

Edmonds Waterfront Center **Venue Rental Policies**



Edmonds Waterfront Center Weekend Rental Hours

Friday	5:00pm – Midnight
Saturday	10:00am – Midnight
Sunday	10:00am – 10:00pm

Edmonds Waterfront Center Weekday Rental Hours (LIMITED)

Monday – Thursday 8:00am – 9:00pm

Note: The EWC and the City of Edmonds host programs and activities during these hours, so availability for room rentals is limited.

Edmonds Waterfront Center Office Hours

Monday – Friday 8:00am – 4:00pm

City of Edmonds Programming Hours

Monday – Thursday 4:00pm – 9:00pm

FREQUENTLY ASKED QUESTIONS AND GUIDELINES

Q: How do I check room availability?

A: Please visit the venue rental section of our website: <https://www.edmondswaterfrontcenter.org/rentals>. Fill out the linked EWC Venue Rental Request form and a rental team member will check availability for you.

Q: How many people can you accommodate?

A: We have rooms that can accommodate group sizes from 10 – 300 people based on the type of event and seating requirements. Please see our Pricing pages for additional details.

Q: How do I book a room?

A: If we can accommodate your request (once you've returned the EWC Venue Rental Details fillable pdf we provide you), a Venue Rentals Team member will work with you to confirm availability and draft a contract.

Q: When do I need to pay for my venue rental?

A: If booking your event more than 90 days in advance, a nonrefundable booking payment of 50% is required to finalize your reservation. The final payments, including a refundable security deposit, are due 90 days before the event. If your event is happening less than 90 days from booking date, payment in full, including a refundable security deposit, will be due at the time of your reservation.

Q: What forms of payment may I use?

A: You will receive secure payment links to pay with a credit card or you may pay with a check. A fee of \$50.00 will be charged for all returned checks.

Q: What does the refundable security deposit cover?

A: The security deposit is refundable provided all the conditions you agreed to on your venue rental contract are met and no damage occurs during your event.

Q: Am I required to use your caterer?

A: All food served on the first floor of the Edmonds Waterfront Center (excluding wedding cake) must go through our exclusive caterer. Any food served on the second floor for groups of more than 50 people must go through our exclusive caterer. You can reach Shooby Doo Catering by contacting Sierra Noble at 206.383.1602 or ewc@shoobydoocatering.com.

Q: What are your catering rules and regulations? May we provide our own food? May we have a potluck?

A: Full-service catering is required for all events on the 1st floor and for events with more than 50 people on the 2nd floor. Our exclusive caterer for the building is Shooby Doo Catering.

For 2nd-floor events with 50 or fewer people, you are welcome to bring your own prepackaged party platters, boxed lunches or have a potluck. **No outside catering services are permitted anywhere in the building.** Food preparation by anyone other than Shooby Doo Catering is not permitted anywhere within the Edmonds Waterfront

Center. Use of the first-floor commercial kitchen is not permitted. The 2nd floor Teaching Kitchen is for display and demonstration only and is not to be used for cooking or reheating food by any venue rental guests.

Q: Do you provide linens, dishes, serving pieces, etc., for venue rentals at the Edmonds Waterfront Center?

A: The Edmonds Waterfront Center does not provide these items. Shooby Doo Catering would be happy to procure rental items from local rental companies.

Q: What facilities and equipment come with my venue rental?

A: Rental of all Edmonds Waterfront Center rooms include use of tables (60" round and 72" wide banquet tables) and chairs. See EWC Venue Rental Details form for a list of available equipment and furnishings.

Q: If I'm the renter/contract holder, what are my responsibilities?

A: The contract holder is responsible for all payments to be paid on or before each due date. The contract holder must provide required permits and liability insurance. The contract holder must agree to all Edmonds Waterfront Center policies and guidelines and accept responsibility for the venue rental.

Q: Can I decorate the venue rental space?

A: Only freestanding floor and table decorations are permitted. Candles may be used if they are enclosed in a hurricane glass or vase (wick must be 3" below top edge of the container). Bubbles are permitted outside the building for the "send-off." Obtain easy-release tape from an EWC Building Monitor for taping down floor cords. This tape is not permitted anywhere else in the space. **Affixing anything to ceiling, walls, lights, doors, columns, or windows is not permitted.** Use of dry ice, fog/smoke machines, piñatas, rice, birdseed, glitter, sparklers, confetti, petals (real or fake), either inside or outside the Edmonds Waterfront Center is not permitted. The use of chalk on any sidewalk or the patio area is not permitted. Any additional equipment brought in by the renter must be pre-approved by Edmonds Waterfront Center staff and is subject to space availability.

Q: Is the Community Lounge (lobby) part of my rental space?

A: The Community Lounge can be rented with the Banquet Room for a private event, otherwise it is open for public use.

Q: Is the public allowed in the building when I'm holding an event at the Edmonds Waterfront Center?

A: Yes, the public is allowed in the building during your event. You do have the option of a full-building buyout based on availability. Please contact the Venue Rentals Team for availability and pricing.

Q: Who is responsible for set-up and clean-up of my event?

A: For events with full-service catering, Shooby Doo Catering will handle the set-up and teardown. For all other events, including platter drop-offs from Shooby Doo Catering, you are responsible for the set-up, teardown, and clean-up. To have EWC perform these tasks for you, request that this optional service be added to your contract.

A walkthrough will be done with you by a Building Monitor at the beginning and end of your venue rental; and a signature is required at the end of your venue rental. Any damage found will be documented and deducted from your security deposit.

Q: What type of alcohol can we have at our event at the Edmonds Waterfront Center?

A: Renters on the 2nd floor with 50 or fewer people at their event can serve beer, wine, and champagne provided the required permit(s) and liability insurance are on file with EWC. No kegs are allowed. For events with full-service catering, Shooby Doo can provide alcohol service. See the Alcohol Information pages and Insurance Information page (later in these Policies) for more details on restrictions, permits, and liability insurance.

Q: Are we allowed to have a DJ or a band?

A: Yes, DJs and bands are allowed. We have a sound and lighting system in the Banquet Room; however, you may want to check with your DJ or band in terms of equipment they may need to bring in addition to what is provided.

Q: Do you have a stage available for our use?

A: All stages are rented and we are happy to provide a quote. Quotes will include delivery, installation, and pick-up. The stage rental must be coordinated by the EWC Venue Rentals Team or Shooby Doo Catering.

Q: May we use barbecue grills or propane tanks to cook food for our event?

A: No. No food preparation is allowed on site.

Q: How do I schedule my one-hour wedding rehearsal?

A: A one-hour wedding rehearsal is included with your Banquet Room rental and can be scheduled Tuesday, Wednesday, or Thursday, 3PM to 4PM, based on availability, provided all venue rental payments have been paid in full.

Q: When do you accept deliveries?

A: Deliveries can be made at the start-time listed on your contract. We ask that all items be picked up at the end of your event. All items left onsite will be donated to our thrift store and may forfeit your refundable security deposit.

Q: Is parking available?

A: Yes. Parking is limited. We have 70 parking spaces at the Edmonds Waterfront Center site, where parking is limited to four hours and is first-come, first-served. This is a City of Edmonds lot that is open to the public and used by those accessing the beach. Along with street parking, there is additional parking at the Fishing Pier lot half a block south of our building at the corner of Dayton and Railroad Avenue. Street parking and the Fishing Pier lot are limited to three hours. There is no charge for any of our parking options, but parking limits are enforced by the City of Edmonds. Referrals for valet services will be made available on request.

Q: Is the Edmonds Waterfront Center accessible?

A: Yes, the entire facility is ADA accessible to persons with disabilities.

Q: Is the Edmonds Waterfront Center open on holidays?

A: Edmonds Waterfront Center is closed New Year's Day, MLK Day, Washington's Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving and the day after Thanksgiving, Christmas Eve, and Christmas Day.

Q: Is there any reason the Edmonds Waterfront Center would cancel my reservation?

A: It is very unlikely that your reservation will be cancelled by Edmonds Waterfront Center. If we do have to cancel, all venue rental payments will be refunded. EWC will make every effort to reschedule your event at a mutually agreeable time. However, reservations may be denied or revoked, and all payments forfeited, when an applicant has made any misrepresentation or failed to disclose any pertinent information.

Q: What happens if our event is put on hold from a "Force Majeure"?

A: The Edmonds Waterfront Center will make every effort to reschedule your event to a mutually agreeable date and time. All payments will be transferred over to the new event date. In the event of a cancellation, a refund will be provided less a \$500 administrative fee.

Q: May I use the Wedding Circle for my wedding or reception?

A: The Waterfront Wedding Circle can be rented with the Banquet Room. If the renter of the Banquet Room declines usage, then the Wedding Circle will become available for rent with other room rentals.

Q: May I use the Patio area for my event?

A: The EWC has an outside patio area available for your guests to enjoy, however please note that the patio is within the city park limits, open to the community, and no alcohol is allowed.

Q: May I use the Outdoor Balcony?

A: Yes, you can use the outdoor balcony located on the second floor, in conjunction with rental of the upstairs Heron & Eagle rooms (MP1&2) for your event. The Balcony is available for use only until 10PM.

Q: How does the EWC use the proceeds from venue rentals?

A: Rental proceeds support EWC's mission to connect and strengthen our community through programs, services and activities that engage, inspire and support people of all ages.

DATE CHANGE & CANCELLATION POLICIES

DATE CHANGES

- All date-change requests must be received in writing (email is acceptable).
- Approval of a date change is subject to EWC facility and staff availability.
- Date changes received 89 days or less prior to event date are subject to a \$500 administrative fee.

CANCELLATIONS

- All cancellations by the renter must be made in writing (email is acceptable).
- Cancellations received 90 days or more prior to rental: Booking payment is forfeited. All other fees paid will be refunded.
- Cancellations received 89 days or less prior to rental: Only the security deposit is refundable.
- Force Majeure: In the case of a catastrophic event including fire, flood, pandemic or other emergency, Edmonds Waterfront Center will make every effort to reschedule your event to a mutually agreeable date and time. All payments will be transferred over to the new event date. In the event of a cancellation, a refund will be provided less a \$500 administrative fee.
- Should the Edmonds Waterfront Center have to cancel your event for reasons other than a catastrophic event, all rental payments will be refunded or we will make every effort to reschedule your event.

NO-SHOWS

If a rental does not show for its scheduled rental, it will be treated as a cancellation.

INSURANCE INFORMATION

EVENTS THAT REQUIRE INSURANCE

- INCLUDE BUT ARE NOT LIMITED TO
 - o Events serving alcohol
 - o Events anticipating 100 or more people
 - o Events deemed to be high risk
 - o Events open to the public and those charging an entry fee

LIABILITY INSURANCE FOR EVENTS

Liability Insurance must include the following:

- **Alcohol liability clause**, if alcohol is being served
- **Limits** of no less than **\$1,000,000 per person/per incident *AND* \$2,000,000 general aggregate**
- Both **"Edmonds Waterfront Center" *AND* "City of Edmonds"** must be listed as **Additionally Insured**
- Event **date, time, and location**
- **Endorsement** that the **renter's insurance coverage shall be primary** insurance as respects to the Edmonds Waterfront Center and the City of Edmonds and provide the endorsement
- **Insurance must be in the renter/contract holder's name**

OBTAINING INSURANCE

- Most major insurance companies offer this one-time event insurance. Contact your personal home, auto or liability insurance, as they may already offer this type of coverage. Or visit <https://www.theeventhelper.com/#k853aa>.
- Insurance must be in the renter/contract holder's name
- A copy of your Certificate of Insurance must be received by the Edmonds Waterfront Center no later than 14 days prior to the date of your event

ALCOHOL INFORMATION (sheet 1 of 2)

WASHINGTON STATE PERMIT/LICENSE REQUIRED FOR SERVING ALCOHOL AT EDMONDS WATERFRONT CENTER

Special Licenses and Permits - The Washington State Liquor and Cannabis Board issues three permits and licenses for one-time-only events – refer to www.lcb.wa.gov. The Edmonds Waterfront Center requires a copy of all permits and licenses to be submitted to the Edmonds Waterfront Center at least 14-days before your event.

1. **Banquet Permit**: Allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business.
2. **Special Occasion License**: Allows a bona fide nonprofit organization to sell liquor at a specified time, date and place. Examples include a fundraising dinner, gala event, auction, or wine tasting. The application and fee must be submitted 45 days before the event.
3. **Raffle Permit**: Allows a bona fide nonprofit organization to raffle liquor to its members at a specified date and place. The application and fee must be submitted 30 days before the event.

Banquet Permit:

- A Banquet Permit is required to allow the service and consumption of beer, wine and champagne for any group regardless of size.
- No hard alcohol is permitted on the second floor of the Edmonds Waterfront Center unless it is being served by a licensed Shooby Doo bartender or an independent Washington State licensed bartender carrying \$2,000,000 or more in liability coverage. Use of an independent licensed bartender must be coordinated with the EWC rentals team to ensure all required documentation has been received and reviewed.
- The Banquet Permit must be in the renter/contract holder's name unless contract holder is using the services of Shooby Doo Catering to provide/serve alcohol.
- Permit can be obtained from the Washington State Liquor and Cannabis Board at <https://lcb.wa.gov/licensing/banquet-permits>
- A copy of your Banquet Permit must be received by the Edmonds Waterfront Center no later than 14 days prior to the date of your event
- Permit holder must sign the bottom of the banquet permit before submitting it to Edmonds Waterfront Center

ALCOHOL INFORMATION (sheet 2 of 2)

Special Occasion License (for non-profit organization selling alcohol):

- Special Occasion license applications and fees *must be filed at least 45 days in advance of the event* with the Washington State Liquor and Cannabis Board <https://lcb.wa.gov/licensing/special-occasion-licenses>
- A copy of the approved Special Occasion License must be received by the Edmonds Waterfront Center no later than 14 days prior to the date of your event

SERVING ALCOHOL DURING YOUR EVENT

- All alcohol served on the first floor of the Edmonds Waterfront Center must be provided by and served by Shooby Doo Catering.
- For groups of 50 or fewer on the second floor: beer, wine and champagne in bottles or cans does not require a State of Washington licensed bartender. A banquet permit or special occasion license is required. A copy of the signed banquet permit must be provided to the Edmonds Waterfront Center, and the renter is required to post the original signed copy at the event.
- For groups over 50, any alcohol consumed requires a State of Washington licensed bartender. Please contact Shooby Doo Catering for information on hiring a licensed bartender. Any licensed bartender serving alcohol on the premises of the Edmonds Waterfront Center must also carry liability insurance of \$2,000,000.00 or more and a copy of the person's license must be provided to the Edmonds Waterfront Center.
- No kegs are permitted at event rentals taking place on the second floor of the Edmonds Waterfront Center
- Consumption of alcohol by minors is prohibited by State Law and will be strictly enforced. The event will be terminated if consumption of alcohol by minors is allowed. In addition, police will be called, and those violating this law will be subject to arrest.
- The individual signing the contract and purchasing the Banquet Permit or Special Occasion License will have the legal responsibility for any guest's consumption of alcohol.
- All alcohol must be consumed within the rental space for the event.
- Alcohol service must stop one hour before the designated end of your rental time.