

Event Center

Main Hall Rental Information Packet



(509) 932-4928

20140 Road 24 SW Suite G Mattawa, WA 99349

admin@portofmattawa.org



MAIN HALL RENTAL CHECKLIST

- _____ **Complete and return your Main Hall Rental Application**
Reservations are confirmed upon the submission of a completed Rental Application and a paid Event Deposit. You can drop off your Rental Agreement in person or send via email to admin@portofmattawa.org.
- _____ **Pay your Event Deposit**
Reservations are confirmed upon the submission of a completed Rental Application and a paid Event Deposit. Cash and check payments are accepted and can be paid in person. **Cancellation Fee of \$125 is deducted from all Event Deposits.**
- _____ **Obtain a Certificate of Insurance**
A Certificate of Insurance naming **Port of Mattawa** as additionally insured in the amount of \$1,000,000.00 is required for all events. The cost of the certificate of insurance can range from **\$100.00 - \$300.00**, depending on the type of event and number of attendees. The certificate of insurance can be obtained from your insurance agent or online at www.theeventhelper.com.
- _____ **Provide the Port of Mattawa a copy of your Certificate of Insurance**
Provide the Port of Mattawa a copy of your Certificate of Insurance at least **30 days** prior to your event. You can drop off in person or send via email to admin@portofmattawa.org.
- _____ **Schedule your Pre- and Post-Event Walkthrough**
A Pre- and Post-Event Walkthrough are required for all events. Please contact admin@portofmattawa.org or call (509) 932-4928 at least two weeks prior to your event to schedule.
- _____ **Pay your remaining balance**
The balance of your reservation must be paid **30 days** prior to your event. Cash and check payments are accepted and can be paid in person.

IF YOUR EVENT INVOLVES ALCOHOL, YOU MUST ALSO:

- _____ **Obtain a Banquet Permit**
A Washington State Liquor Control Board Banquet Permit is required for all events involving alcohol. A Banquet Permit does not authorize the sale of alcohol. The cost of a Banquet Permit is **\$11.00** per day and can be obtained online at <https://lcb.wa.gov/licensing/online-banquet-permit>.
- _____ **Provide the Port of Mattawa a copy of your Banquet Permit**
Provide the Port of Mattawa a copy of your Washington State Liquor Control Board Banquet Permit at least **30 days** prior to your event. You can drop off in person or send via email to admin@portofmattawa.org.



RATES

MAIN HALL RENTAL RATES

Main Hall	Saturday	Sunday	Saturday & Sunday
Tier 1	\$2,500	\$1,500	\$3,500
Tier 2	\$1,500	\$900	\$2,000
Tier 3	\$125	\$125	\$200

- **Tier 1** – For profit events. Event’s that is intended to generate profit such as entrance fees.
- **Tier 2** – Private events. Event’s that have no cover such as weddings or birthday parties.
- **Tier 3** – Nonprofit events. Bonafide nonprofit or local organizations.

PAYMENTS

An Event Deposit of \$800 is required for all events. Special community events and/or fundraisers may be exempt. Because the Port of Mattawa runs on a first come, first served policy, a reservation date cannot be guaranteed until an Event Deposit has been paid. Any remaining balances must be paid **30 days** prior to the event start date.

A Cancellation Fee of \$125 is deducted from all Event Deposits.

Payments can be made in person, with cash or check.

Please make all checks payable to: Port of Mattawa. In the case of returned checks, an NSF check fee will be charged at the rate of \$45.00. If NSF check fees are not received, the check will be sent to collections and applicable fees will be charged.

Once a Post-Event Inspection has been completed, the Port of Mattawa will issue any remaining Event Deposit funds by check. Checks are processed within 30 days of your event then mailed to the address given on the Rental Application. If you would like to pick up your returned Event Deposit check, please notify Port staff prior to your event. **A Cancellation Fee of \$125 is deducted from all Event Deposits.**

ADDITIONAL COSTS

Event Security - \$700.00

Security is required for any event with 150+ attendees, where alcohol is present.

Other licenses and fees

The following licenses and permits are purchased through outside suppliers and not through the Port of Mattawa.

Certificate of Insurance	\$100.00 - \$300.00
WA State Banquet Permit.....	\$11.00

FACILITY POLICIES

CANCELLATION POLICY

Applicants wishing to cancel the Rental Agreement must submit a written request at least **30 days** prior to the start date of their event. Submitting a request less than 30 days prior to the start day of your event will result in a forfeit of deposit. **A Cancellation Fee of \$125 is deducted from all Event Deposits, regardless of when a written cancelation request is submitted.**

The Port of Mattawa reserve the right to cancel the Rental Agreement for any cause at any time. Cancellations by the Port of Mattawa due to misuse of the facility or failure to follow facility policies will result in a forfeiture of all fees, expulsion from the facility, and the denial of future use requests for the renter.

If unforeseen circumstance, out of the Port of Mattawa’s control, prohibits a renter to begin their event, the renter will have the option to reschedule. However, if an event has begun and unforeseen circumstances, out of the Port of Mattawa’s control occur, the renter will not receive a refund.

FACILITY USE POLICIES

- Applicants must be at least 21 years of age and shall be present the duration of the event.
- Applicants will be considered the responsible party in case of injury, damage, theft, or disturbance.
- Applicants must comply with all county codes & ordinances.
- Rental of the facility includes only the area(s) checked on Rental Agreement.
- Smoking is prohibited inside or within 25 feet from all entrances.
- Open flame is prohibited inside & outside the facility.
- Use of illegal drugs, and or non-State permitted gambling is prohibited.
- Minors on the premises without adult supervision is prohibited.
- Throwing of rice, birdseed, glitter, or confetti inside or outside of the facility is prohibited.
- Decorations may only be attached with non-marring material. Staples/push-pins are not allowed.
- Nothing may be attached to the ceiling, lights, or beams.
- Adjustments to the thermostat will result in loss of deposit.
- Port of Mattawa are not responsible for storing articles, for the loss or theft of articles, or for accident/injury.
- Applicants must report any damages to management as soon as possible.
- At the conclusion of the event, the facility must be cleaned according to the Facility Cleanup Checklist.
- All persons and property must be off the premises no later than 2:00 am.
- All keys must be returned to the lock box. A \$300.00 fee will be assessed if keys are not returned.

EVENT SECURITY

For any event with 150+ attendees, where alcohol is present, the Port of Mattawa will arrange professional security services. Duration and number of security personnel is at the discretion of the hired security company. **A \$700 Security Fee will be collected for all events that meet the security requirement.**

ALCOHOLIC BEVERAGES

- Serving alcohol without proper approval, permits, and/or in violation of any laws or regulations will result in immediate shut-down of the event, forfeiture of all fees and may result in Police citation or additional fees.
- The serving of alcohol must cease no later than 12:00 am.
- Music must cease no later than 1:00 am.
- All persons must vacate the premises no later than 2:00 am.
- It is illegal to serve liquor to anyone under the age of 21.
- Alcohol is not permitted outside the facility.
- The renter is responsible for the conduct and behavior of all event attendees.

FACILITY CLEANUP REQUIREMENTS

It is the responsibility of the renter to see that the facility is left in the same condition it was in prior to their event. Failure to properly clean the facility will result in a cleaning fee charged at a rate of \$80.00 per hour, with the total amount being deducted from the renter's Event Deposit. Any damages caused by the renter, or as a result of their event will be deducted at an hourly labor rate of \$80.00 per hour, plus the cost of any materials needed. In the event that damages have incurred in excess of the Event Deposit, the renter will be notified of the cost and payment options may be negotiated. Failure to compensate the Port of Mattawa for damages will result in legal action. It is the responsibility of the renter to provide supplies to clean in accordance with the standards below.

- Take down any decorations
- Wipe down tables and chairs (top & bottom) and return to their original location
- Wipe down all countertops including Kitchen, Bar and Restrooms
- Sweep all floors including Main Hall, Kitchen and Restrooms
- Clean any spills or spots on the floor with hot water, including Main Hall, Kitchen and Restrooms
- Wipe down sinks, refrigerator, freezer, stove top and microwave
- Pick up debris generated by your event from the facility grounds, parking lot, alley, and flowerbeds
- Bag and remove all garbage and place in the dumpster outside - replace garbage can liners



- Check that there are no marks or damage to walls
- Remove all items brought into the building
- Document any broken items
- Turn off all lights
- Lock door and return key to lock box

FREQUENTLY ASKED QUESTIONS

How will I get access to the building for my event?

During your Pre-Event Inspection you will receive a key from the office manager.

How long do I have the space for my event?

Access to the building begins at 9:00 AM the day of your event rental. All persons and belongings must be off the premises by 8:00 AM the morning following your rental.

Do you have WIFI?

Complimentary WIFI is available to renters and their guests.

Username: Port of Mattawa

Password: mattawa1958

What is the max capacity of the Main Hall?

Max capacity is no more than 299.

Are tables and chairs included with my rental?

Yes! Use of our tables/chairs is included in the rental of the Main Hall. Our inventory consists of:

- Chairs – 120
- 6-foot rectangular tables – 20

*Inventory is not guaranteed and is subject to availability.

Can I set up for my event the day before?

The Port of Mattawa runs on a per-day rental. If you'd like additional time to setup or cleanup your event, we can add additional days to your rental contract. We also offer discounts for two-and three-day bookings.

Can I throw rice or confetti during my event?

Throwing of rice, birdseed, glitter, or confetti inside or outside of the facility is prohibited.

Does the Port of Mattawa provide cleaning supplies?

The Port of Mattawa is happy to offer the use of any cleaning supplies that are on site, but it is the responsibility of the renter to bring the necessary supplies to clean the facility in accordance with the Facility Cleanup Requirements.

When will I receive my returned Event Deposit?

Returned Event Deposits are made payable and mailed to the applicant listed on the Rental Agreement within 30 days of the completion of the Post Event Inspection.