

Manhattan Community Hall PH: 206-433-9900
18300 4th Ave. Burien WA. 98148
Mail: P.O. Box 66427 Burien 98166

RULES AND PROCEDURES FOR HALL USAGE 2011

Reservations may be made a maximum of twelve (12) months prior to the desired date. Approved applications for the use of the Manhattan Community Hall shall be revocable at the discretion of the Highline Area Food Bank board and shall not be considered a lease.

<u>MAXIMUM CAPACITIES (approximate):</u>	Maximum Capacity	150
Banquet/seating		150
	Six Foot Tables	26
	Chairs	150

Reservations: Reservations will be accepted by phone or in person. No reservation shall be considered booked until Deposit fee has been received and usage approved by the Manager. A confirmation of the booking will be given to the user. The person in charge or the person responsible will need to submit a copy of their Wa. State drivers license to complete the usage agreement.

Days & Times Available: Friday 12:00pm – 12:00am (12 hour minimum)
Saturday 8:00am – 12:00am (16 hour minimum)
Sunday 8:00am – 10:00pm (14 hour minimum)_____

Mon. – Thur. Hall available on a limited basis at the hourly rate.

Note: Hall Usage is restricted to no later than midnight on Fri. & Sat. and 10:00pm Sun – Thur.

<u>Usage Fees:</u>	<u>Type</u>	<u>Usage Fee</u>
Saturday (up to 16 hours)		\$450.00
Friday (12 hours) or Sunday (14 hours)		\$350.00
Monday – Thursday hourly rates		\$45.00/hour
Deposit Fee (damage deposit)		\$300.00

Note: Damage deposit is due within two weeks of booking. Usage fee is due at the time of key pick up as arranged by Hall Manager. Damage deposit and insurance may be adjusted according to the nature of the event if deemed necessary by the Hall Manager.

CANCELLATIONS:

THERE IS A \$50.00 NON-REFUNDABLE CANCELLATION FEE FOR RESERVATIONS CANCELLED AT LEAST 60 DAYS BEFORE THE SCHEDULED EVENT. CANCELATIONS THAT OCCUR 60 DAYS OR LESS BEFORE A SCHEDULED EVENT WILL RESULT IN THE LOSS OF \$300.00 UNLESS THE HALL MANAGER IS ABLE TO FIND ANOTHER USER FOR SAID DATE IN WHICH CASE YOU WILL RECEIVE A FULL REFUND.

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CLEAN UP:

- Remove all decorations. (Please do not use staples, thumbtacks or nails to hang decorations, TAPE ONLY).
- Remove everything brought to the facility.
- Leave the kitchen clean, wipe off all counters & cabinets, appliances, clean floors, and turn off equipment.
- All spills must be cleaned up and wet mopped. Brooms and dust mop are located next to mop bucket in kitchen.
- All chairs must be clean and returned to the chair carts.
- All tables must be wiped clean and returned to the table carts.
- Remove all garbage and trash and place out back in the dumpster. (If trash does not fit in dumpster you need to compact it so the lids will close).
- Recycle cardboard, bottles and aluminum cans in appropriate receptacles.
- The grounds outside the building must be returned to original condition. All litter must be picked up.
- Turn off heat and lights when you leave.
- A cleaning fee up to the amount of the damage deposit may be charged if the above items are not done.
- Barbecues may only be used on gravel or dirt surfaces, NOT CONCRETE
Charcoal must be disposed of in a safe and proper way.

Make checks payable to: Manhattan Properties Board P.O.Box 66427 206-433-9900

Name _____ Address _____

City _____ State _____ Zip _____ Phone (_____) _____ - _____

Date of Event(s) _____

_____ Type of Event _____

Time period requested _____ to _____

I HAVE READ THE ABOVE RULES AND PROCEDURES AND AGREE TO ABIDE BY THEM

Signature of User _____ DOL # _____

Signature of Hall Manager _____

Damage Deposit \$ 300.00 _____ Date ____/____/____ Cash ____ Check# _____

Usage Charge \$ _____ Date ____/____/____ Cash ____ Check# _____

Damage Dep. Returned ____/____/____ \$ _____ SIGN. _____

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