



152 West Cedar Street  
 Sequim Washington 98382  
 Phone 360.683.4139  
 Fax 360.681.3448  
 Website: [www.ci.sequim.wa.us](http://www.ci.sequim.wa.us)

Rental Amount Paid \$ \_\_\_\_\_ Date Deposit Paid: \_\_\_\_\_ Copy to Special Events \_\_\_\_\_  
 Deposit Refund Approved:  Yes  No If **no**, explain: \_\_\_\_\_

If **yes**, date refunded & mailed/picked up: \_\_\_\_\_

Payment type \_\_\_\_\_ receipt number \_\_\_\_\_

Key: checked out \_\_\_\_\_ Checked in \_\_\_\_\_

Does this event qualify as a Special Event?  No  Yes. If yes, attach application and submit to Special Event Coordinator. Are there Special Conditions:  No  Yes. If yes, the conditions are:

Comments: \_\_\_\_\_

**APPLICATION FOR USE OF CITY FACILITIES  
 (Per SMC Chapter 12.24)**

Facility to be Rented: _____
Date(s) to be Rented: _____ Hours to be Utilized: _____
Applicant: _____
Phone: (h) _____ (w) _____ WDL No. _____
Address: _____
Organization Name: _____ Anticipated attendance _____
Title, Purpose or Description of Event: _____

<b>Guy Cole Convention Center Rental Fees</b>	
<b>Room rental only (includes use of tables and chairs)</b>	
<b>Rental time must include time for set-up and clean-up</b>	
Up to 4 hours per day	\$ 50.00
More than 4 hours per day	\$100.00
<b>Additional Items</b>	
Kitchen	\$100.00
Cleaning/Damage Deposit	\$200.00

The Guy Cole Convention Center is a part of the complex known as Carrie Blake Park. As such, renters of the building are required to follow all rules and regulations for the park.

Your rental allows for the exclusive use of only the Guy Cole Convention Center for the period rented. Use of parking and all other outside facilities must be shared with other users.

<b>Sequim Transit Center Rental Fees (Conference room only)</b>	
1 – 4 hours per day	\$ 50.00
More than 5 hours per day	\$ 75.00
Cleaning/Damage Deposit	\$100.00

The rental fee for the Guy Cole Convention Center and Sequim Transit Center is waived for governmental entities. Rentals are made on a first-come, first-served basis. The City of Sequim has priority over other groups when scheduling these facilities. Cancellations made less than three weeks prior to the reservation will forfeit the deposit.

### Band Shell Rental

**Category I** – This category shall be defined as any City sponsored, co-sponsored or City supported activity where the City plans, conducts and controls or offers some degree of activity participation, i.e. facility, leadership, funds, labor, etc. This would include all youth-sponsored activities such as Babe Ruth Leagues, Junior Soccer, Little League, 4-H Clubs, Campfire, Boy Scouts, etc., and school or community-related activities.

Sequim Band Shell	
1 – 4 hours per day	\$ 50.00
More than 5 hours per day	\$ 75.00
Other charges Cleaning/damage deposit	\$200.00

**Category II** – This category shall be defined as any 501(C)(3) non-profit group/organization or community function that separates community activities from “for profit” activities of private enterprise, provides direct positive benefits to the residents of the City of Sequim, and does not charge a fee for admission.

For example: A non-profit organization that provides a community function where income to the organization benefits community programs, where a **voluntary donation** may be received. This priority would also include all community civic clubs such as Lions, Kiwanis, Rotary, Soroptomists, etc.

Sequim Band Shell	
1-4 hours per day	\$150.00
More than 5 hours per day	\$250.00
Other charges Cleaning/damage deposit	\$200.00

**Category III** – This category shall be defined as any profit, commercial, political and religious activity, or any activity where a fee for admission is charged to attend. Additionally, private parties such as wedding receptions, retirement banquets, class reunions and other private parties of this nature shall be classified as Category III.

Sequim Band Shell	
1-4 hours per day	\$300.00
More than 5 hours per day	\$500.00
Other charges Cleaning/damage deposit	\$200.00

Rental of the band shell requires a Special Events Permit. The rental includes the use of the band shell and dressing room only. The City will not provide the use of any audio or recording

equipment. However, outlets are available for sound. The Sequim City Band has priority over other groups when scheduling facilities. Events must end by 10:00 p.m.

Keys **must** be picked up the day prior to the event. **Failure to obtain keys may result in a minimum charge of \$60.00 for a two-hour callout.** Keys must be returned within 24 hours of use. A drop box is located in the driveway of City Hall. Failure to return keys could result in forfeiture of your deposit.

Damage or excess clean up will be billed to user at actual replacement cost. Any costs will be charged against the deposit, or you will be billed. If the total charge is greater than the deposit, the applicant will be responsible for the balance.

**NOTE:** There is **No Smoking** inside any city facility. Live animals, except seeing-eye and K9 dogs, are not allowed inside the facilities.

**Will use involve:** Vehicles\_\_\_\_ Electricity\_\_\_\_ Chemicals\_\_ Animals\_\_ Mechanical equipment\_\_\_\_  
Display of merchandise\_\_\_\_ Direct sales\_\_ Service\_\_\_\_ Alcohol?  No  Yes. If yes, contact the state liquor store for a banquet permit (liquor given away) or the Liquor Control Board for a special occasion license (liquor sold.) There is an approximately 30-day wait for a special occasion license. Use of alcohol is allowed **inside** the Guy Cole Convention Center **only**; it is prohibited in **all** city parks.)

How will parking and traffic be accommodated? \_\_\_\_\_  
Additional Information, if any. \_\_\_\_\_

Provide the following attachments, as applicable:

1. Appropriate rental amount, including the deposit amount for damage/cleaning/key deposit, made payable to the City of Sequim. A reservation will **not** be held without appropriate fees.
2. If applicant is a business, provide a copy of city business license or application.
3. Evidence of liability insurance to City required amount, naming city as co-insured.

#### Hold Harmless Agreement

In consideration of the use of the \_\_\_\_\_ the undersigned on behalf of himself, his principal, and his agents, hereby agrees to defend and hold the City of Sequim and its officials, employees and agents, harmless against any claims and/or lawsuits for personal injury and/or property damage arising out of, or in any way connected with the use of the above-described premises, except for injuries or damages caused by the sole negligence of the City.

DATED this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By: \_\_\_\_\_

#### FOR CITY USE ONLY

The above use and/or structure is approved contingent upon compliance with all applicable local, state and federal laws and regulations including specifically Chapter 12.24 of the Sequim Municipal Code and with the following conditions of approval, if any.

1. \_\_\_\_\_
2. \_\_\_\_\_