



NORTHWEST MARITIME CENTER **RENTAL POLICIES**



GENERAL RENTAL POLICIES

- A partially refundable reservation fee is required to secure the date; full payment is due 60 days before the event.
- Except for meetings where no food or alcohol is served, all renters must provide written proof of broad form insurance coverage.
- The serving of alcohol must comply with Washing State Liquor Control Board regulations.
- Purchase of event parking may be required.
- \$150 charge for events over 100 people to cover additional staff time
- \$500 refundable security deposit required for all events
- Weekend rates apply for Fridays through Sundays
- Additional fees may apply. Please inquire for individualized quote or discounts.

NOTES ABOUT LINENS & TABLEWARE

* All tableware must be left fully clean and in equal quantity and condition to the supply at the beginning of the event.

** Linen rental orders require an additional \$50 flat-fee surcharge for delivery, pick-up, and laundering.



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SETUP

- The NWMC asks that you don't use tape for decorating or for taping cords to the floor.
- Cookware with open flames must be pre-approved by the NWMC. Candles must be contained above the flame height.
- The NWMC is responsible for setting up tables, chairs, AV equipment, and linens if they are rented through us.
- The renters are responsible for decorations and all other event preparation.
- If the kitchen will be used, it must be cleaned and restored to its original condition, including trash.
- The House Manager will be on site to ensure the event runs smoothly.

POST EVENT & CLEANUP

- It's important to have a clear understanding with the caterer and other vendors of what their duties are.
- We recommend coordinating with member of your party to assist with cleanup, removing decorations, and clearing the facility of personal items by the end of your rental time.

EXAMPLES OF "HOW TO LOSE YOUR SECURITY DEPOSIT"

DECORATIONS LEFT

BROKEN GLASS

KITCHEN LEFT UNCLEAN

SPILLED LIQUIDS

STAINED DECKS

CIGARETTE BUTTS & LITTER

FACILITY DAMAGE

TRASH NOT IN RECEPTACLES

HOLES IN WOOD PANELS