



Village Green Community Center
 26159 Dulay Road NE, Kingston, WA 98346 (360) 297-1263
www.myvillagegreen.org

2025 FACILITY USE APPLICATION

PLEASE PRINT

NAME OF EVENT	Time of Actual Event from:	to:
DATE OF EVENT	Entire Time from:	to:
<i>(including set-up/clean-up)</i>		
ROOMS REQUESTED if known		

NAME OF APPLICANT:			
DO YOU QUALIFY FOR RESIDENT/NON-PROFIT DISCOUNT?		YES	NO
<i>Do you a) live within the Village Green Metropolitan Park District Boundaries or b) have a Non-Profit Status Certificate from the Secretary of State?</i>			
GROUP / ORGANIZATION NAME:			
TELEPHONE (home)	(cell)		
MAILING ADDRESS	CITY	ZIP	
EMAIL ADDRESS			

EXPECTED ATTENDANCE	#ADULTS	#YOUTH	TOTAL:
ON-SITE CONTACT NAME <i>(if different from APPLICANT above)</i>			PHONE:
DESCRIBE EVENT: (use additional paper if necessary)			
How many round tables (5')?		# of chairs per table (up to 8)?	
How many rectangle banquet tables (6')?			
Linen tablecloths (\$10 ea)?	YES NO	Dinner plates?	YES NO
Linen napkins (\$0.50 ea)?	YES NO	Salad plates?	YES NO
Tablecloth color? _____		Dessert/bread plates?	YES NO
Napkin color? _____		Wine glasses?	YES NO
		Water glasses?	YES NO
		Utensils?	YES NO
<i>Refer to rental rates sheet.</i>			
Other equipment needs (ex. large screen projector, large screen TV, corded or cordless microphone, podium, sound mixer, other):			
Coffee/Tea/Water service (\$10 per gallon of coffee)?		# of Gallons	Regular Decaf
Will alcohol be consumed at this event?	YES	NO	
<i>Check with Manager to review fees & regulations.</i>			

Note: A 25% deposit is needed to reserve the room; balance is due 30 days before event.

FACILITY USE APPLICATION INFORMATION

Illegal drugs, firearms and/or gambling is prohibited in any area.

NO OPEN FLAME – candles, torches, or any other type of open flame is prohibited anywhere in the building.

Insurance Requirements for Hazard Level 2 Activities (those that are at high risk of injury or involving alcohol for >100 guests):

The User shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property that may arise from or in connection with the use of the Premises.

The Village Green Metropolitan Park District shall be named as an **Additional Insured** on User's General Liability insurance policy. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate.

The insurance policy shall contain or be endorsed to contain that the User's insurance coverage shall be primary insurance with respect to the Entity. Any insurance, self-insurance, or insurance pool coverage maintained by the Entity shall be in excess of the Lessee's Insurance and shall not contribute with it.

The User shall provide a **certificate of insurance** evidencing the required insurance before using the Premises.

Insurance is to be placed with insurers with a current A.M.Best Rating of not less than A.

Cancellation Policy (applies to all reasons for cancellation):

Full Refund, including deposit, will be given if cancellation is made 30 days or more prior to the rental date.

Full Refund, minus deposit, will be given if cancellation is made 8-29 days prior to the rental date.

50% Refund of entire booking fee will be given for cancellations one week (7 days) or less prior to the rental date.

Notification of cancellation must be made in writing via email to Programs@myvillagegreen.org

I agree to the rental rate as explained to me and will adhere to the times I have agreed upon. My rental time period ends promptly at the time reflected on the front of this agreement. This INCLUDES tear down and clean up. It is my responsibility to leave the venue in the same condition as when I arrived, including removal of trash and recycling to the dumpsters on site. **Any damage to the space(s) rented, and occupancy beyond the agreed rental time, will be collected from the Incidental Fee charge.**

I have read and understand these rules and regulations for the Village Green and will take full responsibility to abide by them. I do hereby understand that I am responsible for the supervision and control of any group or individuals while using the Village Green Community property and to ensure their safety, prevent injury and/or damage to the equipment, property, or grounds of the center. I have authority to complete this application and agree to comply with all facility rules and regulations and assume liability for any and all damages that are due to the negligence of anyone associated with my group.

Indemnification/Hold Harmless

I shall indemnify and hold harmless the Village Green Metropolitan Park District, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of use of the premises or from any activity, work, or thing done, permitted, or suffered by myself or any member of my party in or about the premises, except only such injury or damage as shall have been occasioned by the sole negligence of the Village Green Metropolitan Park District.

Signature of Applicant _____ **Date** _____

Payment by credit card is subject to a convenience fee.

Make your check payable to: VILLAGE GREEN MPD

Email applications to: programs@myvillagegreen.org