

## Lake Washington Rowing Club

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

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Effective February 1, 2006

### Facility Manager:

 Apulent®  
A SPECIAL EVENTS COMPANY

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## FACILITY USE POLICIES

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**Food & Beverage Catering.** Only caterers that are duly licensed and permitted to prepare, handle and serve food in Seattle are authorized to do business in the Facility. If you have any question whether your preferred caterer is so licensed, please contact Apulent: [www.apulent.com](http://www.apulent.com).

**Room Setup & Cleanup.** Client and Client's caterer are responsible for the set up of tables, chairs, linens, food, beverage and all other event services. Client and Client's caterer are also responsible for cleanup of all areas used by caterers including garbage and trash removal, sponge cleaning, folding and stowing tables and chairs.

**No Smoking** - No smoking of any substance is allowed in the Facility.

**Candles.** All candles must be in votive or hurricane style containers.

**Facility Uses.** Subject to availability, the Facility may be used for events such as meetings, conferences, weddings, school sponsored events, receptions, fund raisers, reunions, holiday parties, retirement functions, and events sponsored by non-profit and neighborhood organizations.

**Decorations** - No decorations, confetti or signs may be nailed, tacked, stapled or taped on any surface of LWRC. No masking, scotch or duct tape may be used on the Facility surfaces. Nothing may be hung from the ceilings, light fixtures or doorways. All curtains, lights, sound equipment, signs or decorations must have their own self-supporting devices, and may not be secured or tied off to any part of the Facility structure. No rice, glitter or confetti may be used either inside or outside of the facility.

**Storage** - Due to space limitations, no storage is available on site, so no deliveries are accepted in advance of events and arrangements must be made to promptly remove all cartons, cases, boxes and set up equipment immediately following the event.

**Vendors** - To maintain the integrity of the Facility, the Facility Manager reserves the right to approve or disapprove of vendors that clients may wish to use in the Facility. Clients are required to submit a list of vendors that they would like to use to the Facility Manager within 60 days of their event.

**Alcohol** - Alcoholic beverages are permitted in the Facility if served by a duly licensed vendor. All Washington State liquor laws apply.

**Floor Plans** - Facility floor plans are available from the Facility Manager and may also be downloaded from its web site: [www.apulent.com](http://www.apulent.com).

**Sound:** Amplified sound and music must be limited to no more than 90 DB. Cable crossing of thresholds and public access areas must be secured in a safe manner with theatrical gaff tape and carpet, which must be provided by an approved sound vendor. Use of LWRC's built-in sound and music system is subject to prior instruction as to its proper use.

**Clean-Up/Trash Disposal** - The Client and Client's caterer are jointly responsible for all clean up during and following the event, and shall remove all trash from the Facility in non-leaking, double plastic refuse bags and placed in LWRC's garbage dumpster and recycling bins outside the Facility. All tables and chairs are to be sponge cleaned, folded and stowed in the storage closets.

**Parking** - Parking is limited at and around the LWRC, however, there are several low-cost pay lots in the area that are independently operated. ***Parking will not be permitted in the front of LWRC except for loading and unloading purposes.*** To prevent the risk of injury to the members of the Rowing Club, extreme care must be used when driving near the boathouse bay doors.

**Entry/Egress** will be through the doors, stairwell and elevator on the Southeast corner of the Facility. ***Note:*** It is the joint responsibility of the Client and Client's caterers and other vendors to assure that no damage to the facility occurs during load-in and load-out. The cost of repairing any Facility damage will be deducted from the damage deposit; if the damage deposit is insufficient to cover such damage, the balance will be billed directly to the Client.

**Fees & Deposits:** Contact the Facility Manager for a current room rental rate sheet. All users are required to pay LWRC a non-refundable inventory & deep cleaning fee of \$50 together with the applicable rental fee. All users are required to pay Apulent a \$150 damage deposit that will be refunded at the end of the month following the event if there is no damage to the Facility.

**Insurance:** LWRC and the Facility Manager reserve the right to require proof of adequate insurance prior to using the Facility.

**Dangerous Activity.** Any activity that is potentially dangerous to persons or property will be cause for immediate termination of an event and evacuation of the Facility. The Facility Manager, in its sole discretion shall resolve the question whether such circumstances exist. If such circumstances are deemed to exist and the Facility is evacuated, neither the client nor any of client's guests or agents shall have any recourse against the Facility Manager or LWRC. Please respect the capacity of the individual banquet rooms.

***WE ARE NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES***