



Village Green Community Center

26159 Dulay Road NE

Kingston, WA 98346

(360) 297-1263

www.myvillagegreen.org

Email programs@myvillagegreen.org with questions and/or comments.

ROOM RENTAL RATES 2022

ROOM NAME

ROOM NAME	Square Footage	Capacity	Regular Rate	**Resident/Non-Profit Discounted Rate	For 3 hour rental periods	
					ARF* Weekly	ARF* Monthly
Art Room	480	20	\$55/hr	\$35/hr	\$551	\$110
Banquet Hall <i>Min. 6 hrs</i>	3312	200	\$210/hr	\$105/hr	n/a	n/a
- with Kitchen			\$245/hr	\$130/hr	n/a	n/a
- Weddings (12-hour rental)			\$2,940	\$2,100	n/a	n/a
<i>Includes Kitchen and Summit Room</i>						
Blue Heron Room	1104	60	\$55/hr	\$35/hr	\$550	\$110
- with Kitchen			\$65/hr	\$45/hr	\$665	\$170
Community Room 124	1104	60	\$55/hr	\$35/hr	\$550	\$110
- with Kitchen			\$65/hr	\$45/hr	\$665	\$170
Community/Windermere	2208	120	\$85/hr	\$65/hr	\$1,100	\$220
- with Kitchen			\$105/hr	\$85/hr	\$1,215	\$280
Kitchen	1104	20	\$55/hr	\$35/hr	\$550	\$110
Lobby		50	\$55/hr	\$35/hr	\$550	\$110
Meeting Room	470	25	\$55/hr	\$35/hr	\$550	\$110
Multipurpose Room (Gym)		63	\$55/hr	\$35/hr	\$550	\$110
Summit Room	945	54	\$55/hr	\$35/hr	\$550	\$110
Tech Lab	470	16	\$65/hr	\$45/hr	\$665	\$170
Windermere Room 125	1104	60	\$55/hr	\$35/hr	\$550	\$110
- with Kitchen			\$65/hr	\$45/hr	\$665	\$170
Windermere/Blue Heron	2208	120	\$85/hr	\$65/hr	\$1,100	\$220
- with Kitchen			\$105/hr	\$85/hr	\$1,215	\$280

* **Annual Reservation Fees (ARF)** for standing reservations for the calendar year.

** **RESIDENT** is defined by the Village Green Metropolitan District boundaries (primarily 98346 zip code, *excluding Indianola, Kingston Hills*).

NON-PROFIT is proven by a photocopy of the current Annual Report submitted to the Secretary of State.

Rates are subject to change without notice. ARF will be grandfathered in to the end of the calendar year.

Additional Fees:

Refundable Damage Deposit: \$150 for meeting rooms, and \$200 for the Kitchen, to be paid upon booking.

Deposit will be refunded upon the approval of Center Manager based upon the condition of the room upon leaving. We reserve the right to withhold a portion of the deposit if additional cleaning is needed.

ARF Clients pay this deposit one-time only.

Alcohol Surcharge: \$150 in the event that alcohol is served at the event. (non-refundable)

Credit Card Fees:

Payment by credit card is subject to a Convenience Fee that will appear on your bank statement (\$2 under \$80 or 2.5% over \$80).

GENERAL INFORMATION

To rent a room at the Village Green Community Center, a Facility Use Application must be completed and approved and the Hold Harmless section on the back, signed.

The Village Green Community Center is a smoke free facility. Illegal drugs, firearms and/or gambling is prohibited in any area.

Any events intended primarily for those under 21 years of age must have supervision approved by VGCC staff. Such events will require one adult chaperone per 8 persons under 21 years of age. A list of chaperone names and phone numbers is required.

Alcoholic beverages may be consumed at VGCC when the following conditions are met: VGCC approval of **Alcohol Use Permit**; insurance and WSLCB permit or license requirements are met.

The person signing the **Facility Use Application** is responsible for coordinating the opening of the room with VGCC staff and for the condition of the room at the end of the event. The VGCC will refund the damage deposit after our staff determines that all fees have been paid in full and the facility is clean and in good repair. Cleanup afterwards includes resetting the room according to VGCC staff instructions or schematic, wiping down of all tables with sanitizer and vacuuming or sweeping of the floor.

Cancellation Policy (applies to all reasons for cancellation):

Full Refund (less a \$10 cancellation fee) will be given if cancellation is made 30 days or more prior to the rental date.

50% Refund (less a \$10 cancellation fee) will be given if cancellation is made 8-29 days prior to the rental date.

No refund will be given for cancellations one week (7 days) or less prior to the rental date.

Notification of cancellation must be made in writing via email to Programs@myvillagegreen.org

Insurance

Renter must carry liability insurance and submit a certificate of liability naming the Village Green Metropolitan Park District as **Additional Insured** for the date of the event.

Additional Rental Equipment Available

The Village Green Community Center has additional equipment for rent such as audio equipment, kitchen equipment, linens and place settings. Please see the EQUIPMENT RENTAL FORM for more information.

Place Settings – If your event is going to include food service, our place settings are available for an additional \$10/room/hr* – provided you do all the cleanup, as well. As a LEED certified facility, we are striving to cut back on paper and single use plastic waste and making our place settings more affordable is the first step in our effort to do so. Linens are available for rent with two weeks' notice.

**the definition of a room in this case refers to individual rooms (e.g. the Windermere/Blue Heron is considered two rooms and the Banquet Hall is three rooms, therefore the charge is \$30/hr.)*