



Tumwater Old Town Center Reservation Form

Office Use Only
Date: _____
Rept #: _____

Name: _____

Organization (if applicable): _____

Mailing Address: _____ City: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Date of facility use: _____ Time: _____ to _____

Type of event: _____ Approximate attendance: _____

Rental Policies

- The Tumwater Old Town Center (OTC) is available for rental on **Saturdays and Sundays only**.
- A minimum rental of **3 hours** is required.
- Rental Rates: \$75 per hour **plus** a \$120 refundable security deposit (see below).
- Security deposit will be refunded after rental if facility is left in same condition as found. Your party will be held financially responsible for any damages to OTC property.
- Make checks payable to: Tumwater Parks & Recreation.
- Rental includes use of first floor **excluding the kitchen**.
- Capacity: 150. Includes game room, gym, and dining room.
- In order to secure reservation, receipt of reservation fee, security deposit, and this completed form is required.
- Upon receipt of reservation fee, security deposit, and this completed form, a security code will be issued for accessing the main 2nd Avenue entrance.
- Access to the building is through the 2nd Avenue door only. Please do not attempt to use or open other facility doors.
- If alcohol is to be served, the state liquor board may require that a Banquet Permit be obtained at least seven working days in advance of the event.
- All garbage is to be deposited in the appropriate outside receptacles. Brooms, mops, and all cleaning products are located in the janitor closet for customer convenience in returning the center to its original condition.

Tumwater Old Town Center
 215 N. 2nd Avenue SW, Tumwater WA 98512

Please mail form and payment to:
Tumwater Parks & Recreation
 555 Israel Rd SW, Tumwater WA 98501
 Phone: 360-754-4160 Fax: 360-754-4166

FACILITY USE AGREEMENT FORM

I/We the undersigned understand and agree to comply with the following conditions during any and all periods we utilize the Old Town Center:

1. This rental is for use of the first (bottom) floor of the Old Town Center only. The kitchen, storage areas, computer room, mechanical rooms, elevators, second floor, and outside play areas are not for public use. No access to the kitchen is allowed. However, you can bring in your own food.
2. Standard equipment includes all furnishings, game tables, cold/hot table, and coffee maker. You may rearrange tables and chairs for your event. Return all items to their original location before leaving.
3. Guests agree to utilize the building, grounds, and associated parking areas conscientiously, as well as to conduct themselves in a manner conducive to good neighbor relations.
4. If liquor is to be served, a banquet permit may be required and must be obtained in advance from a Washington State Liquor Store. To determine the requirement for a permit, go to www.liq.wa.gov and open the link to "Banquet Permit Information". Banquet permits, posting, and monitoring of guests are the responsibility of the renters.
5. No adhesives are to be affixed to surfaces if such adhesive may cause damage to the surface.
6. The center is a non-smoking facility.
7. Upon departure, the facility, equipment, and associated parking areas must be left in the same order and condition as found. All garbage must be removed to outside receptacles. All surfaces must be left clean.

RELEASE OF LIABILITY

I agree to hold harmless, defend, and indemnify the City of Tumwater from all claims that might be filed against the Parks & Recreation Department and/or the City of Tumwater, its hired or contracted employees, volunteers or agents, for any and all injuries or losses that may be suffered because of my/our use of city property, facilities, and equipment in consideration of permission granted by the city for use. I also understand that parking is limited and every effort should be made to carpool.

I agree to leave the facility in a neat and clean condition. I understand that by signing this form, I am responsible for the state in which the Old Town Center is left. I have read, understand, and agree to the reservation rules listed above.

Signature: _____

Date: _____

Printed Name: _____

Form must be signed and dated. Thank you.

Access Code and Instructions

(Staff will provide access code after fees & form are received)

This is your code for accessing the Old Town Center. This four-digit code will allow you to access the first floor of the building only. Punch your code into the keypad that is at the front door entrance of Old Town Center. After you enter your code, the door will be unlocked and a green light will come on. You may now enter the building. Upon exiting the building, lock up the center, and please be sure all the lights are off and the center is clean. Check the door to make sure it has completely closed behind you and re-enter your 4-digit code. A red light will come on showing that you have armed the building. Thank you for your cooperation.

Your access code for Old Town Center is: _____ **Note: You may want to write this code down in another location in case this sheet is misplaced.**

For center emergencies the day of the event, contact Todd Anderson at 239-6315 or Charlie Groth at 239-1538.