

Zillah Civic Center Rental Contract

119 First Ave., Zillah, WA 98953
PH 509-829-5282

Print the following information

Event _____ Date of event _____
Hours of event(time) from _____ to _____
Renter's name _____ Home Phone _____ Work Phone _____
Address _____ P.O Box _____
City _____ St. _____
Zip Code _____
Approximate # attending _____ Alcohol __ Yes __ NO
Banquet Permit # _____
WA State Liquor Permit # _____ for events with alcohol
Additional hours \$50.00 per hour.

Total Fees for Zillah Civic Center Use

	Cost	\$ Paid and Date	Owe
Deposit Fee to hold booking for future date	\$ _____	\$ _____	
Zillah Civic Center Fee based on hours contracted	\$ _____	\$ _____	_____
Damage Deposit for non-alcohol related event	\$ _____	\$ _____	
Damage Deposit for alcohol related event	\$ _____	\$ _____	
Security costs associated with alcohol related event	\$ _____		

Date and Time of meeting to make final payment _____

By signing the contract signature line the renter acknowledges that he or she has read the attached procedures and policies governing the contract, understands the requirements and accepts responsibility for complying with the requirements.

Renter Signature _____

Date _____

Committee Representative Signature _____

Date _____

Key is to be delivered to Civic Center _____

Date and Time

Security called by _____

Date and Time

Zillah Civic Center
119 First Ave. P O Box 1608

Zillah Civic Center Rental Rates

Rental Time	Non-Alcohol	Alcohol
1- 4 hours	\$450.00	\$550.00
4-8 hours	575.00	675.00
8-12 hours	625.00	725.00
Each additional hour	\$50.00/ea.	
Funeral Services	200.00	
Benefit Dinners (funds for charitable events)	200.00	

The two required security personnel are guaranteed a minimum of 4 hours assessed at the rate of \$23.00/hr per security person assigned to the event. 4x \$46.00=\$184.00. Hours in excess of 4 will result in additional costs for security based on the \$46/hr rate. Crowds over 200 people require additional security personnel. Each additional person costs \$23/hour for a minimum of 4 hours or \$92.00 . Holiday rates are determined by the Security Company.

Damage deposit for alcohol related event	\$500.00
Damage deposit for non-alcohol event	300.00

Prices effective January 1, 2020 ..Subject to change at any time..



Banquet Permits FAQs

Applying for a Banquet Permit Online

A **banquet permit** is a permit you apply for that allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business. Examples include weddings, company banquets, retirement parties, and club, organization or church events.

- [Order your banquet permit online here](#)

FAQ's and Information on Banquet Permits

- **What does the permit cost?**

Banquet permits cost \$10 per day for your event, so, a three day events costs \$30. Note that you will need an email address and a credit or debit card to complete this transaction. If you do not find the email with attachment in your inbox, please check your "junk" or "spam" folders before contacting WSLCB Licensing Customer Service Desk for support.

- **Important information about banquet permits**

- All banquet permit sales are final
- No refunds will be issued
- Banquet permits are available to for-profit businesses, societies, organizations, and individuals
- Retail liquor licensees may not obtain banquet permits
- Attendance must be by invitation only
- The event may not be open or advertised to the public to include social media
- Liquor must be free of charge, or brought by individuals attending the event. No separate or additional charge may be made for liquor, and donations cannot be accepted
- The event cannot be for business promotions
- Liquor must be purchased from a retail store at full retail price
- Package deals are allowed that may include, for example, the cost of dinner, liquor and entertainment. To ensure participants receive an equal share, tickets exchangeable for drinks may be issued as part of the package price. No profit may be made from the packaged deals
- Rental facilities or halls may require a banquet permit
- You must obtain any required permits from your local authorities when you host an event in a public place

- **A banquet permit is *not* required when all of the following apply:**

1. The event is hosted by an individual, not an organization or business entity
2. Guests are not charged for admission or anything provided at the function (e.g. ice, setup, food, hors d'oeuvres, etc.).
3. "Charge" includes donations, dues, fees, or otherwise

4. The event would normally be held in the individual's private home, but is so large that a separate facility is needed to accommodate it
5. The facility where the event is held is closed to the general public during the event and does not have a liquor license
6. There is no business purpose for the event or any financial gain

- **What does the Liquor and Cannabis Board do with my banquet permit?**

When you purchase your banquet permit online, an email copy of it is sent to your local liquor enforcement office. Officers can visit gatherings, so it is important that you sign and post a copy of your permit at the location where you will be serving the alcohol at your event.

- **Who do I contact with questions about banquet permits?**

For questions, call the Licensing Customer Service desk at (360) 664-1600 (select option 1). A customer service specialist will be happy to assist you.

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