

POWELLS WOOD

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A N O R T H W E S T G A R D E N

Event Rental Agreement for Wedding Ceremonies, Receptions, & Vow Renewals – Amenities, Rates & Policies

PowellsWood Garden Wedding Package Rates

Package A – Use of the garden sun room and its amenities, onsite parking for 26 vehicles, use of the garden for wedding photos and/or standing room only ceremony, and a one hour dress rehearsal prior to the event date for up to 10 people. **\$2000** includes first five hours, additional time \$400 per hour

Package B - Use of the garden sun room and its amenities, up to 75 white padded chairs arranged per your needs in garden location of your choice (Woodland, Perennial, Shade, and Spring garden placement options), onsite parking for 26 vehicles, use of the garden for wedding photos, and a one hour dress rehearsal prior to the event date for up to 15 people. **\$2600** includes first five hours; additional time \$400 per hour

Package C - Use of the garden sun room and its amenities, 20 x 20 white canopy set up in either the woodland garden or perennial garden, up to 40 white padded chairs arranged under the canopy for ceremony, onsite parking for 26 vehicles, use of the garden for wedding photos, and a one hour dress rehearsal prior to the event for up to 10 people. **\$3400** includes first five hours; additional time is \$400 per hour

Package D –Use of the garden sun room and its amenities, 20 x 30 white canopy set up on the perennial garden lawn, up to 70 white padded chairs arranged under the canopy for ceremony, changing rooms for bridal party, onsite parking for 26 vehicles, use of the garden for wedding photos, and a one hour dress rehearsal prior to the event for up to 15 people. **\$4500** includes first five hours; additional time is \$400 per hour

Amenities

The garden has the following amenities available for use:

- Garden sun room: seven 36” round tables, two 36” square tables, one 5’ long rectangular buffet table, one 6’ long rectangular buffet table, 26 wooden folding chairs, 2 metal bistro chairs. Buffet tables may be arranged indoors or outdoors as needed. Tables and chairs must remain in the sunroom but can be configured per your needs.

*PowellsWood Garden Foundation is a Washington nonprofit corporation
Located at: 430 South Dash Point Road, Federal Way, WA
Mailing Address: 1600B SW Dash Point Road #252, Federal Way, WA 98023
www.powellswood.org*

- Kitchenette: refrigerator, microwave, 12 cup coffee maker, one electric tea kettle and one kitchen wastebasket.
- Upstairs kitchen (for use by professional caterers only): refrigerator, electric stove, sink, counter space
- Outdoor patio: includes three bistro tables, three umbrellas, and nine chairs (to remain on the patio)

Add On Items:

Guided Garden Tour: A guided tour of the gardens may be scheduled as a part of your event for an additional fee of \$10 per guest, with a 10 person minimum.

Access to Electrical Power: At your request an extension cord can be run to either the woodland, perennial or spring garden for access to power, given at least one week advance notice for \$40.00.

Coffee & Tea Service: Pump pots of regular coffee, decaffeinated coffee and hot water for tea, along with tea bags, cream, sugar, an assortment of artificial sweeteners and white paper cups, can be provided at your request; \$35.00 for up to 40 people and \$60 for up to 75 people.

Engagement Photos: Use of the garden for engagement photos is \$25.00 per hour. Time and date of photo session must be scheduled so as not to conflict with other garden events. Admission fee for engaged couple and photographer are waived.

Additional Set Up, Clean Up or Coordination: Rental rates include one hour of pre-event coordination and basic event set-up, which includes: cleaning of the grounds and sun room, set-up of items in amenities list and of canopy and/or chairs included in selected rental package.

If the Licensee/Renter requires additional set-up or clean-up by PowellsWood staff, or additional coordination time, the charge will be an additional \$150 per hour, with a minimum fee of \$150. Examples of additional set-up, clean-up or coordination charges include: rental furniture drop off or pick up, coordination with caterer, musicians, or transportation providers.

If you have selected rental package B, C, or D and would like to rent additional furniture, linens, glassware, flatware, or other items from AA Party Rentals, then you do not need to pay an additional delivery charge for those items if the canopy and/or chair rental has also been scheduled through AA Party Rentals. Your items can be delivered and picked up with your chairs and/or canopy, however you must order and pay for them separately.

Policies

Reservation Process: Reservations are accepted up to one year in advance, and on a space available, first come first served basis.

Hours of Availability: The garden sun room and garden is available to rent for weddings seasonally from April-October with the exception of major holidays. Hours of availability vary throughout the

season. In May through August rentals are permitted Tuesday through Saturday, 8:00 a.m. to 7 p.m. In April and September rentals are permitted Tuesday through Saturday, 9:00 a.m. to 6:00 p.m. In October rentals are permitted Tuesday through Saturday, 9:00 a.m. to 4:00 p.m.

Rentals cannot conflict with current programs, events or scheduled administrative use. See the calendar on our website <http://powellswood.org/calendar/> for availability.

The garden is open to the public Tuesday – Saturday from 10:00 a.m. to 3:00 p.m. and Licensee/Renter and guests do not have exclusive use of the garden during the rental period. We will limit access to the portions of the garden in which your guests are gathered; however, the rest of the garden will remain open to other garden visitors.

Deliveries by outside vendors must be arranged between the hours of 8:00 am and 2:00 pm.

Dress Rehearsals are to be scheduled in advance and are subject to garden availability. Complementary admission numbers for dress rehearsals are included in the rental packages; any additional attendees are required to pay the PowellsWood's admission fee.

There are no changing facilities on site; wedding participants must come dressed for the ceremony.

Maximum Occupancy and Parking for Garden Rentals: The garden sun room comfortably seats 30 guests, with a maximum occupancy of 35 for an indoor reception. The garden can accommodate up to 75 chairs for a ceremony if arranged in the open and up to 70 chairs for a ceremony if arranged under a canopy. Receptions can spill out of the garden sun room onto the house garden lawn, but we do not have adequate space for a sit down reception for parties of more than 50.

Our parking lots can accommodate a total of 30 standard vehicles and 2 handicapped vehicles. Licensee/Renter and their guests and vendors have use of 26 of these parking spots; the remaining parking spaces should remain open for other garden visitors. Caterers may utilize the parking pad in front of the garden house to load and unload food and equipment, but their vehicles should be moved after unloading.

Valet: Although not required, you may wish to use a valet service to allow your guests to exit their vehicles closer to your venue within the garden and have their cars parked in the upper lot for them.

Approved valet providers are:

- Valet Parking Systems, www.valetps.com/, 1-800-696-7170
- Red Carpet Valet, www.redcarpetvalet.net/, 206-528-2162

Catering: If you elect to have your reception onsite you have two options: either a self-catered reception of cake, punch, coffee, and tea, or if you would like to serve a meal, then you may select from one of our approved caterers below. They are familiar with our facility and will help ensure your event runs smoothly. These caterers may also provide for and/or connect you with additional event related services, depending on your needs.

- Act 3 Catering, www.act3catering.com, (425) 251-9102

- Café Pacific Catering, www.cafepacific.com, (253) 852-0135; also has a banquet facility on their site for parties under 60.
- Gourmondo Catering, www.gourmondoco.com, 206.587.0190

Cleaning: It will be the Licensee/Renter's responsibility to return the garden sun room, changing rooms, kitchenette, kitchen, parking lots and the grounds at PowellsWood to the condition in which they were found. Please remove trash and recycling and place it in the corresponding bins behind the garage. Wash any kitchen items that were used. A vacuum, broom and dustpan are provided for cleaning the floors. A cleaning check list is located inside the cupboards above the kitchenette sink.

Decorations: No material may be attached, affixed, tacked, stapled or taped on the walls, doors, or any part of the interior or exterior of the Garden Room. The artwork and garden literature may not be removed from the walls or surfaces.

Alcohol & Smoking: PowellsWood is a family friendly facility; no alcohol, Tabaco products, or drugs are allowed in the garden, its facilities, or anywhere on the grounds of PowellsWood.

Children: Children are welcome at PowellsWood; however, it is your responsibility to see that they are supervised at all times.

Pets: No pets are allowed at PowellsWood, with the exception of service animals.

Payment Policy: 100% of the room rental and deposit is due at the time of the reservation.

Payment Methods: Rental payments may be made by cash, check (personal, cashier or money order) or by credit card in person. Insufficient funds will result in a cancellation of the event and will not be reinstated until the renter pays the amount due plus a \$35.00 NSF service fee.

Application and Payment Process: A complete Event Rental Agreement must be submitted and signed by the legally responsible party in order to initiate the reservation process. The requested date(s) is/are not secure until the full payment of the rental fees and deposit. Non-payment will result in a hold on the request. Once payment is received a receipt and copy of the completed Event Rental Agreement will be provided to the Licensee/Renter. Submit the completed Event Rental Agreement by email to admin@powellswood.org and send payment to PowellsWood Garden at 29607 8th Ave. S. Federal Way, WA 98003 or mail both completed Event Rental Agreement and payment to the above address.

Cancellation Policy: If your rental is cancelled six months prior to the rental date 50% of the deposit will be refunded. If your reservation is cancelled 3-6 months prior to the rental date 25% of the deposit will be refunded. If your reservation is cancelled less than 3 months prior to the rental date the deposit will be forfeited.

Time/Damage/Cleaning Refundable Deposit: A \$600 refundable deposit and signed contract are due when the rental is reserved.

Deductions from the deposit may be made for the following reasons: Additional time is used by the Licensee/Renter outside the scope of the rental agreement; damage is caused by the Licensee/Renter or

their guest to the building, its contents and/or the grounds at PowellsWood; additional cleaning is required by PowellsWood staff to return the building(s) and grounds to the condition in which they were found; additional staff time is performed by PowellsWood staff in addition to the basic set-up and cleaning for your event, at a rate of \$80 per hour, with a minimum charge of \$80.

Liability: No alcohol or alcohol consumption is allowed on the premises. The garden sun room capacity shall not exceed 35 people and the garden capacity shall not exceed 75.

Licensee/Renter agrees to abide by all the rules governing the use of PowellsWood Garden as set forth herein and in accordance with all applicable laws of the State of Washington, and all county and/or municipal ordinances.

Licensee/Renter also agrees to pay PowellsWood the reasonable value of the cost of repairing and/or replacing damage done to the building, contents of the building, or the grounds of PowellsWood caused by the Licensee/Renter or its attendees, agents, sub-contractors, or invitees. Licensee/Renter is responsible for any loss due to theft of PowellsWood property for the actual value of the property lost. By agreeing to this, Licensee/Renter assumes full responsibility for all persons connected with the Licensee/Renter.

In consideration of \$_____ (total rental fee) paid on _____ (date), and a \$600.00 Time/Damage/Cleaning deposit, the individual or organization of individual(s) identified below and on the attached Event Details Form (Licensee/Renter”) is hereby granted a limited license to use the garden sun room and garden (the “Facilities”) at PowellsWood Garden owned by Monte and Diane Powell (the “Licensor”) for an event on _____ (date) and as described on the Contact Information and Fee Summary Form during the hours specified.

In consideration of the license herein granted, Licensee/Renter hereby covenants and agrees to indemnify, defend, and hold harmless Licensor, and its employees and agents, (the "Indemnities") from, and to be primarily liable for, any and all claims, losses, costs, and expenses (including attorney fees) of whatever nature which may be made against or incurred by the Indemnities or any of them arising directly or indirectly from the use of the Facilities and/or the activities thereon of the Licensee/Renter and the Participant (as hereinafter defined), except such items which are based upon the sole negligence of the Indemnities. Without limitation, the foregoing covenant shall extend to any and all claims based upon the conduct of any Licensee/Renter, its members, employees, agents and other persons present at the facilities as an invitee who disregards our policy and consumes alcohol or any other drug while at PowellsWood Garden. Licensee/Renter agrees to hold Licensor harmless should the facility be rendered not suitable for rental due to any act of God or nature, after Licensor accepts agreement and deposits. Licensee/Renter acknowledges that the Facilities have been inspected by the Licensee/Renter and the Facilities are suitable for their intended use. Further, Licensee/Renter of the Facilities will advise all Participants as to the rules governing use.

LICENSEE/RENTER:

Signature: _____ **Printed Name:** _____

Date: _____

POWELLSWOOD GARDEN:

Signature: _____ **Printed Name:** _____

Date: _____ **Date of Event:** _____



**Wedding Event Rental – Contact Information
& Fee Summary**

Contact Information:

Licensee/Renter Name: _____

Address: _____

Home Phone: _____ Cell phone: _____

Email: _____

Preferred method of contact: circle one: home phone, cell phone, email

Event Information:

Description of event (i.e. ceremony only, ceremony & reception, reception only)

Date of event: _____ Arrival/Set-up time: _____

Event start time: _____ Event/Clean-up end time: _____

Number of Guests: _____

(Garden sun room capacity 35 guests maximum, garden capacity 75 guests maximum)

Requested date and time of Dress Rehearsal option 1 _____ option 2 _____

Requested date and time of Engagement Photos if booking _____

If using, name of Wedding Planner: _____

Phone number: _____ Email: _____

If using, Selected Caterer: _____

Caterer Contact Person: _____ Arrival Time: _____

Items being supplied by caterer: _____

Departure Time: _____

If using, Rental Company: _____

Items being rented: _____

Delivery Date: _____ Delivery time: _____

Pick-up Date: _____ Pick-up Time: _____

If using, Valet Provider: _____

Arrival time: _____ Departure time: _____

Special requests:

We want to do everything possible to meet your needs. Please explain if you need special accommodations for your group or particular guests so we can help you plan for them.

Rental Fee Summary:

Rental Package Selected (first five hours) \$ _____

Additional rental hours at \$400 per hour \$ _____

Optional Guided Garden Tour, \$100 per 10 guests \$ _____

Coffee Service, \$35 for 40 people or \$60 for 75 people \$ _____

Power Set-Up \$80.00 \$ _____

Engagement Photos \$25.00 per hour \$ _____

Anticipated Extra Set-Up/Coordination Time \$150/hour \$ _____

Time/Damage/Cleaning Refundable Deposit \$ 600.00

Total rental fees (payable by cash, check or charge) \$ _____

How Did You Hear About PowellsWood? _____