

## INFORMATION SHEET

### PINE LAKE COMMUNITY CLUB

21333 SE 20<sup>TH</sup> STREET  
SAMMAMISH, WA 98075

**PHONE:** INFORMATION 425-392-2313

Facility Manager 425-392-4041

[www.pinelakecommunityclub.com](http://www.pinelakecommunityclub.com)

FACEBOOK: Pine Lake Community Center

Thank you for choosing the Pine Lake Community Club to hold your event. Below is important information, guidelines and rules to follow to help make your event a success!

Please be punctual when checking in for your event. Be sure you are prepared for check in. The Assistant will need 10 minutes of your undivided attention to review and check off your inspection sheet. This sheet will ensure full refund on your damage deposit. If everything checks off, as when you checked in, your damage deposit will be returned to you at time of check out.

#### **Your rental fee includes:**

- 65' x 41' Clubhouse
- 11' x 13' x 6' Stage
- 140 grey metal cushion folding chairs
- 15 - 8 foot long cafeteria style tables / 1 – 90" Table Round / 1 - 2x3 Rectangle Table
- 200 Persons capacity
- Men & Women's Restroom

**Kitchen Facility** is available for use. Option to use the Kitchen is based on leaving it in perfect cleanliness and condition. Rental fee does not include Kitchen usage. You may use the kitchen free of charge only if the Kitchen area is left in the same condition as when you checked in. The Kitchen includes:

- 2 larger size ovens
- 4 burner stove
- Standard size refrigerator
- 3 bain sink
- No microwave or garbage disposal is available.

**What should you bring?** Bring your own coffee pots, utensils, dishes, napkins, tablecloths, cleaning supplies, 45 gallon trash can liners (available at Costco), Kitchen paper towels, hot plate towels and ice. The kitchen is empty.

#### **What does the Clean Fee Cover?**

- ❖ **The \$100 Clean Fee covers mopping the hall and restrooms. Additional fees will be charges for the cleaning of the kitchen. Renter is responsible for leaving the kitchen as clean as it was received. Renter is responsible for removing trash and placing the tables and chairs back to their original position. If the outside area is used, this area must be cleaned by renter.**

### ❖ **What will cause loss of damage deposit:**

1. The facility MUST be vacated by midnight! NO EXCEPTIONS! Event should end by 11 pm.
2. Standing on folding chairs – damage from this action will cost you \$35 per chair.
3. Removal of pictures or any broken pictures on the wall.
4. Use of stray, hay, confetti, glitter, rice or birdseed.
5. Use of staples, tape, tacks or nails throughout the facility.
6. All tables and Chairs must be placed back in their original position at the end of your event.
7. Facility Key must be returned in order to receive your damage deposit.
8. You are welcome to use the kitchen. You must leave the kitchen spotless. Failure to do so will result in a charge against your damage deposit.
9. Candles are allowed but must be dripless /Open Flames must be covered/battery Operated
10. Outside area – all outside garbage and trash must be cleaned after event - Including play area.

### **How do I rent the Facility?**

Complete a rental agreement. Be sure to read all the information completely. Return signed agreement to Facility Manager. The fee schedule is as follows:

**Friday Night – Rental time: 5 pm to Midnight /\$400.00 + \$100 nonrefundable clean fee + damage deposit**

**Saturday – Rental time: 11 am to Midnight / \$600.00 + \$100 nonrefundable clean fee + damage deposit**

**Sunday – Any time after 1 pm until 11 pm/\$50.00 per hour (min 4 hour) to include set up and tear down time**

**\*\*A \$300 refundable cash damage deposit is due at the time of check in\*\***

**Upon completion and acceptance of Rental Agreement a partial payment or full payment must be made to secure requested date. If partial payment is made, full rental amount is due one month prior to your event.**

### **CANCELLATION POLICY:**

A MINIMUM CHARGE OF \$100 WILL BE ASSESSED FOR ANY REASON OF CANCELLATION.  
CANCELLATION: 120 DAYS PRIOR TO RESERVED DATE RESULTS IN A LOSS OF 50% OF YOUR RENTAL FEE. CANCELLATION OF 60 DAYS PRIOR TO YOUR RESERVED DATE WILL RESULT IN 100% LOSS OF YOUR RENTAL FEE.

### **DEPOSITS:**

- A \$300 CASH REFUNDABLE DAMAGE DEPOSIT IS DUE ON THE DAY OF CHECK IN.
  - A \$100 NONREFUNDABLE **CLEAN FEE** IS DUE ON THE DAY OF CHECK IN.
  - A \$50 Damage Deposit for use of Sound System - DUE ON THE DAY OF CHECK IN.
- ❖ The \$100 **Clean Fee** covers mopping the hall and restrooms. Additional fees will be charged for the cleaning of the kitchen. Renter is responsible for leaving the kitchen as clean as it was received. Renter is responsible for removing trash, placing the tables & chairs back to their original position, sweep floors, clean /pick up outside trash, front & back porch and parking area.

### **Please Note:**

**Premises must be vacated by Midnight – NO EXCEPTIONS**

## City of Sammamish Noise Ordinance:

### 8.15.010 Declaration of policy.

The City council finds that inadequately controlled noise adversely affects the health, safety and welfare of the people, the value of property, and the quality of the environment. Therefore, it is hereby declared to be the policy of the City of Sammamish to minimize the exposure of citizens to the harmful physiological and psychological effects of excessive noise. It is the express intent of the City to control the level of noise in a manner which promotes commerce, the use, value and enjoyment of property, sleep and repose, and the quality of the environment. (Ord. O2002-105 § 1)

### 8.15.020 Public nuisance and disturbance noises.

It is unlawful for any person to cause, or for any person in possession of property to allow to originate from said property, sound that is a public nuisance. The following sources of sound are defined to be public nuisances, except to the extent that they may be specifically exempted by other provisions of this chapter:

- (1) Frequent, repetitive or continuous noise in connection with the starting, operation, repair, rebuilding or testing of any motor vehicle, motorcycle, off-highway vehicle or internal combustion engine so as to unreasonably disturb or interfere with the peace, comfort and repose of owners or possessors of real property; provided, however, this subsection shall not apply to airplanes and boats;
- (2) Frequent, repetitive or continuous sounding of any horn or siren attached to a motor vehicle, except as a warning of danger or as specifically permitted or required by law;
- (3) Any loud and raucous noise which unreasonably interferes with the use of any business or residential property, school or place of religious worship;
- (4) Sound from motor vehicle public address or audio systems, such as, but not limited to, tape players, radios and compact disc players, operated at a volume so as to be audible greater than 75 feet from the source; and
- (5) Sound from audio equipment, such as, but not limited to, tape players, radios and compact disc players, whether portable or placed in a fixed location, operated at a volume so as to be audible greater than 75 feet from the source.**

The foregoing provisions shall not apply to regularly scheduled events at parks or stadiums, such as public address systems for baseball games or park concerts, or to community festivals or permitted parades. (Ord. O2002-105 § 2)

### 8.15.030 Penalty for violation.

Any person who violates the provisions of this chapter shall be guilty of an infraction and shall be subject to a civil fine not to exceed \$250.00 for a first offense. For second and subsequent offenses within any 12-consecutive-month period, the person shall be subject to a civil fine not to exceed \$1,000. (Ord. O2002-105 § 3)

# State of Washington Banquet Permit and Liquor Sales Permit:

## FAQ's and Information on Banquet Permits:

What does the permit cost?

Banquet permits cost \$11 per day for your event, so, a three day events costs \$33.

## Important information about banquet permits:

- All banquet permit sales are final
- No refunds will be issued
- Banquet permits are available to for-profit businesses, societies, organizations, and individuals
- Retail liquor licenses may not obtain banquet permits
- Attendance must be by invitation only
- The event may not be open or advertised to the public
- Liquor must be free of charge, or brought by individuals attending the event. No separate or additional charge may be made for liquor, and donations cannot be accepted
- The event cannot be for business promotions
- Liquor must be purchased from a retail store at full retail price
- Package deals are allowed that may include, for example, the cost of dinner, liquor and entertainment. To ensure participants receive an equal share, tickets exchangeable for drinks may be issued as part of the package price. No profit may be made from the packaged deals
- Rental facilities or halls may require a banquet permit
- You must obtain any required permits from your local authorities when you host an event in a public place

## A banquet permit is not required when all of the following apply:

- The event is hosted by an individual, not an organization or business entity
- Guests are not charged for admission or anything provided at the function (e.g. ice, setup, food, hors d'oeuvres, etc.).
- "Charge" includes donations, dues, fees, or otherwise
- **The event would normally be held in the individual's private home, but is so large that a separate facility is needed to accommodate it**
- The facility where the event is held is closed to the general public during the event and does not have a liquor license
- There is no business purpose for the event or any financial gain
- What does the Liquor and Cannabis Board do with my banquet permit?  
When you purchase your banquet permit online, an email copy of it is sent to your local liquor enforcement office. Officers can visit gatherings, so it is important that you sign and post a copy of your permit at the location where you will be serving the alcohol at your event.