BURIEN COMMUNITY CENTER FACILITY RENTALS

Rental Request Form

14700 6th Ave SW, Burien, WA 98166
Phone: (206) 988-3700
Email: parksinfo@burienwa.gov

Completing this form does not constitute a guarantee or a contract. Requests are subject to PaRCS Staff review and approval. City of Burien programming supersedes any rental request. Incomplete forms will not be accepted. You must be at least 18 years old to rent space at the Burien Community Center or 21 years old if serving/selling alcohol. Facility rentals are only confirmed once we have received a completed Rental Request form and the associated security deposit has been paid.

RENTER DETAILS - *Please be as specific as possible. This portion must be filled out in its entirety.*

Organization Name, if applicable:

Primary Contact

Contact Name: **Phone Number:**

Email Address: **Date of Birth:**

Address: **City, State:** **Zip Code:**

How do you prefer to be contacted? **Email** ☐ **Phone Call** ☐ **Email + Phone Call** ☐

Secondary Contact

Contact Name: **Phone Number:** **Email Address:**

RENTAL DETAILS – *Please be as specific as possible. This portion must be filled out in its entirety.*

***Rental Date:** **Requested Room:** _____

**Weekday rentals during non-regular business hours are subject to PaRCS Staff review and incur a staffing fee of $50/hour.*

***Rental Start Time:** ***Rental End Time:**

**rental times include set-up and cleanup*

EVENT DETAILS – *Please be as specific as possible. This portion must be filled out in its entirety.*

Name of Event: **Type of Event:**

***Event Start Time:** ***Event End Time:**

**the time that guests will arrive/depart and when clean up/tear down begins*

Is this a public event?
Yes* ☐ **No** ☐

Estimated Attendance:

Estimated Number of Vehicles:

If "Yes", the doors to the facility will remain unlocked for the entirety of your event, and you **MUST provide all marketing materials to the PaRCS Department for review before approval of your request.*

MORE ON BACK

Rental Request Form, continued...

14700 6th Ave SW, Burien, WA 98166
Phone: (206) 988-3700
Email: parksinfo@burienwa.gov

MARK ALL THAT APPLY:

Serving Food: ☐	**DJ/Band:** ☐	**Rent A/V:** ☐ **Additional fee applies*	**Charging Admission:** ☐ **Additional fee applies*	**Vendors:** ☐ **Additional fee applies*

A/V Equipment includes: projector, microphone, speaker, and TV monitor with a multi-adapter port and HDMI cord.

**Additional Fees:*

- *Renting A/V Equipment - $75*
- *Charging Admission - $40*
- *Vendors - $40 (may require PaRCS Staff review and additional documentation)*

Prohibited: stages, flames/fire, fog machines, and/or bubble machines. Music must not be heard 30 ft from the room.

***Alcohol will be SERVED:** ☐	***Alcohol will be SOLD:** ☐
**Requires a Banquet Permit and Liability Insurance*	**Requires approval from PaRCS Staff, Special Permit Insurance, and Liability Insurance*

**Alcohol is limited to commercially sold beer, wine, champagne, hard cider, and hard seltzers ONLY.*

PLEASE LIST ANY ADDITIONAL NOTES OR QUESTIONS FOR CONSIDERATION AND/OR APPROVAL:
Personal equipment brought into the facility MUST have prior approval.
(Ex: Podiums, play equipment, need for an additional room rental for child care, changing room, praying, etc…)

Cancellation Policy:

- A notification of cancellation submitted 14 days, or earlier, before the event date will forfeit 50% of the deposit.
- Notifications of cancellation submitted less than 14 days before the event date will forfeit 100% of the deposit.

Notifications of cancellation **must** be submitted in writing and can only be submitted by the primary contact.

PAYMENT: *Please select how you would like to pay. Reminder: Facility rentals are only confirmed once we have received both the request form and the security deposit.*

Pay in Full ☐ (*deposit + fees*)	***Payment Plan** ☐ *(deposit now, fees due 14 days before rental date)*

**Staff will provide a Credit Card Authorization form. Completing this form will authorize the City of Burien to automatically charge the card 14 days before the rental date. The authorization will only apply to a single rental.*