

Rules of Use for Vasa Park Event Center

VASA PARK RESERVES THE RIGHT TO CHANGE OR ADD POLICIES WITHOUT NOTICE TO ENSURE THE SAFETY OF ALL GUESTS AND THE PARK

General Rules

Events held for minors must end no later than 10 PM.

Guests can enter only through the **EAST ENTRANCE**. Loading and unloading of decorations, food, and other items are to only be done through the **SOUTH ENTRANCE** only. All other exits are for emergency purposes only.

Children aged 12 and under must be supervised at all times by an adult who is to be introduced to management at the beginning of the event. Children may not leave the ground floor or play outdoors unless accompanied by an adult.

The Vasa Park Event Center is a smoke and drug free facility. No smoking or vaping is permitted within the Event Center. Smoking is permitted on the South side of the building.

Outside rentals including, but not limited to, tables, chairs, linen, and silverware are permitted. All third party rentals need to be confirmed with the Lessor no later than 60 days prior to the event date. Rental drop-off and pick up should take place within the contracted timeframe. For Saturday events ending at Midnight, and requiring a Sunday pickup by a third party event rental company, items must be removed from the Event Center no later than 8:30AM. Items NOT removed on time will result in the deposit not being refunded. Any extra cost assessed by the third party vendor for a Sunday pick up is the responsibility of the Lessee.

Lessee must provide all potential vendors NO LATER than 30 days prior to the scheduled event. All vendors not on the "[Approved Vendor List](#)" must complete an [application form](#) and be approved by Vasa Park Resort management.

Lessee agrees to assume full responsibility for the conduct of guests or third-party persons providing services for the event. If the Bellevue Police are called to the Event Center as a result of a complaint, the event will be terminated immediately and the deposit will NOT be returned.

Occupancy

Maximum occupancy for the Event Center has been set at 450 seated by the Bellevue Fire Department. Confirmed guest count must be given Vasa Park Resort management 30 days prior to the event and cannot be exceeded.

Music

The use of live music and/or recorded music/DJ's, etc. must be approved in advance. Live music ensembles are permitted to perform until 8PM and cannot exceed 4 members without the pre-approval of management. Amplification cannot exceed 65 decibels. All music, live bands, djs, personal music needs to conclude 1 hour before the contracted event end time.

We are in an urban residential neighborhood and we must keep music levels reasonable. One member of the event needs to be in charge of monitoring decibel levels during the event and be introduced to management prior to the event.

Insurance

When a party rents the Event Center for a special event, they should provide "Vasa Home Association of Washington, Inc" 3560 W Lake Sammamish Pkwy S.E. Bellevue, WA 98008, with an additional insured and waiver of subrogation endorsement in favor of the park and provide a certificate of insurance showing the coverage. Since most personal liability policies cannot provide the coverage and do not have adequate limits, most renters will need to obtain a Special Events Policy.

The policy should provide the following limits:

- \$1,000,000 – Each Occurrence
- \$1,000,000 – Products / Completed Operations
- \$1,000,000 – Personal Injury & Advertising Injury
- \$2,000,000 – Aggregate Limit
- \$1,000,000 – Liquor Legal Liability*
- \$1,000,000 – Premises Rented to You

*If there is no charge for alcohol that is served then Host Liquor Liability coverage is appropriate. If there will be a charge for any alcohol being served, the policy must include Liquor liability of Dram Shop Coverage.

Permits

Private Events

Weddings, birthday parties and celebrations do **NOT** need a separate Banquet Permit through the liquor control board, but the alcohol must be free to the guests. A cash bar is allowed, if the bartender is connected with a restaurant and has a current off-site catering endorsement allowing them to sell alcohol at a location other than their restaurant.

Corporate Events

To offer a hosted bar, these events are required to purchase a Banquet Permit through the liquor control board. A cash bar is allowed, if the bartender is connected with a restaurant and has a current off-site catering endorsement allowing them to sell alcohol at a location other than their restaurant.

If alcohol is to be served at the function, a banquet permit must be obtained. Permits are located at <https://lcb.wa.gov/licensing/online-banquet-permit>. The permit must be posted during the event. The permit must be provided no later than one month prior to the event date. No beer kegs or champagne fountains are permitted. Vasa Park staff will cooperate to ensure that (a) no minors are served alcohol, (b) no guest is served alcohol when there is an appearance of intoxication, and (c) no guest leaves to drive a vehicle in an intoxicated condition. However, all legal responsibility for preventing the above rests on the guest who holds the banquet license and signs this agreement.

Nonprofit Events

To serve alcohol, a Banquet Permit (hosted alcohol and free event entrance to your guests) or Special Occasion License (cash bar and/or charged entrance) is required, whichever is applicable.

Catering

We have an open-door catering policy, meaning all caterers are welcome. All cooked food must be prepared in a commercial kitchen, purchased from a commercial store or delivered from a restaurant. Vasa Park Resort does not provide a commercial kitchen but we offer a very accommodating preparation space within the Event Center kitchen.

The Event Center kitchen provides one large commercial refrigerator, one 7-cubic-foot chest freezer, one microwave, one three-bay rinsing sink, a large prepping table, 2 gas stove top ranges, garbage, and recycling cans.

Potlucks are not allowed. All food service should be under the supervision of a licensed caterer. Catering supplies, such as linens, plates, glasses and serving ware, are typically provided by your caterer. Vasa Park Resort **ONLY** provides the preparation space available for catering. On-site cooking inside the facility is **NOT** allowed. Heating or warming is permitted although cooking equipment and utensils are **NOT** provided. Baked-goods, such as cakes, pies, cookies, etc. are exempt from this rule, and can be self-provided.

Mobile food trucks can be hired to cater your event. The location of the trucks need to be discussed with management and finalized no later than 1 month prior to the scheduled event.

Alcohol

All alcohol (beer, white/red wine, Champagne and hard alcohol) are permitted for events at Vasa Park Resort excluding events held for minors (18 or under). All alcohol must be served by a licensed Class 12/Class 13 server.

No self-serve is allowed. Use of privately-provided alcohol, including flasks, is not allowed. Open bottles of alcohol, usually wine, on the tables for self-pour service and decoration are also not allowed. Service **MUST** end 1 hour prior to the rental end time.

Alcohol **CANNOT** be served at events being held for minors. Alcohol found at events for minors will lead to the immediate shutdown of the event. As a result the damage deposit will not be returned.

Decoration

YOU are responsible for ensuring that these directions are followed. Failure to adhere to these Rules & Regulations may result in the damage deposit not being returned and denial of future use. *If you pose any questions addressed on this policy sheet, you will owe the park \$10,000.

Management will be monitoring the setup & breakdown of your decorations, but are not responsible for setup or cleanup. All items brought into the facility must be removed at the end of the event. The reservation time in the contract includes decorating & breakdown time. Please review these directions with all members of your decorating crew and hired vendors.

DECORATING NOT ALLOWED:

- No rearranging or moving furniture.
- No tape on the floor. We do not allow stickers, electrical tape, gaffers tape; 3M tape products, foam tape, gum type tape or adhesive sticky goo to be used on floors. Blue painters tape on walls for decorations are permitted.
- No nails, tacks, staples, pins or glue can be used on the facility walls, floors, or equipment.
- No throwing of birdseed, rice, salts, oatmeal, or confetti – including biodegradable versions. No sprinkling of glitter, confetti, potpourri, sequins, opened candy, herbs, sand, moss or ash on tables, floors, ledges or windowsills – including biodegradable versions.
- Flower petals can be displayed on indoor tables & window sills but not on the floors. Flower petals can be sprinkled by a flower girl down ceremony aisle (silk petals preferred indoors, live petals required outdoors) but the aisle cannot be fully-coated or fully-lined with the petals. Petals cannot be tossed by guests.
- No blowing of bubbles inside the facility - bubble blowing is allowed outdoors.
- No use of sparklers or pyrotechnics inside or out – fireworks (including sparklers) are illegal within City limits.
- No open-flames or burning of items – including no s'more roasting. Only flameless candles are permitted on tables only.
- No balloon releasing and no floating lanterns.
- No use of drones; even for photography purposes.
- No hay bales, no Live Christmas trees - inside or outside (fire hazard) please use artificial trees.
- No bubble, fog, rain / snow machines or pull smoke grenades.

- No water gel beads (often used in floral arrangements).
- No hand trucks, scissor lifts or motorized vehicles inside the facility.
- No animals / pets (unless approved by management prior to the event).
- No affixing signage, banners or decorations to the Event Center exterior, signage or trellis work.
- No staking into the Event Center's landscaping and grass lawn. Things can only be weighted down.
- No items over 25 lbs affixed to the ceiling metal tracks or wrought irons bars along ceilings.
- No space heaters or propane umbrella heaters.

Deposit

The Lessee is responsible for paying the \$1,000 deposit NO LATER than 1 month before the date of the event.

The Lessee is responsible for the following cleaning process:

- Put away all chairs or third party rentals in the designated areas.
- Clean up any major spills including but not limited to food, drink, and bodily fluid.
- Take out all trash and dispose of the bags in the garbage bin located outside of the SOUTH ENTRANCE.

The Lessee must complete the entire event clean up process by the contracted end time to receive the full deposit. Events that do not conclude by the contracted end time and/or do not complete the entire event clean up process will forfeit the entire deposit and may incur additional fees.

Date:

Signature:

