



Van Valey House Rental Policy

2130 Colby Ave., Everett, WA 98201
425.257.8300 ext. 2
Email: recreation@everettwa.gov

INFORMATION

Everett Parks & Community Services is pleased you are interested in one of its facilities. It is your responsibility to read and follow all rules and regulations listed as well as all other park codes. For a complete list of park codes, visit www.everettwa.gov and search park codes. If you have any questions, please inquire at the Recreation Office. Regular office hours are Monday through Friday, 8 a.m. to 5 p.m (closed 12:30-1:30pm). **The telephone number is (425) 257-8300 ext. 2. Prior to your event, call Carol Thomas at 425-257-7101 to confirm layout and final details.**

GENERAL POLICIES

1. Reservations are accepted up to one year in advance.
2. Payment in full (rent plus the damage deposit) is required at the time the reservation is made.
3. Applicants must be at least 18 years of age. Proof will be required.
4. The Van Valey House accommodates up to 40 people per fire code. Sit-down dining accommodates 18 people. For larger groups, guests will need to hold their plates as they sit or stand.
5. Facilities may be rented between the hours of 9 a.m. and 11 p.m. The time of use on the Facility Use Permit is the only time the user group is authorized to be in the facility. All hours must run consecutively. Setup and cleanup shall be done within the hours rented. **No early admittance or next day clean-up will be allowed. Refunds will not be given for hours not used.** Renters will be charged or a reduction in their refund will occur if the user group accesses a facility earlier than or remains later than the time represented on the Facility Use Permit. Minimum rental time is 2 hours.
6. **Groups are responsible for their own set-up and clean-up.** This shall include all items set forth in the Cleaning Agreement. Next day clean-up is not allowed. All food, decorations, flowers, etc. must be removed. A clean-up checklist and cleaning supplies will be provided. Failure to clean facility may result in a loss of all or part of the deposit.
7. Alcohol is permitted in Van Valey House (additional damage deposit paid) with a Banquet Permit available at the Washington State Liquor Control Board website <http://liq.wa.gov/licensing/banquet-permits>. Everett Parks and Community Services must receive a copy of the permit 10 days prior to the event. The permit must be posted in the facility. Caterers may post their Class I license in lieu of a Banquet Permit. No alcohol permitted beyond premises.
8. **NOT ALLOWED**
 - No candles except for a unity wedding candle or birthday cake candles. No STERNO candles
 - No electric chafing dishes or crock pots on wood tables. Portable tables are provided for these appliances
 - No ice buckets, bottles or glasses that cause condensation on unprotected surfaces. Use table pads and linens: Top dimensions: rectangle 84x52 / oval 54x77 or round 54x54 / buffet 54x14
 - No cooking in the house. The stove/oven is intended for heating food that has already been prepared
 - No smoking inside the house. No keg beer
 - No rice, silly string, confetti, birdseed, bubbles or scattering of real flowers
 - No nails, tacks, staples, glue, tape or anything that harms the wood or walls
9. Renters are responsible for the conduct of their guests and any damages or loss caused by guests. Performer conduct and performance content, whether live or recorded, must be appropriate for general audiences. Profane, lewd, indecent or slanderous conduct or content is unacceptable.
10. Everett Parks and Community Services staff will be on site during the event. Lack of cooperation with staff in resolving problems or illegal activities will result in the event being stopped and the facility being secured.
11. Rental change (does not include adding hours) and cancellations:
 - a. More than 60 days prior - 50% of rental fee is kept by the Everett Parks & Community Services Department
 - b. 60 days or less – no refund