



# Puyallup Activity Center's Rental Information Packet

## QUICK FACTS

- \* 12,000 square feet
- \* 3 Classrooms
- \* 1 Multi-Purpose Room
- \* Commercial Kitchen

**Puyallup Activity Center**  
**210 West Pioneer**  
**Puyallup, WA 98371**

**253-841-5564**  
**[sborden@ci.puyallup.wa.us](mailto:sborden@ci.puyallup.wa.us)**  
**[doug@ci.puyallup.wa.us](mailto:doug@ci.puyallup.wa.us)**

# PUYALLUP ACTIVITY CENTER

## RENTAL INFORMATION

### Rental Procedures

1. Reservations must be made through the Puyallup Activity Center.
2. A completed rental agreement must be submitted with the appropriate deposit to secure your date.
3. Prioritization is first come, first served. Reservations may be taken 18 months in advance on a rolling 18-month period.
4. The person requesting the reservation must be at least 21 years of age and plan to be present at the event. The applicant will be responsible for all aspects of the use, including payment of fees and deposits, as well as for any damage to equipment or property above and beyond the deposit.
5. Allow time for set up/decorating and clean up within your reservation time.
6. Appropriate certificates of insurance with minimum coverage limits will be required from user organizations, sponsors, hosts, and/or caterers, depending on the type of event proposed.
7. **If alcohol will be present at a function, the renter must meet all obligations of the Washington State Liquor Control Board. Renter must obtain a Banquet Permit two weeks prior to the event. A copy of the permit must be provided to the Activity Center Supervisor and a copy must be posted in the Building during the event.**

### Payment Procedures

1. A facility deposit of 50% of the total fee is payable upon reservation. The balance is due 60 days prior to the event. **The deposit is not refundable unless the time period is re-rented.** The damage deposit is due 14 days prior to the event.
2. The damage deposit will be refunded following your event provided there are no damages to the equipment or building as a result of your use. If the Puyallup Activity Center Staff determines there has been any damage or clean up issues, the renter will be contacted within two working days to discuss damage/clean up issues. Any damages above and beyond the deposit will be the renter's responsibility, with the renter being invoiced by the City of Puyallup.
3. If your deposit is made by check or cash, a refund check will be sent to the renter. It normally takes 2-3 weeks to process the refund and for the check to be sent. If your deposit is made on a credit or debit card, your refund will be credited back to your card.

### Set Up & Clean Up

1. Set up and clean up are to be conducted during your rental time.
2. Puyallup Activity Center staff will be on site to set up tables and chairs as per arrangement provided by renter.
3. Puyallup Activity Center staff will also be responsible for set up of all city owned audio/visual equipment.
4. Renter will be responsible for clean up at the end of the event to include: Removal of all decorations, trash placed in trash bags and placed in dumpster, general pick up of facility.
5. Puyallup Activity Center staff will be responsible for take down and removal of tables, chairs, and all city owned audio/visual equipment.

# PUYALLUP ACTIVITY CENTER

210 West Pioneer  
Puyallup, WA 98371  
(253) 841-5518

Contact: Puyallup Activity Center  
(253) 841-5564 - Office

E-mail: [sborden@ci.puyallup.wa.us](mailto:sborden@ci.puyallup.wa.us)  
[doug@ci.puyallup.wa.us](mailto:doug@ci.puyallup.wa.us)

**Shown by appointment only**

## **Capacity**

The Multi-Purpose Room accommodates approximately 100 guests in banquet style seating. Class room capacity varies, with a maximum capacity of 41 in a theater style arrangement.

## **Price Range**

Varies according to event, date, number of hours.

## **Catering**

Select an off-premise caterer of your choice or a list of available caterers can be provided.

## **Types of Events**

Meetings, seminars, company or holiday parties, retreats, reunions, trade shows, banquets, birthdays, anniversaries, weddings, receptions and more...

## **Availability and terms**

Reservations are accepted up to 18 months in advance. A 50% deposit and completed rental form is required to secure a date. A refundable damage deposit is required.

## **Description of Services and Facility**

**ADA:** complies with all ADA regulations

### **Banquet Services:**

- **Seating:** chairs, round tables, and rectangular tables provided
- **Servers:** service staff provided by caterer
- **Bar Facilities:** caterer or renter arrange for all beverage service and the requisite banquet permit
- **Linens:** provided by renter/caterer
- **China and Serviceware:** provided by your caterer or renter
- **Decorations:** must be approved prior to rental
- **Clean Up:** renter must provide clean up

### **Special Services:**

Staff person remains on site during your event.

**The Puyallup Activity Center is not available for rental on Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Easter, and Independence Day.**

## Fee Schedule

### Multi-Purpose Room

Friday, Saturday, Sunday and Holidays  
(2 hour minimum) \$100.00 per hour

Includes: kitchen, set up, and one attendant  
-Additional Event hours \$80.00 per hour

Monday- Thursday \$50.00 per hour  
(2 hours minimum)

Includes kitchen, set up, and one attendant  
-Additional set up, clean up, event hours \$50.00 per hour

Renter Set Up \$50.00 per hour

### Classrooms

Monday-Thursday  
Class Room Rentals (2-hour minimum) \$30.00 per hour

Friday – Sunday \$35.00 per hour

Kitchen (kitchen only rental) \$40.00 per hour (with attendant)

Damage Deposit – per use (refundable)  
\$150.00 (Class Room)  
\$300.00 (Multi-Purpose Room)  
\$500.00 (Rental w/ Alcohol)

Event Late Charge \$150.00 per hour

Cleaning Fee \$60.00 per hour

In the event that extra staffing is required to adequately supervise the facility and event, the renter will be charged \$20.00 per hour per additional staff member. This decision will be at the discretion of the Puyallup Activity Center Supervisor.

### **AVAILABILITY: - \*\*Fees and Availability are subject to change\*\***

5:00 p.m. to 10:00 p.m. on Friday

8:00 a.m. to 10:00 p.m. on Saturday and Sunday

6:00 p.m. to 10:00 p.m. Monday through Thursday

(Earlier hours may be requested to accommodate an early morning event)

Music and/or any loud activity is required to be discontinued by 9:30 p.m.

Adopted by Council 1/23/2018

# PUYALLUP ACTIVITY CENTER

## General Facility Rules

- **Smoking is prohibited in the Puyallup Activity Center by City Ordinance. Violators may be cited.**
- **Assistance animals only permitted in the Puyallup Activity Center.** Any other requests to have animals in the facility must be approved by the Activity Center Supervisor. Requests must be submitted in writing a minimum of 30 days prior to the event.
- Appropriate certificates of insurance with minimum coverage limits will be required from user organizations, sponsors, hosts, and/or caterers, depending on type of event proposed. Additional insurance requirements may apply if alcohol is to be available for consumption during event (whether sold or not), and if the event involves athletic participants.
- If renter has alcohol at event, it is renter's responsibility to provide a Banquet permit for the event. The permit must be posted at the Activity Center during the event. **If you will be selling alcohol at your event, please contact the Activity Center Supervisor immediately as there are different permit requirements (which must be submitted 30 days prior to the event).**
  - **Last Call for alcohol shall be 30 minutes prior to the scheduled event end time.**
- Exits may not be blocked by tables, chairs, staging, decoration etc.
- **Decorations must be approved by Activity Center Supervisor prior to the event.**
  - \*No rice, birdseed, confetti or glitter allowed inside or outside the facility.
  - \*No open flame decorations permitted.
  - All decorations should be floor mounted, on tables, etc.
  - **\*Do not use tape, tacks, nails etc. on walls, floors, chairs or tables.**
  - \*All decorations must be removed before departure.
- All equipment must remain inside the facility.
- Do not tamper with circuit breakers, Audio/Visual equipment, HVAC, light plugs or restroom fixtures.
- No outside banners advertising events except where specifically designated or provided for such purpose.
- Monitor the actions of your guests. Make sure that the facility and equipment are treated respectfully.
- Work with the staff to ensure that facility and all equipment, etc. are left as they were found upon arrival.
- Please monitor children. Children under the age of 12 must be supervised by an adult at all times.
- At the discretion of the Parks and Recreation Director, renters may be required to provide security personnel for the event (See special requirements on back).

## **Requirements for Security, Licensed Bar Service or Additional Staffing**

- At the discretion of the Parks and Recreation Director, renters may be required to provide security personnel for their event.
- Any youth event with over 75 people will require licensed bar service if alcohol is served. Proof of license will be required 14 days prior to the event. In addition, security will be required for the event.

\*\* - If the event requires security, it must be provided by an off-duty Puyallup Police Officer and all cost for the security will be paid by the renter. The renter must arrange security for their event with the Puyallup Activity Center Supervisor. **Approximate Cost for Security - \$80.00 per hour.**

Events that exceed limits of guests without appropriate bar service or security will be cancelled by Activity Center staff. No refunds will be given for cancellation of events due to renter not meeting above listed requirements.

## **Insurance Requirements**

- Satisfactory Commercial General Liability insurance in the minimum amount of \$1,000,000 per occurrence shall be required for all events scheduled at the Activity Center. The Commercial General Liability Insurance must name the City of Puyallup as an "ADDITIONAL INSURED". If alcohol is being served the liability insurance shall include coverage for "liquor liability" with limits of not less than \$1,000,000 per occurrence. The insurance policy shall contain, or be endorsed to reflect that the Applicant's insurance coverage shall be primary insurance as



respect the City of Puyallup. Any insurance, self-insurance, or self-insured pool coverage maintained by the City of Puyallup shall be excess of the applicant's insurance and shall not contribute with it. The Certificate of Insurance and acceptable endorsement language, shall be furnished to the City of Puyallup before use of the facility.

- **Self-Provided Insurance For Corporations and Non-profits:**

Corporations and registered organizations (profit and nonprofit) can supply a copy of their group's existing policy, which must include:

- Commercial Liability Insurance Certificate with:
  - City of Puyallup listed as additional insured
  - Coverage in the amount of \$1 million per occurrence
  - Liquor liability included and indicated on the policy (if served)

- **Purchased Insurance**

At the discretion of the Activity Center Supervisor, a private event maybe required to purchase additional insurance. To obtain a special event insurance policy, you can purchase a single event policy through the approved TULIP Program by the city's insurance provider – Washington Cities Insurance Authority at:

<http://www.wciapool.org/insurance/tulip>

**Venue ID code:** 0465-119

The cost varies based on the event size and type, length of event and alcohol service.



Multi-Purpose Room



Multi-Purpose Room



Class Room #2

# **Rules for Puyallup Activity Center Events**

- Unless authorized by the Puyallup Activity Center, only the renting host or his or her designee may bring alcohol to, and furnish alcohol at, the event. Guests are prohibited from bringing alcohol to, or furnishing alcohol at, the event.
- Unless otherwise authorized by the Puyallup Activity Center, all alcohol must be served from a bar in an area that is approved by Puyallup Activity Center Supervisor.
- If alcohol is served, and when required by the Puyallup Activity Center Supervisor, the renting host must station a person or persons at the Puyallup Activity Center entrance throughout the event to screen for uninvited individuals. Uninvited individuals are not authorized to enter the Puyallup Activity Center.
- Alcohol consumption is prohibited outside of the Puyallup Activity Center.
- Weapons are prohibited in the Puyallup Activity Center or adjacent parking lot.
- Smoking is prohibited in the Puyallup Activity Center.
- As a condition of renting the Puyallup Activity Center, the Puyallup Activity Center Supervisor may require security officers (Puyallup Police Officers) and additional event staff. The Puyallup Activity Center Supervisor shall determine the required number of security officers and additional staff. The renting host is obligated to pay the City, in advance, for the cost of providing of the security officers and additional staff. Please consult with the Puyallup Activity Center Supervisor to determine the required number of security officers, additional staff, and related costs.
- In order to ensure compliance with Puyallup Activity Center rules or enhance security, the Puyallup Activity Center Supervisor may station additional Puyallup Activity Center staff at entrances and exits. The cost of the additional staff shall be borne by the renting host.
- Please be aware that guests who enter or remain in Pioneer Park after closing may be cited for violating park rules.
- The maximum capacity of the Puyallup Activity Center is 100 people. The maximum capacity shall not be exceeded.

# PUYALLUP ACTIVITY CENTER

## EVENT CLEAN UP CHECKLIST

The goal is to leave the Activity Center in the same confirmation as it was prior to your use. This checklist outlines the minimum requirement for which you are responsible.

Type of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Renter: \_\_\_\_\_ Person(s) responsible for cleanup \_\_\_\_\_

### Kitchen

- \_\_\_\_\_ All counters and sinks must be cleaned and dry
- \_\_\_\_\_ All appliances must be emptied and cleaned
- \_\_\_\_\_ Kitchen floor must be swept and/or mopped
- \_\_\_\_\_ Traps (drains) under sink must be cleared of all debris
- \_\_\_\_\_ Kitchen garbage must be emptied and new can liner installed

### Bathroom

- \_\_\_\_\_ Bathroom garbage cans must be emptied and new liner installed
- \_\_\_\_\_ Pick up trash from floor

### Multi-Purpose Room/Floors (*Brooms, mops, and vacuums will be provided by Activity Center Staff*)

- \_\_\_\_\_ Floors must be swept
- \_\_\_\_\_ All spills of any kind must be mopped up and if necessary mop entire floor
- \_\_\_\_\_ If carpeted room is used, it must be vacuumed
- \_\_\_\_\_ Wipe down tables and chairs

### Garbage (*New garbage bags can be found in the bottom of each garbage can. If not, contact staff member*)

- \_\_\_\_\_ All garbage cans in rental room(s) must be emptied and garbage must be placed in the dumpster outside the building.
- \_\_\_\_\_ Trash can liners must be replaced and tops placed back on can

### Other

- \_\_\_\_\_ All decorations and items you may have brought into the Activity Center must be removed.
- \_\_\_\_\_ Items loaned to renters must be returned (ie. extension cords, electronic equipment, etc.)

### **Additional Information**

- The building attendant is stationed at the front desk during the entirety of your rental and is available for any assistance.
- Banquet Permits must be posted in the room where the alcohol is served before any alcohol is opened.
- Walk through the facility with the Puyallup Activity Center Facility Attendant prior to leaving to ensure that clean up is complete.

Clean up Completed by: \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date \_\_\_\_\_

\*Failure to adhere to these guidelines may result in partial or full loss of security deposit.



# **PUYALLUP ACTIVITY CENTER**

**210 West Pioneer  
Puyallup, WA 98371**

**The following equipment is available @ no additional charge  
for rentals:**

- **14 – 60” Round Tables**
- **10 – 30” X 72” Rectangular Tables**
- **100 – Black Stacking Chairs**
- **1 – Podium**
- **2 – Wired Microphones**
- **1 – Microphone Stands**
- **1 – DVD/VHS Player**
- **1 – LCD Projector w/ Screen**



# PUYALLUP ACTIVITY CENTER

## Multi-Purpose Room Payment Worksheet

(Effective January 2018)

Name or Group \_\_\_\_\_ Person in charge \_\_\_\_\_

Home Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Event Date \_\_\_\_\_ Person in charge of cleanup \_\_\_\_\_

### Monday – Thursday (5:00 p.m. – 10:00 p.m.)

Set up Hours \_\_\_\_\_ X \$50 per hour = \_\_\_\_\_

First 2 Event Hours (Flat Rate \$100) =           \$100

Additional Event Hours \_\_\_\_\_ X \$50 per hour = \_\_\_\_\_

Clean up Hours \_\_\_\_\_ X \$50 per hour = \_\_\_\_\_

**Total Rental Fees** = \_\_\_\_\_

Deposit (50% of total rental to reserve date) = \_\_\_\_\_

Balance (Due 30 days prior to event) = \_\_\_\_\_

### Friday (Friday after 5:00 p.m.)

Set up Hours \_\_\_\_\_ X \$80 per hour = \_\_\_\_\_

First 2 Event Hours (Flat Rate \$200) =           \$200

Additional Event Hours \_\_\_\_\_ X \$80 per hour = \_\_\_\_\_

Clean up Hours \_\_\_\_\_ X \$80 per hour = \_\_\_\_\_

**Total Rental Fees** = \_\_\_\_\_

Deposit (50% of total rental to reserve date) = \_\_\_\_\_

Balance (Due 30 days prior to event) = \_\_\_\_\_

### Saturday, Sunday, and Holiday (8:00 a.m. – 10:00 p.m.)

Set up/clean up Hours \_\_\_\_\_ X \$80 per hour = \_\_\_\_\_

First 2 Event Hours (Flat Rate \$200) =           \$200

Additional Event Hours \_\_\_\_\_ X \$80 per hour = \_\_\_\_\_

Clean up Hours \_\_\_\_\_ X \$80 per hour = \_\_\_\_\_

**Total Rental Fees** = \_\_\_\_\_

Deposit (50% of total rental to reserve date) = \_\_\_\_\_

Balance (Due 30 days prior to event) = \_\_\_\_\_

### Damage Deposit

Due 10 days prior to event                   \$300 = \_\_\_\_\_ (multipurpose room)  
  \$500 = \_\_\_\_\_ (any rental with alcohol)

### Security Required – (see requirements)

Due 10 days prior to event           \$75/hour/officer = \_\_\_\_\_

# PUYALLUP ACTIVITY CENTER

## Class room Payment Worksheet (Effective January 2018)

Name or Group \_\_\_\_\_ Person in charge \_\_\_\_\_

Home Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Event Date \_\_\_\_\_ Person in charge of cleanup \_\_\_\_\_

### Monday – Thursday (5:00 p.m. – 10:00 p.m.)

Set up Hours \_\_\_\_\_ X \$30 per hour = \_\_\_\_\_  
First 2 Event Hours (Flat Rate \$60) =         \$60          
Clean up Hours \_\_\_\_\_ X \$30 per hour = \_\_\_\_\_  
**Total Rental Fees** = \_\_\_\_\_  
Deposit (50% of total rental to reserve date) = \_\_\_\_\_  
Balance (Due 30 days prior to event) = \_\_\_\_\_

### Friday (5:00 p.m. – 10:00 p.m.)

Set up Hours \_\_\_\_\_ X \$35 per hour = \_\_\_\_\_  
First 2 Event Hours (Flat Rate \$70) =         \$70          
Additional Event Hours \_\_\_\_\_ X \$35 per hour = \_\_\_\_\_  
Clean up Hours \_\_\_\_\_ X \$35 per hour = \_\_\_\_\_  
**Total Rental Fees** = \_\_\_\_\_  
Deposit (50% of total rental to reserve date) = \_\_\_\_\_  
Balance (Due 30 days prior to event) = \_\_\_\_\_

### Saturday, Sunday, and Holiday (8:00 a.m. – 10:00 p.m.)

Set up Hours \_\_\_\_\_ X \$35 per hour = \_\_\_\_\_  
First 2 Event Hours (Flat Rate \$70) =         \$70          
Additional Event Hours \_\_\_\_\_ X \$35 per hour = \_\_\_\_\_  
Clean up Hours \_\_\_\_\_ X \$35 per hour = \_\_\_\_\_  
**Total Rental Fees** = \_\_\_\_\_  
Deposit (50% of total rental to reserve date) = \_\_\_\_\_  
Balance (Due 60 days prior to event) = \_\_\_\_\_

#### Damage Deposit

Due 10 days prior to event                      \$150 = \_\_\_\_\_

#### Security Required – (see requirements)

Due 10 days prior to event                      \$75/hour/officer = \_\_\_\_\_

# PUYALLUP ACTIVITY CENTER

210 W. Pioneer  
Puyallup, WA 98371

## CATERER REFERRAL LIST

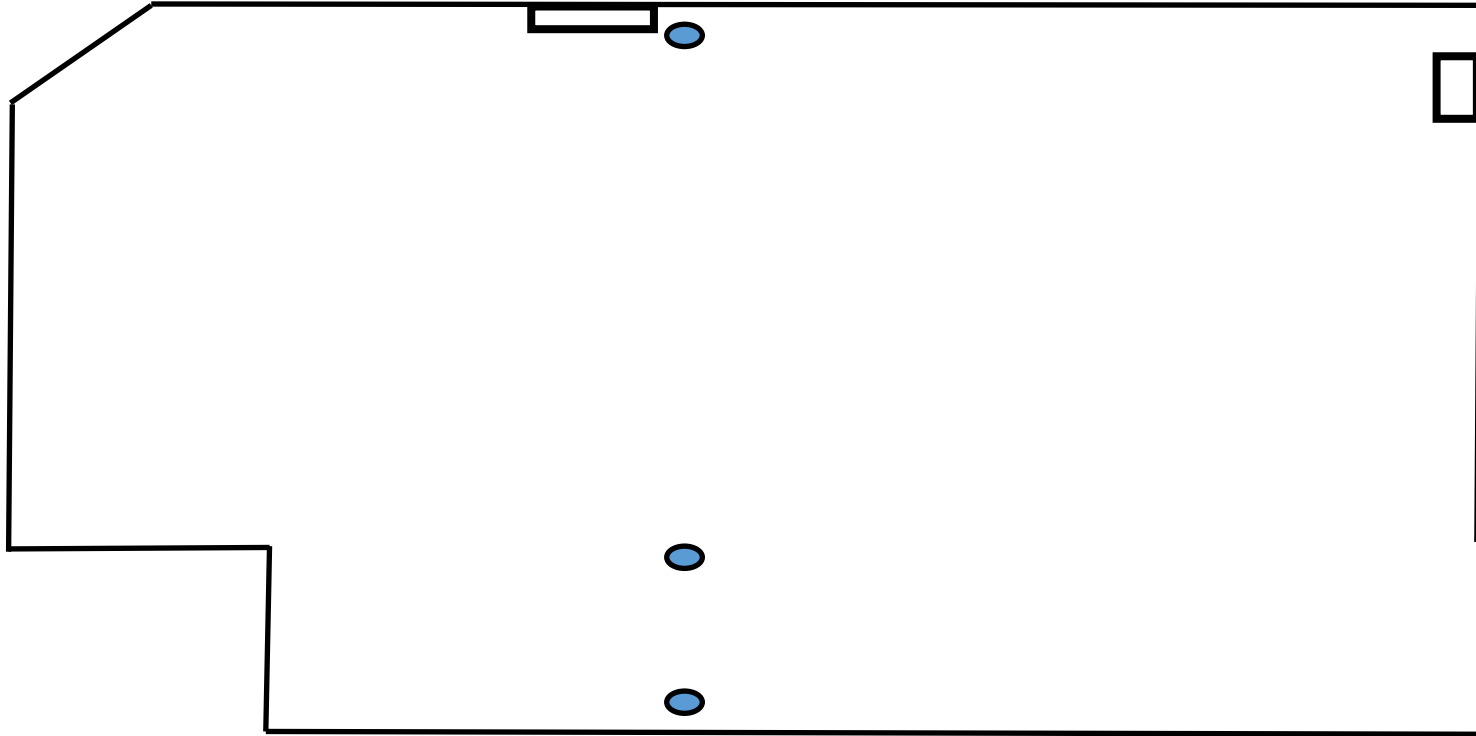
Listed below are Caterers who have been recommended to us by other renters or who have previously worked in our facility with positive feedback from staff and customers.

1. **Mama Stortini's**  
253)604-0600 – [www.mamastortinis.com](http://www.mamastortinis.com)  
3207 East Main Avenue, Puyallup, WA
2. **Jonz Catering**  
(253)274-0443 – [www.info@jonzcatering.com](http://www.info@jonzcatering.com)  
1905 Bridgeport Way West, University Place, WA 98466
3. **Gallucci's Catering Inc.**  
(253)572-6828 – [www.galluccis.com](http://www.galluccis.com)  
P.O. Box 1333, Tacoma, WA 98401
4. **Snuffin's Catering**  
(253)851-2900 - [www.snuffins.com](http://www.snuffins.com)  
6745-A Kimball Dr, Gig Harbor, WA 98335
5. **The Vault Catering**  
(253)572-2933 – [www.vaultcatering.com](http://www.vaultcatering.com)  
1025 Pacific Avenue, Tacoma, WA 98402
6. **Act 3 Catering**  
(425)251-9102 – [www.act3catering.com](http://www.act3catering.com)  
279 SW 41<sup>st</sup>, Renton, WA 98055
7. **Casa Mia Restaurant** - <http://www.casamiarestaurants.com/>  
(253)770-0400  
505 N. Meridian, Puyallup, WA 98371
8. **HG Bistro**  
(253)845-5747 – [www.hgbistro.com](http://www.hgbistro.com)  
1618 E. Main, Puyallup, WA 98372
9. **Pacific Grill Events & Catering**  
(253)272-6469 – [www.pacificgrillcatering.com](http://www.pacificgrillcatering.com)  
1530 Pacific Avenue, Tacoma, WA 98402

**EVENT** \_\_\_\_\_

**DATE** \_\_\_\_\_

**PERSON IN CHARGE** \_\_\_\_\_



One round table per square (60"/12 available)



Rectangular table (30" x 72"/10 available)

Round tables		Set up time	
Chairs per table		Event time	
Rectangular tables		Clean up time	
Caterer		Catering	
Oven Temp.		Kitchen Y <input type="checkbox"/> N <input type="checkbox"/> Alcohol Y <input type="checkbox"/> N <input type="checkbox"/>	Banquet Permit Y <input type="checkbox"/> N <input type="checkbox"/> Open Flame Per. Y <input type="checkbox"/> N <input type="checkbox"/>

AV Needs	

Renter Signature: \_\_\_\_\_

Staff Signature: \_\_\_\_\_