Additional Heritage Hall/Heritage Park Application Requirements, Information and May through September Capacity Expansion Options and Requirements

Heritage Hall Rental Opportunities

Heritage Hall is a 1922 historic landmark restored by the City with the Kirkland Heritage Society in 2003 to its original style and condition. Because the Hall is a landmark building, a City facility, and often utilized daily during peak months, the types of events permissible at the Hall are limited. To inquire if your event might be possible at the Hall, please contact the City of Kirkland Parks Department Customer Service Hub at 425.587.3330 or eparks@kirklandwa.gov to discuss the possibility of your event prior to submitting an application.

Heritage Hall Access The Day Of the Rental, Walk Throughs and Inspections for Damage Deposit Refund

Keys are **not** issued to the renter. On the day of the event, an applicant is met by City staff and the doors are unlocked at that time. Staff greets the renter 15 minutes before the rental time begins. City staff and the renter meet to conduct an inspection of the Hall, tables and chairs, etc. This 15 minute period is a time during which the applicant is required to be with City staff. The provision of this time is for inspection of the Hall only.

City staff also returns 15 minutes before the contracted end time of an event to conduct an Exit Walk Through/inspection of the Hall. All clean-up and removal of equipment must be complete prior to City staff arrival. If the Hall is not ready or not cleaned to City standards, the renter will be charged at a rate of $75 an hour. This amount will be deducted from the damage deposit. If damage has occurred or if cleaning/damage fees exceed the damage deposit amount, the renter will be responsible for any amount beyond the Damage Deposit and will be billed.

For the damage deposit to be refunded, the walk through individual must be present for the exit walk through. The same individual must do the initial walk through AND the exit walk through. If a renter/designee leaves prior to the walk through, the damage deposit will be forfeited.

An applicant may appoint a designee to meet with City staff the day of the rental for the initial walk through and exit walk through, however the City does require the following:

- The applicant must provide his/her designee a copy of the Facility Use permit and the Facility Rental Guide.
- The same individual must do the initial walk through AND the exit walk through.
- The applicant is still responsible for any damage that occurs or any missing items, regardless of if the inspections are done with the renter themselves or a designee.

Heritage Hall Building Security and Liability

The doors remain unlocked during the entire rental period as a key to the Hall is not issued,. The renter is fully responsible for the security of the Hall for the duration of the rental period. It is required that a person involved with the rental be on site at all times.

Heritage Hall Cleaning Requirements

A full list of cleaning requirements is available upon request. The City will scrub sinks and toilets and will mop. Generally speaking, the cleaning requirements the applicant is responsible for include:

- Emptying all smaller garbage cans to one location
- Removing all decorations, tape, string, etc. from indoors, outdoors and the grounds
- Removing all personal belongings from all areas
- Wiping down all tables, breaking down tables and restacking all tables
- Brushing/wiping off and restacking all chairs
- Pick-up and remove all litter from the grounds and Gardens
- Sweep and wipe up spills on floor with paper towels and water (water only)
- Clean-up patio spills/spots
- Tidy the bathrooms
- Wiping down entire kitchenette

All cleaning must be done by the end of the rental period. Any overstay is charged at double the hourly rental rate using the appropriate hourly category for calculation. If the applicant does not accomplish the cleaning requirements by the end of the contracted rental period or if the applicant does not complete the tasks well and City staff has to clean, the janitorial charge is an additional $75 an hour.

Heritage Hall Overstay Penalties

Overstay is charged at double (two times) the hourly Hall rental rate using the appropriate hourly category for calculation.

Heritage Hall and Centennial Gardens Event Capacity Expansion Option May Through September

Capacity within Heritage Hall is 70 people at all times. **Event** capacity, when the Hall is used in conjunction with the Centennial Garden and/or Heritage Park, may be increased **during peak weather months of May through September only** from 70 to **125 people maximum** if additional application requirements are met. The Gardens come with the Hall at no additional charge; *Heritage Park Upper Lawn* can be rented at an extra cost – the Park Open Space rental fee. (Note: Heritage Park rentals must also include rental of the Hall.)

To increase *event* capacity to 125 people, the following requirements apply and are due at the time of application submittal:

1. A written statement from the applicant(s) that details:
    - at no time will capacity within the Hall exceed 70 people, even in the case of extreme weather, AND
    - at no time will event/site capacity exceed 125 people, AND
2. A written plan for how the Centennial Gardens will be utilized to accommodate the increased capacity, even in the case of extreme weather. The plan must include a detailed list of equipment to be used to accommodate guests outdoors (see applicable tent section above).
3. A rough, hand drawn site plan proposing where all equipment is proposed to be placed outdoors. A basic/blank floor plan of the Gardens is available on the City's website at: *http://www.kirklandwa.gov/Assets/Parks/Parks+PDFs/Heritage+Centennial+Garden+Plan+View.pdf* .

Heritage Hall Decoration Limitations

No pinning, taping, staples, tacks, etc. are allowed. Nothing can be attached to the walls in any way. Paint safe tape may be used on the wood trim of the building only. All tape must be removed. If it's not removed, janitorial fees will apply.

Heritage Hall Furniture and Amenities

Tables and chairs of Heritage Hall are for indoor use only. If any equipment is desired outdoors, it must be brought in by the renter. All deliveries must occur within the contracted rental period. The City does not have furniture to rent.

The City does not provide set-up assistance. The tables and chairs of the Hall are stacked upon a renter's arrival.

Heritage Hall & Centennial Gardens Floor Plan

A floor plan for Heritage Hall, including all measurements and power sources, is available at: http://www.kirklandwa.gov/Assets/Parks/Parks+PDFs/Heritage+Hall+Floor+Plan.pdf.
A floor plan for the Centennial Gardens, including measurements, is available at: http://www.kirklandwa.gov/Assets/Parks/Parks+PDFs/Heritage+Centennial+Garden+Plan+View.pdf.