



Pavilion Pricing 2016-2017

**190 W Sentry Drive
Shelton, WA 98584**

updated 1/17

Phone: 360-426-7374 email: Pavilion@mscac.net
Website: www.mcsac/the-pavilion.net

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

Additional areas: dining area A /B, conference room, kitchen and garden

Furniture: ■ Chairs: 250 ■ 6' round table that seat 8-10 people,

■ 6' rectangular table that seat 4-6 people,

■ 8' rectangular tables seat 6-8 people

- Cost includes standard set up and take down of tables and chairs
- Garbage service and cleaning is provided;
- (Client must remove all of their own items)
- Linens and napkins are included in the price. You must fold napkins
- Access to Audio/visual electronics

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

Number of Guests:	To 100	Up to 150	Up to 200	Up to 250	Up to 350
Ballroom, stage and bar	1200.	1500.	2000.	2500.	3800.
Dining area Included in price			*A	*A, B	*A, B
Garden	150.	150.	200.	200.	250.
Kitchen	300.	300.	400.	400.	500.
Walk in fridge Comes with kitchen	50.	50.	100.	100.	100.
Conference room	50.	50.	100.	100.	100.
Additional hours beyond 10	100.	100.	100.	100.	100.
Total					

Additional costs for dishes:	\$2.00 for place setting	Dinner and salad plate	Forks, spoon knife	Water glass and coffee cup	
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You need volunteers to help set, and clear the tables. Dishwashing will be provided.

Rental of Conference room only:

We charge \$350. for four hours. (Including set up, 1 hour and clean-up, 1 hour) Damage deposit is \$100. Limit: 80 people

Hours:

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

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

Events close at 10:00PM; clean-up is from 10 – 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 garbage can with waterproof mats underneath.
- Buckets 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 happen **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.
- 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) 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 Control Board. (*see example) Alcohol cannot be sold on premises. Alcohol and food must remain in the building.

Payment

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

Insurance

Client must carry **insurance** for the event. Your Insurance companies can give you a quote to add on to your policy; or you can obtain one at eventhelper.com. *See example of Insurance

We have an on-site **Facility Coordinator** (FC). This person is here to help you use our facility. Their job is to protect the property of MCSAA 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 FC, Cheryl at pavilion@mcsac.net

Children

They must be supervised always 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 for safety reasons your children may not run around the Pavilion. 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

We are sorry, we must keep your deposit fee for our time, and turning down potential 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 painters 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 Bubbles may be used indoors. Use of rice, birdseed, glitter 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 someone 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. Facilitator will shut down the bar if this is happening.

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.

Sound system:

- You may use the sound system that provides music to the ballroom.
- 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 can use our system with prior instruction from us.
- For the Garden, we have two outdoor speakers with blue tooth capability. 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.

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 more paper/tissue supplies in the restrooms.

Please read our full contracts for the rest of the details.

Event timeline:

- Visit the Pavilion and find a date that is available.
- Discuss you needs with the Facility 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
- 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.

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: _____

At clean-up please stack our chairs in 6 to a bundle. Do not move them, this may scratch our floor. 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 attendants should be organizing the clean-up, it such a great gift to the Bride and Groom.