



RENTAL POLICY

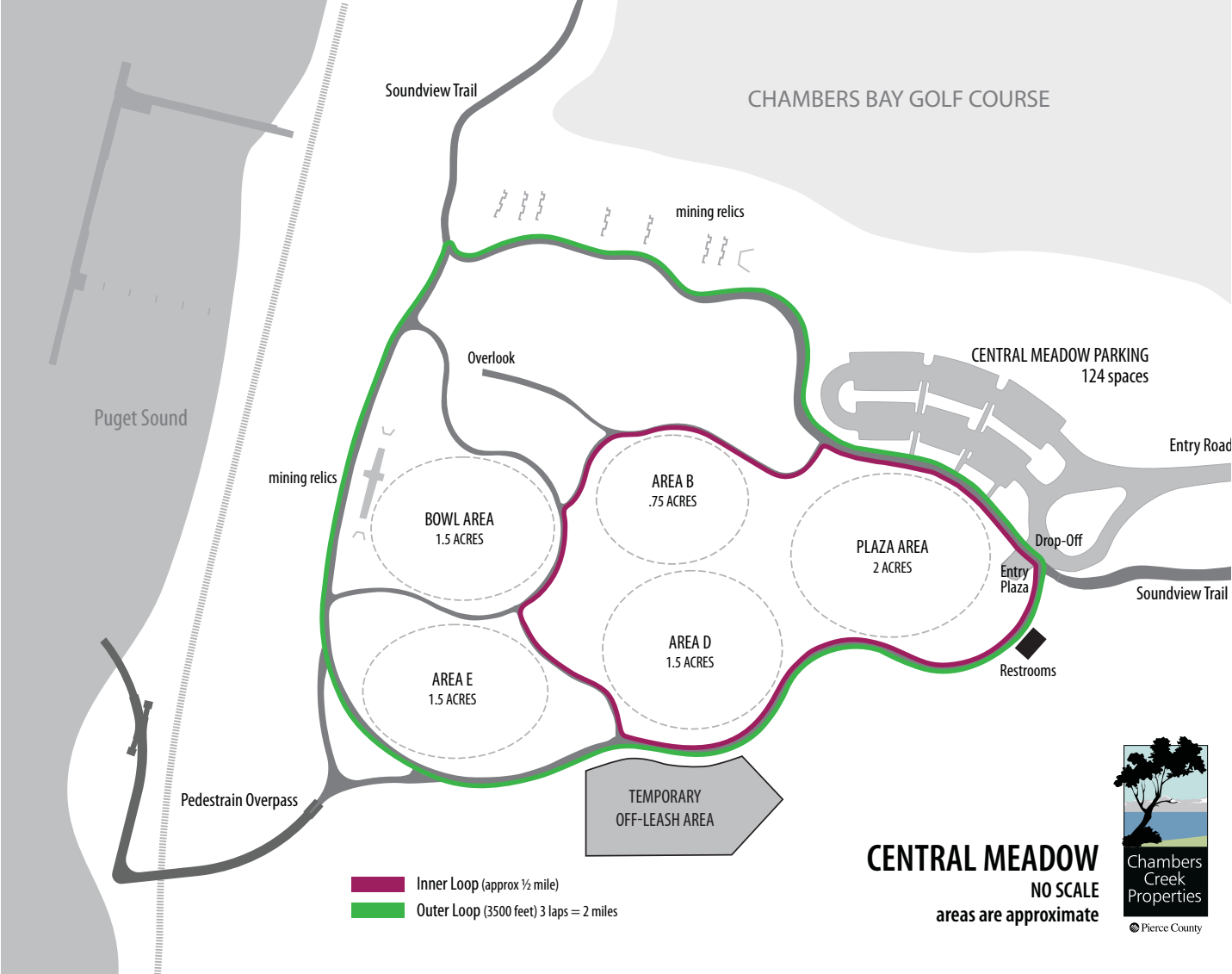
CHAMBERS CREEK PROPERTIES CENTRAL MEADOW

Updated November, 2010





CENTRAL MEADOW RENTAL AREAS



CENTRAL MEADOW RENTAL RATES

Private Events

Non-profits receive 50% discount on deposit and rental fee

*Invitation only events including:
Large parties (50+ people)
Wedding ceremonies/receptions*

\$250.00 Deposit

Per Rental Area:

2 hour minimum block	\$250.00
Each additional hour	\$100.00/hr

Public Events

Events that are advertised to the public

Walks and Runs

Non-profits ONLY–No additional discounts

Includes use of one rental area

\$250.00 Registration fee plus
\$1.00 per person

Concerts and Festivals

Non-profits receive 50% discount on deposit and rental fee

\$1000.00 Deposit

Per Rental Area:

6 hour minimum block	\$1000.00
Each additional hour	\$200.00/hr
All day (8AM-8PM)	\$2000.00
Overnight charge	\$500.00

Other Fees

No additional discounts

Sani-can rental <i>(coordinated by Pierce County)</i>	\$120.00	At least one may be required for groups of 100 or more or an all-day event
Waste and recycling disposal <i>(coordinated by Pierce County)</i>	\$50.00	Required for groups of 250 or more
Pierce County staff time	\$50.00/hour	When staff time exceeds normal coordination
Motorized vehicle deposit	\$1000.00	Allows the use of ONE vehicle per event on Central Meadow loop trails for loading and unloading ONLY. Vehicle must be moved to parking lot during event. A monitor must be present to clear pedestrian traffic on the trail.

RATES, DEPOSITS, AND PAYMENTS

RATES

Rental fees are collected to cover maintenance and operations costs. Users pay fees reflective of market rates for comparable facilities or equipment. See page 4 of this rental policy for current rates.

DEPOSITS

Your reservation is not confirmed until we receive your deposit. Part or all of the deposit may be forfeited in the event of damage to the facilities.

Deposits can be paid with a Visa or Mastercard, check, or cash. Your deposit is NOT applied to the total payment. Deposits are refunded in full after the reservation date. If paying with cash or check, please allow up to 2 weeks for refund processing through Pierce County's Budget and Finance Department.

PAYMENTS

Full payment is due 2 weeks before the reservation date. Payments can be made with a Visa or Mastercard, check, or cash.

NON-PROFIT ORGANIZATIONS

Rental fees that are discounted for non-profit organizations are noted on the rate sheet.

Non-profit organizations must be registered with the Secretary of State as a non-profit corporation or charity. Non-profit organizations are offered lower rates because of the overall value such organizations provide to citizens in our community.

CHANGES AND CANCELLATIONS

Changes to approved reservations must be submitted by email to the Event Coordinator. Last minute changes (3 calendar days before the event) may not be accommodated. Additional fees will be assessed if necessary to support the change.

Cancellations must be submitted by email to the Event Coordinator. If you cancel at least 2 weeks before the scheduled event you receive the full amount of the deposit minus a \$25.00 administrative fee. If you cancel less than 2 weeks before the scheduled event you are charged 10% of the room rental fee plus any costs incurred by Pierce County in preparing for the event, including a \$25.00 administrative fee.

AVAILABILITY

The Chambers Creek Properties are open from dawn to dusk year-round.

HOURS OF AVAILABILITY

Year-Round 8:00 am–4:00 pm

May-Sept ONLY 8:00 am–8:00 pm

Setup and cleanup must be included in the total rental time. All clean up must be complete before dusk. No exceptions.

Access to the rental area is limited to the start and end times listed on the Central Meadow Rental Form.

You will be charged for the entire rental period, even if the event ends early. Rentals that extend beyond scheduled hours will be charged double the hourly rate.

CENTRAL MEADOW IS NOT AVAILABLE TO RENT ON THESE DAYS AND HOLIDAYS

Martin Luther King Jr. Day	Independence Day	Christmas Eve
President's Day	Labor Day	Christmas
Easter	Veteran's Day	New Year's Eve
Memorial Day	Thanksgiving weekend	New Year's Day

EVENT PLANNING INFORMATION

RESTRICTIONS

Specific restrictions on use at the Chambers Creek Properties:

- No firearms may be displayed or discharged
- Fireworks and sparklers are prohibited
- Open fires and charcoal grills are prohibited. Only propane grills or stoves are allowed.

SPECIAL EVENT PERMIT

Events with more than 50 attendees may be subject to a special event permit from the City of University Place. See the City's website for contact information:

<http://www.ci.university-place.wa.us/DevelopmentSvcs/DevelopmentSvcs.asp>

SITE PLAN

Depending on the size and type of event, a site plan may be required. The Event Coordinator will work with you to develop a site plan that shows placement of tents, portable toilets, generators, trash receptacles, etc. This information is also required as part of a special event permit submitted to the City of University Place.

TENTS AND CANOPIES

Individual tents and canopies may not exceed 200 square feet. Anything larger may require a permit from the City of University Place (contact Rod Pierce at UPFD directly at (253) 564-1236).

Staking of tents is NOT allowed. Only weights may be used to secure tents and other objects or decorations.

BARBECUES

Propane grills (camp stoves or BBQs) are permitted at the Chambers Creek Properties.

NO charcoal grills or any other open flames.

GENERATORS

Depending on the size of the event, the use of generators may require a permit from the City of University Place (contact Rod Pierce at UPFD directly at (253) 564-1236).

PORTABLE TOILETS

Additional restroom facilities may be required for your event. Pierce County will coordinate rental, delivery, and pickup of the portable toilets. The cost will be included in the rental fee.

RENTAL DELIVERIES

Delivery and pick up of rental items (tables, chairs, tents, etc.) must be coordinated with Pierce County staff. Same-day delivery and pick up is preferred.

Pierce County is not responsible for items left overnight.

NOISE

You must receive approval from the Event Coordinator for any electronic amplification at the Chambers Creek Properties. You are responsible for ensuring activities do not disturb local residents.

DECORATIONS

Free standing displays and decorations are permitted. Nothing may be staked in the ground.

Tea lights or votive candles are allowed but must be approved in advance by the Event Coordinator.

Rice, birdseed, confetti, glitter, or flower petals may not be scattered or thrown at Central Meadow.

SET UP AND CLEAN UP

You are responsible for transporting items to the rental area. Carts and hand trucks are permitted on trails. The manicured lawn should be avoided as much as possible. Damage to the lawn may result in the forfeiture of part or all of your damage deposit.

An approved motorized vehicle may be allowed on the trail for loading and unloading only (\$1000 deposit-see Other Fees section of rate sheet on page 4).

All decorations and garbage must be picked up – Nothing may be left in the rental area.

Trash and recycling must be bagged and placed in one location in the rental area. Pierce County staff will pick up trash and recycling.

ALCOHOL

Alcohol is permitted at scheduled events when approved by the Event Coordinator. Alcohol must remain inside the reserved area during the rental time and is PROHIBITED EVERYWHERE ELSE at the Chambers Creek Properties.

If you plan to serve alcoholic beverages at your event, you must comply with the provisions of our alcohol policy. This applies to any alcohol, including champagne toasts:

- Proof of LIQUOR LIABILITY INSURANCE coverage is REQUIRED
- Someone must be responsible for serving all alcohol (no self-service)
- A Washington State Banquet Permit must be purchased and displayed near the serving area. These permits are available at any Washington State Liquor Store

The purchase of special event “Host Liquor Liability” insurance may be allowed in certain circumstances. Its use must be approved in advance by the Event Coordinator and Pierce County’s Risk Management Department.

Non-profits who hold special events at which spirits, beer, or wine is sold must obtain a Special Occasion License from the Washington State Liquor Control Board.

Underage drinking is strictly prohibited. If suspected, the University Place Police Department will be called. Underage drinking will result in the immediate end to the event. No refunds are available if this occurs during the rental. Forfeiture of your damage deposit will result, and you may be billed for any additional expenses.

FOOD AND CATERING

Note: There is no power and only limited water at Central Meadow.

Food prepared in a licensed kitchen does NOT require the use of an approved caterer (ex. box lunches, continental breakfast, food drop-offs, and packaged snacks)

You must choose from the list of approved caterers if the event will require the heating or serving of hot foods (buffet or table service). The caterer must remain on site to supervise the serving of food during the event.

A current list of approved caterers is on the ESB rental website: www.piercecountywa.org/eventrental.

Approved caterers provide proof of the information below. The list is updated annually in February:

- Valid Tacoma-Pierce County Health Department off-site catering permit
- A current business license
- Proof of liability insurance (including liquor liability if they serve alcohol)

Potlucks or food prepared at home are not permitted at scheduled events.

LOCATION

The event location should be referred to correctly on invitations, flyers, advertisements, and promotional material as:

Chambers Creek Properties Central Meadow *or* Central Meadow at Chambers Creek Properties
6320 Grandview Dr W
University Place, 98467

SIGNAGE

Pierce County staff will put up notices in advance about large walks and events but will not promote or advertise them.

You are responsible for signage specific to your event.

- Signs must be free standing, not staked in the ground or attached to fencing.
- Signs cannot block the trail or obstruct its use.

WALKS/RUNS

Pierce County cannot close the trail system for walks/runs without significant temporary fencing (at your expense). Unless temporary fencing is installed, events must allow access for regular use by the public.

Walk monitors must be posted along the route at regular intervals appropriate to the size of the event. The monitors should be able to communicate with walk organizers and County staff using cell phones or radios. A contact list must be provided to Pierce County staff.

If event requires closure of entire areas at Central Meadow, you will need to provide for temporary fencing to be installed and removed on a schedule approved by Pierce County.

CONCERTS

A performance bond may be required in addition to the damage deposit depending on the size and type of event. Contact the Event Coordinator to discuss your plans.

If event requires closure of entire areas at Central Meadow, you will need to provide for temporary fencing to be installed and removed on a schedule approved by Pierce County.

OVERNIGHT STAYS

No overnight stays (in vehicles, tents, etc.) are permitted at the Chambers Creek Properties. Violators are subject to arrest and criminal prosecution under applicable state, county and city laws.

ANIMALS

Your pets are welcome at the Chambers Creek Properties but they must be kept on a leash at all times. Leash and scoop stations are provided around Central Meadow. Please pick up after your pet.

Off-leash activities must take place inside the temporary off-leash area at Central Meadow (subject to availability).



CENTRAL MEADOW

Central Meadow is part of the Pierce County-owned Chambers Creek Properties. The Meadow features an 11-acre manicured lawn with panoramic views including Chambers Bay golf course, Puget Sound, and the Olympic Mountains.

It is an ideal location for planned outdoor events such as family reunions, weddings, and parties as well as a staging area for walks and runs on the trail system.

Part or all of Central Meadow is available to rent for special events through the Public Development Division's Event Coordinator. Following the rental process ensures the availability and safety of the site for all users. It also allows adequate resources to be available for the event and helps avoid overuse of the facilities.

Casual use of the meadow by small groups (less than 50 people) is permitted with the understanding that there are no guarantees of availability or any other amenities.

Visitors to the Chambers Creek Properties must comply with all posted rules and notices.

ADMINISTRATIVE RESPONSIBILITIES

The Department's Public Development Division is responsible for coordinating Central Meadow rentals and is authorized to:

- Establish policies, guidelines, and procedures for use of Central Meadow facilities
- Create and update the Central Meadow rental form
- Establish fees to be charged for use of facilities
- Maintain a calendar of scheduled events

CONTACT INFORMATION

Address 9850 64th St W
University Place, WA 98467
Email pceventrental@co.pierce.wa.us
Phone (253) 798-4050
Website www.piercecountywa.org/eventrental

The Event Coordinator is responsible for implementing policies related to use of Central Meadow facilities. The Event Coordinator's office is located at the Environmental Services Building.

The Central Meadow rental form is available online at www.piercecountywa.org/eventrental. The completed form should be submitted at least 3 weeks in advance of the desired date.

TERMS AND CONDITIONS OF USE

Freedom of expression is indispensable; however, Central Meadow may not be used in ways that obstruct or disrupt County operations, the freedom of movement, or any other lawful activities.

Pierce County will not make its facilities or services available to organizations that do not comply with the terms of the Americans with Disabilities Act (ADA) or the Rehabilitation Act of 1973 (RA). Uses must not impose restrictions nor alter facilities in a manner that would violate the ADA or RA.

Pierce County will not make its facilities or services available to organizations that discriminate against any person because of race, color, religion, national origin, sex, age, handicap, or status as a Vietnam era or disabled veteran, except where such organizations have been exempted from provisions of applicable state or federal law or regulations.

SAFETY AND LIABILITY

Rental approval is granted with the express understanding and condition that you or your organization assume full responsibility for any loss, damage, or claims arising out of such use. You are responsible for complying with:

- All applicable Pierce County policies, procedures, and regulations
- The approved terms permitting use of Central Meadow and any conditions that may be imposed by the Event Coordinator
- Local, state and federal laws, ordinances, rules and regulations, including but not limited to fire, health, safety, noise, and alcohol use

Pierce County is not responsible for any damage or loss occurring to your property during the rental of Central Meadow.

Pierce County is not responsible for the content of any presentations or events held at Central Meadow by a non-County organization.

You may be required to submit proof of liability insurance when the event involves physical activity, or proposed use will otherwise increase the risk of bodily injury above normal levels. Coverage must show limits of at least \$1 million per occurrence (\$2 million aggregate).

A Pierce County staff person will be available during events to ensure that users comply with all policies.

VIOLATIONS

If you violate Central Meadow rental policies and procedures you will be advised of the violation and asked to leave the Chambers Creek Properties. Failure to comply with the request could subject you to arrest and criminal prosecution under provisions of applicable state, county and city laws or ordinances. Violators may be refused future use of rental facilities.

APPROVAL OF REQUESTS

To make a reservation, contact the Event Coordinator to determine availability. Once availability is confirmed, fill out and return the ESB Rental Form to the Event Coordinator. The Event Coordinator will enter your information into the reservation system and email you confirmation including amount due and any other special instructions. Your reservation is not approved until Pierce County receives your deposit and you receive a confirmation email from the Event Coordinator.

