



## ***Pavilion Pricing 2019***

8/22 VW

***190 W Sentry Drive***

***Shelton, WA 98584***

***Phone: 360-426-7374***

***Website: Pavilion@mcsac.net***

**For more information contact the Event Coordinator Val Wedman,  
360-426-7374, email: activities@mcsac.net**

**Rooms: Grand Ballroom (60 x 80'), with (40 x 60') dance floor,  
stage, electronics center and bar**

**Additional areas: dining area A /B, meeting room, kitchen and garden  
courtyard**

**Furniture: 250: Chairs**

**30: 6' round table, that seat 8-10 chairs**

**12: 6' rectangular table. seat 4-6 chairs**

**20: 8' rectangular tables, seat 6-8 chairs**

### **Cost includes :**

- **set up and take down of tables and chairs**
- **Garbage service and cleaning is provided; Client must remove all of their items**
- **Linens: tablecloths and napkins**
  - **We will put linens on tables. You must fold your own napkins**
- **Access to audio/visual electronics**
- **An Event Coordinator on site to keep building safe and solve building issues**
- **Free Wifi**
- **ADA Accessible Building**

**Cost is based on number of guests and space and includes 10 hours of continuous rental.**

**Events close at 10:00PM. Clean-up is from 10:00 – 11:00PM.**

<b>Number of Guests:</b>	<b>To 100</b>	<b>Up to 150</b>	<b>Up to 200</b>	<b>Up to 250</b>	<b>Up to 350</b>
<b>Ballroom, stage and bar</b>	<b>\$1200</b>	<b>\$1500</b>	<b>\$2000</b>	<b>\$2500</b>	<b>\$3800</b>
<b>Dining area Included in price</b>			<b>*A</b>	<b>*A,B</b>	<b>*A,B</b>
<b>Garden</b>	<b>\$150</b>	<b>\$150</b>	<b>\$200</b>	<b>\$200</b>	<b>\$250</b>
<b>Kitchen</b>	<b>\$300</b>	<b>\$300</b>	<b>\$400</b>	<b>\$400</b>	<b>\$500</b>
<b>*Oven</b>	\$100	\$100	\$200	\$200	\$250
<b>*Dishwasher</b>	\$100	\$100	\$200	\$200	\$250
<b>*Countertops</b>	\$50	\$50	\$100	\$100	\$150
<b>Walk in fridge Comes with kitchen</b>	<b>\$50</b>	<b>\$50</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>
<b>Meeting room</b>	<b>\$50</b>	<b>\$50</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>
<b>Additional hour</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>
<b>Damage Deposit</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>
<b>Subtotal</b>					
<b>Additional costs for dishes:</b>	\$2.50 for place setting	Dinner and salad plate	Forks, spoon knife	Water glass and coffee cup, wine glasses	* you are responsible to wash dishes
<b>TOTAL</b>					

### Rental of Meeting Room only

This is a special for small events. We charge \$400 for four hours. One hour for setup, one hour for take down. The event is approximately 2 hours. If food is served there is another \$50 charge. Damage deposit is \$100. Limit: 75 people.

## **Rental of Ballroom**

**Hours:** Our Facility is available between 9 am and 11pm on Saturday and Sunday. On Friday it is available from 4:00 - 11:00PM.

Cost is based on **10 hours** of continuous rental.

**Events close at 10:00PM. Clean-up is from 10:00 – 11:00PM.**

## **Clean up responsibilities**

- We will provide garbage bags and help your representatives/helpers with garbage.
- Clients must clean up liquid spills immediately. We have a basket of towels in the kitchen.
- Please Do NOT use any cleaner on our floor - water only.

## **Bar**

- Some ice can be stored in freezer compartment. Ice placed in sinks can keep your drinks cold. Beer kegs must be in a garbage can with waterproof mats underneath. We have an ice machine that will give you about 4 medium bags of ice.
- Buckets or coolers with ice placed on the floor must be placed on protective mats.
- Bar must be dry and clean when leaving.
- Someone must monitor that no one under 21 is drinking alcohol.

## **Commercial Kitchen**

- Caterers must bring own pots and pans and utensils. A training session for the kitchen must occur 48 hours before the event. The kitchen must be cleaned after cooking. We will sweep and mop floors, and disinfect counters.
- A walk-in refrigerator is included in kitchen rental.
- No children under 18 are allowed in the kitchen.
- No grease into our septic system please. Dispose of grease in the garbage in proper container.
- Kitchen help must have food handlers permit.

**Washington State Special Occasion License or Banquet permit** (needed to serve alcohol). If you plan to sell alcohol, you will need a bartender and the Special Occasion License. If you plan to serve alcohol, with no bartender, you will need the Banquet Permit.

Licenses must be obtained 7 days before the event, and displayed on the day of the event. You can apply online from the **WA State Liquor and Cannabis Control Board**. Alcohol cannot be sold on premises if you only have a Banquet Permit. **Alcohol and food must remain in the building.**

### **Payment**

- A \$500.00 damage deposit is required to hold your date (payable to MCSAA)
- 90 days before the event, 50% of cost must be paid
- 30 days before the event, 100% must be paid. Linens will be ordered and layout of the Pavilion will be finalized.

### **Insurance**

Client must carry **insurance** for the event. Your own insurance companies can give you a quote to add on to your policy; or you can obtain one at eventhelper.com. This is **due 7 days prior to event**.

### **Event Coordinator**

We have an on-site **Event Coordinator (EC)**. This person is here to help you use our facility. Her job is to protect the property of Mason County Senior Activities Association. Your rental fee goes to support the seniors who use this center. Any questions about facilities should be directed to the E C.

### **Children**

Children must be supervised at all times inside the Pavilion, and in the Garden courtyard. We want an adult with those children to enforce safety rules.

We highly recommend not bringing children during the set up time. It makes the day too long for them, and often they run into trouble because of boredom. If you must bring them try to give them a job or something to do while waiting for you.

During the event your children may **NOT** run around the Pavilion. This is for safety reasons. We expect dancing and fun times, but not “chase” around

equipment and tables. Some families have set up coloring, crafts and Lego tables to keep the children entertained during the event.

### **Cancellations**

Your deposit will **not be refunded in the event of a cancellation**. It will be used to pay for our time and the potential income we missed in turning down other clients to keep your date.

If the event is canceled 4 weeks or less prior to the event, client is responsible for full payment, unless we are able to book another event on that date.

### **Decorating**

Only painter's tape (blue) may be used on the walls. No tacks or nails. Do not use tape on our floors. Mats covering up the cords is best.

**No bubble solution may be used indoors.** Use of rice, birdseed or confetti-like material is NOT permitted in the facility or on the grounds. Real flower petals may be used outside. Silk flower petals may be used on the tables.

### **Alcohol**

You must have WA state banquet license and someone to monitor the drinking at your party. If someone is under the influence, do not serve them anymore. Make sure to enforce 21 and older law, **and all rules stated on your banquet permit.**

### **Damage**

You are responsible for any damage to our property. Your damage deposit will be used to cover costs of repair, as well as your insurance will cover costly damage and injury.

Please have family/or friends keep an eye on things so this won't happen and you can enjoy your day.

Please keep doors closed to keep in air conditioning inside, and to regulate or heating system at other times. Ask about smoking areas.

Any kitchen use that is incurred during the event that was not paid for initially will be deducted from the Damage Deposit refund.

## **Sound System**

- With guidance, you may use the sound system. You must go through some brief training.
- The electronic area has equipment for CD, phones, iPod, computers to play music.
- A connection to a screen and projector can display power point presentations.
- Two wireless microphones will be provided for your event.
- A DJ may use our system, but must work with us and be aware of putting the system back to its original settings when finished.
- We provide blue tooth speakers in the garden. You can have your music on a phone and have someone play it through our portable speaker system.
- Sound must be a reasonable noise level. Be aware that we may ask you to turn the volume down.
- **The Board has adopted a policy to require music to be below the 90 decibel level, as measured by our decibel meter.** Research shows that this can cause damage to hearing.

We have a large **parking lot** and provide plenty of parking.

The **Garden Courtyard** may be used for events. Many of our outdoor weddings take place in the garden area and then the reception takes place indoors. You may bring planters of flowers in your colors.

Our **stage** has outlets built into the floor to allow a band to set up easily, and use our sound system if needed.

Please alert us to the need of additional paper/tissue supplies in the restrooms.

## **Event Planning Timeline:**

- **Visit the Pavilion and find a date that is available**
- **Discuss your needs with the Event Coordinator**
- **Plan for date, size, and amount of room you need**
- **When you are sure you want to book, give us a \$500 deposit**
- **Sign the contract and legal obligation for your event**
- **Plan details with family and friends, make sure you have people to help you so that you will not be overtaxed**
- **90 days prior to your event pay 50% of your total**
- **Apply for Banquet license/ WA state, and have event insurance**
- **30 days prior to your event pay the balance off**
- **Plan the details of linens, music/electronics, table arrangements, people to help you with this event**
- **The Event Coordinator will contact you the week of your event to confirm your plans**

## Wedding Planning:

### **Suggested Roles of People to help you**

#### **Food:**

- Meal /caterer/ potluck \_\_\_\_\_
- Cake \_\_\_\_\_
- Drinks \_\_\_\_\_
- Eating utensils, cups, plates \_\_\_\_\_

Decorations: \_\_\_\_\_ Lights: \_\_\_\_\_

Flowers: \_\_\_\_\_

Napkin folders: \_\_\_\_\_

Set up crew: \_\_\_\_\_

Clean up crew: \_\_\_\_\_

Pack up decorations, food, gifts, cake, keepsakes...\_\_\_\_\_

Children supervisor/entertainment: \_\_\_\_\_

Help with elderly: \_\_\_\_\_

Band or DJ: \_\_\_\_\_

Garbage crew: \_\_\_\_\_

If not renting kitchen, 2 designated people to enter kitchen to get to walk in cooler: \_\_\_\_\_

Outside wedding... group of strong individuals to move chairs in and out of building: \_\_\_\_\_

Our take-down staff will take care of chairs and tables.

Remove all items that you brought in. Our custodian will clean bathrooms, sweep and mop floors. Thank you for your help on making this a group effort so no one person has the burden of this chore. The wedding party should be organizing the clean-up, it is such a great gift to the Bride and Groom.