tables
- 200 Chairs
- AV Equipment (for additional fee of \$75)
 - Overhead Projector
 - Projection Screen
 - Cordless Microphone
- To ensure a smooth event, a pre-event meeting must be scheduled at least one week in advance for the rental of AV equipment. During this meeting, we will review usage and address any questions you may have. Please bring all personal AV equipment to this meeting to confirm compatibility. Failure to attend this meeting may result in the inability to use the facility's AV equipment.

Kitchen (only available on East End Rental)

- Ovens (not the convection ovens)
- Stove Top
- Residential Size Refrigerator
- Ice Machine

All other equipment, utensils and supplies in the kitchen may NOT be used. If equipment other than the stated items is used, your rental deposit will be forfeited.

Note: Some kitchen equipment may be used by a qualified, professional caterer and may require an additional rental deposit. The Facility Manager must first approve additional equipment brought in by the renter. Delivery entrance is located at the east end of the building off Smith Street. Absolutely no vehicles are allowed to drive on sidewalk

Room 9

Room 9 Equipment



- 18- 4 foot rectangular tables
- 40 - 65 Chairs (dependent on type of event)
- AV Equipment (wall mounted TV, accessible via HDMI port. Renter should provide an HDMI cord compatible with own device)

Room 8

Room 8 Equipment



- 16 - 4 foot rectangular tables
- 20 - 40 Chairs (dependent on type of event)
- AV Equipment (wall mounted TV, accessible via HDMI port. Renter should provide an HDMI cord compatible with own device)

Room 6

Room 6 Equipment



- 10 - Card tables
- 35 - 60 Chairs (dependent on type of event)
- AV Equipment (wall mounted TV, accessible via HDMI port. Renter should provide an HDMI cord compatible with own device)

Room 5

Room 5 Equipment



- 8- 6 foot rectangular tables
- 20 - 35 Chairs (dependent on type of event)
- AV Equipment (wall mounted TV, accessible via HDMI port. Renter should provide an HDMI cord compatible with own device)

KENT SENIOR ACTIVITY CENTER RENTAL RULES AND REGULATIONS

Please read carefully the following rules and regulations as outlined on the reverse side of the Rental Agreement.

RENTAL PAYMENTS & DEPOSITS:

- A completed facility application and rental deposit are required in advance of booking (No phone reservations accepted.)
- Rental payments are due in full 60 days prior to the rental date. Rentals booked within 60 days, both the deposit and full rental payment are due the day of the booking.
- Requests received less than 14 days prior to event must pay in the form of cash, Visa, or MasterCard and require Facility Manager approval.
- Deposits paid by credit card will be refunded back to the card within 15 business days. Rental deposits paid by cash, money order, or check will be refunded by check and mailed within 30 days. Renter understands that its ability to use the facility may be revoked on little notice if any future proclamation issued by the Governor or King County's public health office prohibits or limits the ability of individuals to congregate or travel outside their homes. On such event, the City will refund any deposit and payment.

DEPOSIT REFUND:

The room and facility (including outside and restrooms) are left in a clean and orderly condition per the "Rental Checkout Form. Rental deposits 100% refundable provided the following conditions are met:

- Use of the area does not exceed the scheduled time.
- The area and its contents, including tables, chairs, etc., are accounted for and undamaged.
- All rules and procedures governing alcohol consumption and smoking are met.
- All rules and procedures governing the Senior Activity Center and City of Kent are met. If the above conditions are not met to the satisfaction of the staff, an appropriate fee will be deducted from the rental deposit. If cleaning and/or repair costs exceed the amount of the rental deposit, the rental group will be billed. Repairs will be billed at the full replacement cost incurred, including labor.
- Rental deposits paid by credit card will be refunded back to the card within 15 business days. Rental deposits paid by cash, money order, or check will be refunded by check and mailed within 30 days.

CANCELLATION POLICY:

- If at any time up to 60 days prior to the scheduled event the renter decides to cancel their event, 10% of the deposit may be retained as an administrative fee.
- Cancellation less than 60 days prior to the scheduled date will result in forfeiture of the full rental deposit.
- Cancellation less than 30 days prior to the scheduled date will result in forfeiture of the full rental fee.

RESERVATIONS:

Reservations may be made a maximum of twelve (12) months prior to desired date. Reservations made less than 30 days in advance are subject to manager approval and may be subject to additional fees or use requirements.

SPECIAL EVENT LIABILITY INSURANCE:

The City of Kent requires that all renters obtain liability insurance for their event. During your event while using City property, this insurance coverage would protect you and your guests against losses resulting from bodily injuries and/or property damage. The City requires a policy with a minimum limit of \$1,000,000 (ONE MILLION DOLLARS) of liability insurance. The policy must name the City of Kent as an Additional Insured, and an endorsement must be obtained. Proof of insurance must be provided to the City of Kent at least ten (10) days prior to the date of the event.

Proof of insurance must include these two pages:

- Certificate of Insurance
- "Additional Insured" policy endorsement form

Both pages must name the City of Kent as Additional Insured
Please use this format for the Certificate and Additional Insured endorsement form:

City of Kent
Parks and Recreation | Senior Activity Center
220 4th Ave S
Kent, WA 98032



Insurance options – You can purchase Special Event Liability Insurance from any insurance company including your home owners or rental insurance company. The cost varies based on the event size, type, length of event and alcohol service.

Potential Insurance providers (this is not a complete list).

- Event Helper www.theeventhelper.com
- Event Insurance in Minutes by RVNA www.specialeveninsurance.com
- Many additional options exist, but this is just a sample.
- Most major insurance companies offer some sort of special event insurance

ALCOHOLIC BEVERAGES:

Alcoholic beverages are allowed as long as the following requirements are met:

- Permission is required from the Kent Parks Department to serve alcohol at any event or in any venue.
- Alcohol allowed includes beer, wine and champagne. Absolutely no “hard” alcohol is allowed.
- A Washington State Banquet Permit must be obtained and displayed in the room(s) where alcohol is served and consumed. Permit may be obtained by logging on to: <https://lcb.wa.gov/licensing/banquet-permits> or, by contacting the State of Washington Business Licensing Service at 1-800-451-4985 or BLS@dor.wa.gov. Proof of permit must be provided to the facility a minimum of 10 days prior the event.
- Fundraising events planning to sell alcohol must obtain a Special Event Liquor License at least 45 days in advance of event. This can be obtained at <https://lcb.wa.gov/licensing/special-occasion-licenses>.
- The City of Kent requires these permits/licenses and requisite insurance as a condition of serving/ selling alcohol in this facility and with the intention to provide additional liability protection against the potential misuse of the substance by the host of the event and/or guests attending the event. All alcoholic beverages must be consumed within the assigned rental area. No alcohol will be allowed in restrooms or parking areas.
- It is illegal for minors to consume or serve alcohol.

LIVE BANDS: Prohibited

BOUNCY HOUSES: Prohibited

SET-UP AND TAKE-DOWN:

- The renter is responsible for all set-up, take-down and clean-up of their rented space and must be completed during your scheduled rental hours. All furnishings, including tables and chairs, must be returned to their original locations and equipment properly stored. Use caution so that floors and walls are not damaged. The city will not be liable for any personal injuries or damage to personal property. All items brought into the facility by the renter must be removed by the end of the rental including food, materials, non-city equipment and decorations. All garbage must be removed from premises and placed in the provided dumpster and the facility left clean, free of damage and intact.
- The Building Attendant will provide you with a “Rental Cleaning Check Out List”. This includes the tasks you are required to complete prior to exiting. The staff member will assist you in locating cleaning supplies and the dumpster. At the conclusion of your event, the Building Attendant will check you out using this list. Failure to check out with staff will result in forfeiture of your rental deposit.

PARKING:

- Park in designated areas only. Parking may be shared by other rental events during your rental period. Absolutely no vehicles are allowed to drive on sidewalk.

DECORATIONS:

- You may bring freestanding decorations into the facility and are responsible for removing them at the conclusion of your event.
- The use of masking/painter's tape and Command Strips is acceptable. Staples, push pins, nails, tacks, packing tape, or duct tape is prohibited.
- **NOT PERMITTED:** Fog/smoke machines, dry ice, rice, birdseed, glitter, confetti, balloons with confetti or glitter, dance wax, etc. Any specialty devices must be approved in advance
- Helium balloons are allowed under the following conditions: Attach groupings of helium balloons to a weighted object. Single balloons are discouraged as they are more likely to float to the ceiling. If balloons must be separated, please do so outside the building. If a balloon floats to the ceiling, notify the Building Attendant immediately. If the alarm system activates due to a helium balloon, you may be billed for false alarm charges incurred. Confetti balloons not permitted.
- No Candles/open flames: In compliance with City fire code and the City of Kent Fire Marshall, the use of candles and/or any other type of open flames are strictly forbidden unless approved by Facility Manager and/or Fire Marshall.
- Using any of the prohibited items will result in the forfeiture of your rental deposit.

SMOKING:

Per City of Kent Code Section 4.01.135, it is unlawful for any person to smoke, vape or use tobacco products in or on any park property or park facility, including parking lots. A \$50 fine will be assessed if you are caught using any of these products in addition to any penalty that may be assessed per Kent City Code Chapter 4.01.

POLICE SUPERVISION:

- Police Supervision may be required by venue at the discretion of the facility manager. Cost will be assessed to the renter.

ANIMALS:

- Only qualified service animals are permitted inside facilities. All other animals are prohibited.

RESPONSIBILITY:

- The renter assumes responsibility for all activities conducted on the premises. This includes but is not limited to supervision of all participants to prevent injury or damages, all housekeeping of the premises (picking up bottles, debris, and refuses, etc) and providing security to maintain order. City disclaims any liability from, and the renter agrees not to hold the City liable for, any occurrences arising from the event as described in this permit.
- The User is responsible for monitoring the actions of their guests.
- Please monitor children. Children under the age of 12 must be supervised by an adult at all times.
- Events that exceed limits of guests, or without appropriate insurance or licenses will be canceled by the Kent Parks staff. No refunds will be given for cancellation of events due to the renter not meeting the requirements.



Kent Senior Activity Center Rental Clean-Up

Renter: _____ Person(s) responsible for clean up: _____

Type of Event: _____ Date of Event: _____

The rental applicant is responsible for cleaning the room upon the conclusion of the event in accordance with the rules and regulations set forth in the Rental Information Packet and the checklist below which is provided to assist you in cleaning. You must be cleaned up and out of the facility by the designated time on your rental application. The goal is to leave the space in the same condition as it was prior to your use. The checklist outlines the minimum require for which you are responsible for. There should be NO CLEAN-UP required by Kent Parks Staff, or you will be charged for additional rental and staff fees for any additional time used. (NOTE: 1 - 60 minutes = 1 hour)

NOTE: Clean-up will take minimum of one (1) hour for, Social Hall or Kitchen depending on your menu, beverage service, number of guests, and number of people completing the cleanup, etc.

RENTAL APPLICANT RESPONSIBILITIES:

ROOM (Social Hall, Dining Room, and/or Classrooms)

- Clean all counters and tables with disinfectant spray and clean towel.
- Clean and stack chairs in stacks of 12 and fold tables and return to proper storage.
- Sweep & mop entire floor and remove any streak marks left on floor.
- Garbage cans must be emptied, and garbage placed in outside dumpster. New garbage bags installed.

KITCHEN Check if not part of the rental

- Turn off equipment.
- All appliances must be emptied and cleaned.
- Wipe down all surfaces with disinfectant spray and clean towel.
- Sweep & mop entire floor and remove any streak marks left on floor.
- Garbage cans must be emptied, and garbage placed in outside dumpster. New garbage bags installed.
- Return all equipment and cleaning supplies to staff.

FOYERS, ETC. Check if not part of the rental

- Garbage cans must be emptied, and garbage placed in outside dumpster. New garbage bags installed.
- Vacuum carpet.

BATHROOMS

- Garbage cans must be emptied, and garbage placed in outside dumpster. New garbage bags installed.
- Wipe down all counter tops.

Other

- Remove all decorations
- Return any equipment borrowed.
- Return all cleaning supplies to staff

KENT PARKS STAFF RESPONSIBILITIES:

Our staff is here to assist you with the following:

- Conduct a pre-event room inspection for cleanliness and damage.
- Inform your group of miscellaneous information.
- Enforce rules and regulation.
- Provide clean-up supplies for your group.
- Conduct post-event room inspection for cleanliness and damage.

Any damage, unreturned equipment, uncleaned areas, or additional time will result in forfeiture of your deposit and/or denial of future rental use.

TERMINATION OF CONTRACT:

- The renter agrees to comply with all local, state, and federal non-discrimination laws, regulations, and policies. All relative City of Kent ordinances will be in effect and enforced during your rental. The City of Kent reserves the right to terminate your event if staff, in good faith, perceives that you or your guests pose a risk to the safety of persons or property on the premises or that you or your guests are violating local, state, or federal laws. Upon oral notice from staff or the police that your event is being terminated, you and your guests must leave the premises immediately and you will forfeit rental fees or rental deposit. You will be responsible for the prompt removal of any personal items brought to your event. The City of Kent reserves the right to refuse rental of city premises if the renter has previously violated the rules and regulations set forth herein.

DIRECTIONS

KENT SENIOR ACTIVITY CENTER

600 E. Smith St. Kent, WA 98030 253-856-5150

FROM I-5:

Take the Kent-Des Moines exit. Head east towards Kent, the road will wind south down a hill. At the bottom of the hill (Meeker St.), continue on Kent-Des Moines Rd. which becomes Willis Street as you cross Washington Avenue. Continue on Willis to the end, turn left on Central. At the third signal, Smith St., turn right. Continue east on Smith for two blocks, turn right on to Kennebeck, the Senior Activity Center is on the left.

FROM I-405 AND HIGHWAY 167 SOUTHBOUND:

Take the "Kent-Auburn" exit from I-405. Proceed south on the Valley Freeway (167). Take the first Kent exit, "Central-84th Ave." Turn left at the bottom of the ramp. Head south on Central Ave. Turn left on Smith St. (about 1 mile). The Senior Activity Center is two blocks east on the right.

FROM HIGHWAY 167 NORTHBOUND:

Take the Willis St. exit. Turn right at the bottom of the ramp. Continue on Willis to the end, turn left on Central Ave. At the 3rd signal, Smith St., turn right. Continue east on Smith for two blocks, turn right on Kennebeck, the Senior Activity Center is on the left.



