

DUWAMISH LONGHOUSE

RENTAL INFORMATION

Reservations:

Rental applications and payments are ONLY accepted at the Duwamish Longhouse. Applications must be received at least seven (7) working days in advance for rentals scheduled during regular Longhouse hours. Applications must be received at least one (1) month in advance for rentals scheduled during hours in which the Duwamish Longhouse is closed.

Rental applications are considered on a first paid basis and subject to space availability. All applications must be verified and approved by the Event's Coordinator, Victoria Welch. Once your rental application is approved, this person will be your main point of contact for all dealings related to your event leading up to the actual event. Please direct all inquiries and submit all appropriate payments and paperwork to this person.

Rental applications will not be accepted without payment. 50% of all Rental Fees are due at the time of application. The balance of Rental Fees PLUS the Damage Deposit is due two (2) months prior to the event. Applications made less than two (2) months in advance require FULL PAYMENT at the time of the application. Failure to pay balance two (2) months prior to event may result in cancellation of the scheduled event without a refund. **NOTE:** Renter is required to assure balance due is received within the appropriate deadline.

The Duwamish Center accepts checks, cash, *VISA and MasterCard as forms of payment*. DUWAMISH MEMBERS may reserve the Center up to twelve (12) months in advance. Proof of membership is required. NON-MEMBERS may reserve the Duwamish Center up to (6) months in advance.

NON PROFIT ORGANIZATIONS may apply for complimentary and/or reduced fee rental usage. For more information, please contact the Event's Coordinator for the Center.

<u>WEEKDAY RATES:</u>	Non Members	Security Deposit
Longhouse Great Room	\$75.00 hourly	\$200.00
Meeting Room	\$65.00 hourly	\$150.00
Additional Weekday hours:	\$75.00 hourly	

NOTE: Weekday rates apply all day Monday - Thursday.

<u>WEEKEND RATES:</u>	Non Members
Friday evenings (5 hour minimum)	\$ 500.00
Saturday (8 hour minimum):	\$ 800.00
Kitchen Fee (Monday - Saturday):	\$ 80.00
Additional Weekend Hours:	\$ 100.00 (per hour)
Security Deposit:	\$ 500.00

Weekend rates apply Friday & Saturday. 3 hour minimum is required on Friday during day time hours. 8 hour minimum rental is required on Saturdays. The Longhouse is **closed on Sundays**.

Time Changes:

Time change requests for the Longhouse will only be accepted with a minimum of two (2) months notice prior to the scheduled event.

ALL TIME CHANGES REQUESTS MUST BE DONE EITHER IN WRITING OR IN PERSON. Approval of a time change request is subject to the staff and room availability. Additional rental time must be paid in full a minimum of two (2) months prior to the event.

Rental Fee's and Security Deposits:

A. The room, kitchen and gallery (including outside) are left in a clean and orderly manner as stated in the Clean up Checklist

B. Any additional charges for insurance, equipment, materials and services incurred by DTS on the Licensee's behalf;

C. The cost of removal and storing any materials, equipment or property erected or placed by Licensee and not removed by Licensee at the end of the rental;

D. The cost of repair or replacement of any damaged DTS property.

E. Use of the room does not exceed the scheduled time.

F. Additional staff time is no required as part of the rental.

When these conditions are met to the Center's satisfaction per these guidelines and others listed in accompanying documents, an appropriate fee will be deducted from the damage deposit. If necessary, the rental applicant will be charged to cover any additional costs.

Otherwise, please allow four (45) days for damage deposit to be returned.

Cancellations

Cancellation of rentals may result in a non-refundable cancellation fee per room per date. Cancellation fees are based on the room that you reserved and the amount of notice given.

In order to cancel a reservation, you must provide us with the following:

Written notification indicating your cancellation.

Applicant name (as it appears on the rental application form).

Longhouse Great Room & Kitchen

Amount of Notice

90 days in advance

60 days in advance

Less than 60 days

Cancellation Fee

100% of rental fees

50% of rental fees

Forfeiture of deposit

Groups that reserve multiple dates may face a cancellation fee for each date and/or room reserved.

Conference Room

Amount of Notice

Less than 14 days

Less than two (2) months

Two (2) months or more

Cancellation Fee

50% of rental fees

\$50.00 per room

No cancellation fee

SET-UP

The Duwamish Longhouse staff will set up the room(s) according to the completed Set up Form that you provide us. This form may be obtained by request from the Events Coordinator. It is the responsibility of the rental applicant to complete the Set Up Form and submit it to the Event's Coordinator AT LEAST one (1) month prior to your event. IF we do not receive the Set Up Form on time, then a generic set-up will be provided and it will be your responsibility to make necessary changes. NOTE: When completing your Set up Form, the tables, chairs etc cannot be placed in front of the exit doors or in the gallery.

Additional set-up or changes that need to be made on the day of the event will be the sole responsibility of the rental applicant. Please be sure to allow enough time to complete your changes. you will be charged for any and all time used for set-up.

Please be aware of the hardwood floors when moving equipment. **PLEASE DO NOT DRAG TABLES AND/OR CHAIRS ACROSS THE FLOORS.** Damage that occurs to the floor is the responsibility of the rental group and may result in forfeiture of the entire damage deposit.

NOTE: Tables and chairs that are provided by the Longhouse are not allowed outside the facility.

Kitchen Information

The kitchen may only be reserved for rental use in conjunction with rental of the Longhouse. You must complete a kitchen orientation at least (1) week prior to your event. This orientation must be scheduled in advance by contacting Victoria Welch at (425) 753-4702. Failure to complete the orientation may result in cancellation of the kitchen rental.

Use of the kitchen includes:

100 cup Coffeemaker	Refrigerator & Freezer space
Commercial Stove/Oven	Dishwasher
Microwave	

It is the responsibility of the rental applicant to provide all cooking, serving, and eating dishes, utensils, and all other items not listed here.

You may not store any items in the kitchen prior to the day of your event. The Longhouse is not responsible for any items left in the building at the conclusion of your event.

Due to the needs and details of various events, we do not allow groups to share the kitchen.

It is the responsibility of the rental applicant to clean the kitchen at the conclusion of the rental. Please see the Clean-Up Checklist.

Equipment Included in the Great Room

17 rectangle tables
175 folding chairs
Built in benches

Loading, Deliveries and Storage

Unloading and equipment delivery must be done through the main lobby into the appropriate room. Once the items have been unloaded, vehicles must park in the parking lot.

All deliveries must occur during designated rental times only. Longhouse staff will not accept any delivery items. Rental applicants may not store any items in the Longhouse prior to the event. All items must be removed from the Longhouse at the conclusion of the event. Failure to remove all of your items from the facility may result in forfeiture of your Damage Deposit. The Longhouse is not responsible for any items left in the building at the conclusion of your event.

Decorations

Only freestanding decorations are permitted. Do not affix any ANY items to the ceiling, doors, walls, columns, light fixtures or windows. Tacks, nails, tape and staples are prohibited everywhere. Violation may result in forfeiture of damage deposit.

Candles & Flammable Materials

The Longhouse regulates the use of flammable materials. The **ONLY** types of candles that are allowed at the Longhouse are **floating candle centerpieces. The wick of the candle must be at least 4-6 inches below the opening.** The use of any other type of candle or open flame is strictly prohibited and will result in forfeiture of the damage deposit.

Rice, Birdseed, Confetti, Dance Wax, E.T.C.

Use of any of rice, birdseed, confetti, glitter, dance wax etc. is strictly prohibited at the Longhouse (inside or outside) and will result in forfeiture of the entire damage deposit.

Smoking

The Longhouse is a tobacco-free facility. Smoking, chewing, etc. is prohibited inside the Longhouse. Persons that wish to smoke at the Longhouse may do so OUTSIDE the facility. Please dispose of cigarettes. The rental applicant is responsible for cleaning area of debris as a result of tobacco use associated with their event. We ask that people smoke **away from the doorways** and entrances to the facility. It is against the law for minors under the age of 18 to possess, smoke or otherwise use tobacco products at the Longhouse.

Duwamish Longhouse
4705 West Marginal Way SW
Seattle, WA 98106

Directions to the Longhouse

Southbound on I-5

Take exit 163A for W Seattle Bridge
Merge onto Seattle Fwy W
Take the exit toward 11th Ave SW
Merge onto S Spokane St
Turn right toward W Marginal Way SW
Slight right at W Marginal Way SW
Longhouse will be on the right

Northbound on I-5

I-5 North
Take exit 163 toward Columbian Way
Keep left at the fork, follow signs for Spokane Street
Keep left at the fork, follow signs for W Sea Br. and merge onto Seattle Fwy
W
Take the exit toward 11th Ave SW
Merge onto S Spokane Street
Turn right toward W Marginal Way SW
Slight right at W Marginal Way SW
Longhouse will be on the right.