



## CITY OF KIRKLAND PARKS & COMMUNITY SERVICES DEPARTMENT

123 5<sup>TH</sup> Avenue, Kirkland, WA 98033 / 425-587-3330  
[kirklandwa.gov](http://kirklandwa.gov) / [kirklandparks.net](http://kirklandparks.net) / [eParks@kirklandwa.gov](mailto:eParks@kirklandwa.gov)

### HERITAGE HALL & CENTENNIAL GARDENS RENTAL GUIDE



#### Heritage Hall & Centennial Gardens, 203 Market Street, Kirkland

Thank you for considering Heritage Hall and the Centennial Gardens for your event!

The guidelines within apply to use of Heritage Hall and the Centennial Gardens. The Hall is offered for use for events which are private, by invitation only. Private rentals may not include sales or solicitations or be open to the public. For events which may be open to the public, [access is limited and/or restrictions may apply](#). Contact Kirkland Parks and Community Services by phone or email to discuss the possibility of an event open to the public at 425-587-3330 or [eParks@kirklandwa.gov](mailto:eParks@kirklandwa.gov).

#### HOURS OFFERED

- 8:00 a.m. - 11:00 p.m. Monday through Sunday
- Minimum required:
  - Two hours Monday through Thursday
  - Four hours Friday through Sunday
- The Hall is not available to rent on the following City observed holidays:

○ President's Day	○ Labor Day	○ Christmas Day
○ Martin Luther King, Jr Day	○ Veteran's Day	○ New Year's Eve
○ Memorial Day	○ Thanksgiving Day	○ New Year's Day
○ Juneteenth	○ The Day After Thanksgiving	
○ Independence Day	○ Christmas Eve	

#### AVAILABILITY & RESERVATIONS

Heritage Hall is offered for rent 11 months to 30 calendar days in advance. The following options are available to make a reservation for a private, by invitation only event:

- **On-line:** [kirklandparks.net](http://kirklandparks.net) to book independently.
- **Email:** [eParks@kirklandwa.gov](mailto:eParks@kirklandwa.gov). Responses will be provided by the next business day.
- **Call:** 425-587-3330 Monday through Friday 8:00 a.m. to 5:00 p.m.
- **In-person:** Monday through Friday 8:00 a.m. to 5:00 p.m., City of Kirkland Parks and Community Services Department, located at Kirkland City Hall, 123 5<sup>th</sup> Avenue, Kirkland.

Your rental period **must include 15 minutes on each end of the rental for a pre-inspection and post-inspection with City staff, the time needed to complete event set up, decorating, all deliveries and pick-up of equipment, and clean up**. Be sure to consider all time needed when requesting the duration of rental time. Multiple renters in a day are also possible.

## CAPACITY

Capacity within Heritage Hall always remains 70 people. Events during:

- non-peak weather months (October-April) are limited to 70 people or less
- peak weather months (May-September) may increase to 125 people maximum by using both Heritage Hall and the Centennial Gardens (outdoor space)
  - Equipment inside Heritage Hall is for indoor use only. Accommodations must be provided for outdoor use by the renter.

## RENTER REQUIREMENTS, CITY CODES & ORDINANCES

Renters must be at least 18 years of age for rentals without alcohol or at least 21 years of age for rentals including alcohol.

All City of Kirkland codes and ordinances are in effect and enforced at all City of Kirkland facilities. Regulations govern sound and noise levels, pets, animals, parking, vehicle access, etc. per the [City of Kirkland Municipal Code Park Rules, Chapter 11.80](#). During the rental of City facilities, renter agrees to comply with all local, state and federal laws, regulations and policies, including non-discrimination.

The following activities are prohibited:

- Sales, solicitations, and advertising are not allowed.
- The use of confetti, glitter, rice, birdseed, etc. are not allowed. All rose petals must be picked up and disposed of.
- Fireworks, sparklers, exploding canisters are not allowed.
- Sound may not be amplified or travel beyond 50 ft. of its origin.
- Dunk tanks, pony rides, trackless trains, inflatables (bouncy houses, hamster ball, bubble soccer), laser tag, animals (except service animals), are activities not permitted for private functions.
- Business use of a park without a formal contract with the City is not allowed.

## FEE, DAMAGE DEPOSIT, & PAYMENT

### **Rental Fee**

Rental fees are as follows:

Off Peak Months October 1 through April 30

<u>Day of Week</u>	<u>Kirkland Resident Rate</u>	<u>Non-Kirkland Resident Rate</u>
Monday – Thursday (2 hour minimum)	\$105 per hour	\$125 per hour
Friday – Sunday (4 hour minimum)		

Peak Months May 1 through September 30

<u>Day of Week</u>	<u>Kirkland Resident Rate</u>	<u>Non-Kirkland Resident Rate</u>
Monday – Thursday (2 hour minimum)	\$125 per hour	\$150 per hour
Friday - Sunday (4 hour minimum)		

**Damage Deposit\***

- \$300 Damage Deposit for all rentals
- Plus \$200 Additional Damage Deposit for events with alcohol (\$500 total Damage Deposit if rental includes alcohol)

\*Damage deposit(s) will be fully refunded if cleanup is acceptable, no damage is noted to the facility or equipment, and all policies have been followed. The renter must sign a rental checklist before leaving the facility for the deposit to be returned. Approved damage deposit(s) refunds are processed within 10 business days from the event date.

**Payment**

Fees for reservations are due in full when the reservation is made. Reservations made by phone require payment by MasterCard or Visa. Reservations and payment made in person are acceptable by Visa, MasterCard, a check payable to the City of Kirkland, or cash.

**CANCELLATION/CHANGE POLICY**

Cancellations must be made in writing (email is acceptable) to [eParks@kirklandwa.gov](mailto:eParks@kirklandwa.gov).

- 60+ days’ notice                      100% refund of Rental Fee and Damage Deposit (if paid), less a \$25 Administrative Fee
- 30-59 days’ notice                    50% refund of Rental Fee and 100% refund of Damage Deposit
- 0-29 days’ notice                      No refund of Rental Fee, 100% refund of Damage Deposit

A minimum of 61 calendar days’ notice is required for rescheduling. Once the reservation process has begun, any requests to change the date, rental time and/or scope of the event must be submitted in writing to [eParks@kirklandwa.gov](mailto:eParks@kirklandwa.gov). A \$25 Administrative Fee will apply.

**FOOD, BEVERAGES & ALCOHOL**

Food and non-alcoholic beverages are welcomed. Renters are responsible for obtaining and maintaining at no cost to the City, all licenses, permits and other authorizations required to legally conduct rental activities, such as in the case of serving alcohol.

For approval to serve beer and wine (kegs and hard alcohol are not allowed), additional requirements apply and are due 60 calendar days prior to the event date. The renter must provide:

- A signed Washington State Liquor Control Board Banquet Permit
- Proof of Insurance – Certificate of Insurance and Additional Insured Endorsement (general liability coverage; with host liquor liability; \$2,000,000 general aggregate; \$1,000,000 per occurrence; with City of Kirkland listed as additional insured; is required)
- On-Site Requirements (i.e. fencing, stanchions, signage, banquet permit)
- Alcohol is not allowed in the Centennial Gardens or within general park areas and cannot be accessible to uninvited guests so hosts who choose to serve alcohol outdoors are required to enclose the patio with stanchions or fencing (stanchions available on-site). The doors of the Hall and/or stanchions must be signed with instructions notifying guests alcohol is limited to either within the Hall or within the fenced area only – whichever the host determines.

A helpful connection to the City’s insurance provider, who will easily and affordably meet the City’s requirements for insurance coverage for alcohol, is available upon request.

## INSURANCE & LIABILITY

Renters planning high risk activities will be required to hold current insurance and list the City as an Additional Insured. The City will require the renter provide proof of insurance coverage at least 60 calendar days prior to the event date with the following requirements:

- General liability insurance
- \$2,000,000 general aggregate
- \$1,000,000 per occurrence

Renter will be provided with detailed instructions upon rental of the Hall.

## FACILITY ACCESS

All set-up, clean up, deliveries and pick-up of equipment must occur within the rental period. The facility may be rented to multiple groups on a particular date, so entry and departure must be during the rented time.

Keys are **not** issued. On the day of the event, an applicant is met when the rental time begins by City staff and the doors are unlocked. City staff and the renter will conduct an inspection of the Hall, tables, and chairs, etc. The inspection is required to ensure the renter is not charged unnecessarily for missing items and/or damage to the Hall. City staff will again return 15 minutes before the end of contracted time to conduct an Exit Walk Through/inspection. All clean-up and removal of equipment must be done prior to City staff arrival. If the Hall is not cleaned to the City's standards and equipment is not removed by this time the renter will be charged at double the rental fee until requirements are met. 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.

If the facility is not accessible at the time rented, contact the City of Kirkland at 425-587-3330 between 8:00 a.m. and 5:00 p.m. weekdays, or at 425-531-5853 or 425-864-3431 holidays, evenings, and weekends.

## HERITAGE HALL OVERSTAY PENALTIES

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

## MUSIC

Noise/music must be at a reasonable level as to not disturb other park users or Hall neighbors. The City of Kirkland reserves the right to monitor and establish volume levels. Music should not be audible 50' from the source and music outdoors must end by 10:00 p.m.

## DECORATIONS & TENTS

Freestanding decorations are allowed and must be removed at the end of the event. Items cannot be attached in any way to the walls as the walls are a fragile texture. Please be advised of the following:

- The use of staples, nails, tacks, and duct tape is prohibited when affixing decorations to the wood trim or to glass. The use of masking/painter's tape is acceptable. All tape must be removed when taking down decorations. Hanging decorations from light fixtures is prohibited.
- Rice, birdseed, glitter, confetti, dance wax etc. are not allowed.
- Fireworks, sparklers, exploding canisters are not allowed.
- Candles must be fully enclosed in a votive or hurricane style holder.

A tent may be permissible after review of a site plan, due 60 days before the rental. Tents must be weighted as stakes are prohibited and may be located on the lawn only, not within flowerbeds. Tents must be delivered and picked-up within the rental period. An International Fire Code (IFC) tent permit may also be required from the Fire Department. Applicants are responsible for contacting the Fire Department a minimum of 30 days in advance of a rental at 425-587-3600 for information.

## **PARKING**

There is no reserved parking included with rental of the Hall. Heritage Park parking is available first come, first serve to all park users. Parking is strictly enforced so adhering to posted on-site parking laws is a must.

## **AMENITIES**

- Air Conditioning/Heating
- 70 Chairs
- 15 Rectangle Tables (twelve tables – 6 feet by 30 inches and three tables 4 feet by 2 feet)
- Microwave
- Small Hotel-Room/Dorm Sized Refrigerator
- Projection Screen (Projector not included)
- 3 Sets of Stanchions
- 2 Restrooms (1 ADA accessible)

## **BARBEQUES & FLAMMABLE MATERIALS**

The use of flammable materials is regulated by the City of Kirkland's Fire Department. In compliance with the City Fire Code, flaming food is not permitted at indoor facilities. Additionally, fireworks are prohibited in the City of Kirkland and cannot be used.

- Fuel canisters for warming food, votive and tea light candles which are fully contained and will not tip over are allowed.
- Fireworks, sparklers, exploding canisters are not allowed.
- Renters may bring self-contained, gas/propane barbecues to use on outdoor patio areas.
  - Charcoal operated barbecues are not allowed.
  - Barbecues are not permitted indoors.
  - Placement of the unit must be safe for guests and the facility.
  - A drip pan must be used.
  - Any grease damage or clean-up needs will be at the expense of the renter.

## **ADMISSIONS & DONATIONS**

If charging admissions, this must be disclosed at the time of application submittal and a Washington State Admission tax will apply. Admission transactions must occur prior to the date of the rental and are not permissible at the door. Additional information is available upon request. A "suggested donation" is permissible, although access cannot be denied.

## **SMOKING**

City of Kirkland indoor facilities are smoke and tobacco free. Smoking is permitted outside the facility no less than 25 feet away from any entrance/opening, including windows. Use the receptacles provided for proper disposal. Renters are responsible for ensuring outdoor areas are clear of smoking debris.

## UTILITIES

Use of the Hall comes with access to power inside and one outlet outside. If a generator is desired for use outdoors, this must be discussed with the City of Kirkland Building Department at 425-587-3600 to determine whether any additional requirements may apply.

## TITLE VI

The City of Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or gender in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated may file a complaint with the City.

To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425-587-3011 or [titlevicoordinator@kirklandwa.gov](mailto:titlevicoordinator@kirklandwa.gov).

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