

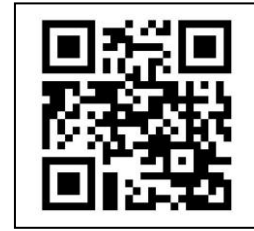


Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_



This form is to confirm that you will be hosting the following function at the Cedar Creek Village Clubhouse:

**Date Reserved:** \_\_\_\_\_

Type of Function: \_\_\_\_\_

*Please select package:*

<b>Weekday 8-5</b> <input type="checkbox"/>	<b>Weekday 8am-11pm</b> <input type="checkbox"/>	<b>Weekend day 8am-11pm</b> <input type="checkbox"/>	<b>Paid date</b>
Rate \$125 (\$136 w/tax)	Rate \$300 (\$326.40 w/tax)	Rate \$500 (\$544 w/tax)	
Deposit \$75	Deposit \$300	Deposit \$300	

Please note: We can only accept payment in cash, check or money order.

**Full payment is due 2 weeks before the event.**

I have enclosed a copy of Cedar Creek's policy, outlining your responsibilities as the renter. If you are going to be serving alcohol, you must acquire a banquet permit in accordance with the Cedar Creek Village policy. If you cancel this event, your deposit will be forfeited.

To confirm this event, please sign the bottom of the form and return it along with the deposit within ten days to:

**Cedar Creek Village Clubhouse**  
Attn: Leasing Office, Nikki  
8424 N. Nevada  
Spokane, WA 99208

Please note: The **deposit is not included** with the Room Rate amount. The deposit is a separate amount which may be refunded after the event. **The deposit will be forfeited if the scheduled event is cancelled.**

I have requested that the above date be held for my function at the Cedar Creek Village Clubhouse, and will be responsible for all expenses incurred in the production of said event. I further agree to comply with all policies including those pertaining to cancellation and guarantees.

X \_\_\_\_\_  
Signature of Renter Date

## FACILITIES USAGE REQUIREMENTS & INFORMATION

1. The person booking the event shall act as host, and is responsible for the conduct and attire of his guests as well as any unpaid indebtedness incurred by such guests, including carpet cleaning or replacement. The host is required to be on the premises for the duration that his guests remain at the function.
2. The person hosting the event shall be responsible for the planning of said event, and payment of all charges incurred during the event. There is no wait staff provided by Cedar Creek Village.
3. **The deposit will be forfeited if the scheduled event is canceled.**
4. The use of candles is prohibited in the building. Battery operated candles can be used.
5. Guests attending an event may have access only to the reception room, kitchen, and restrooms. The weight room, racquetball courts, and offices are off limits to guests attending any function.
5. Parking is available around the Clubhouse and on the entry boulevard only. Please keep the spaces reserved for prospective tenants and customers open for their use. Guests should enter through the west gate by the reception room.
6. The host person may opt to provide hosted liquor, beer, or wine service to all adult guests, over the age of 21. Guests of questionable age, without valid photo identification, shall not be served alcoholic beverages. No guests may provide alcoholic beverages to minors or any individual who has been refused service by the person responsible for the reception room. The host may be asked to intervene, if necessary, in such events to discontinue liquor service to the entire group.
7. The room and the kitchen are expected to be left in a clean condition with the garbage taken to the dumpsters. Nothing is to be tacked on the walls or ceilings. Please use non-damaging removable hangers. The coffee maker is expected to be cleaned.
8. Spots left on the carpet will be professionally cleaned by Lovell Cleaning and the amount will be withheld from the deposit refund. Water spills leave permanent stains and will be cleaned.
9. Cleaning supplies, garbage bags, and a vacuum cleaner are available for your use at no charge.

X \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Renter

## BANQUET PERMITS & LIQUOR PERMITS

The fee for a Banquet Permit is determined by the Washington State Liquor Control Board. Banquet permits authorize service and consumption of liquor to specifically invited guests only. There may be no advertising to the general public. Sale of liquor in any manner is prohibited under a banquet permit. Parts of our facility will be open to the public during your event.

The host may contact the local office of the Washington State Liquor Control Board for information concerning banquet permits, <http://lcb.wa.gov/licensing/banquet-permits> Function sponsors are required to provide all alcoholic beverages to be served under a banquet permit or special occasion license.

Responsibility for the liquor served is borne by the holder of the banquet permit.

### WEBSITE PHOTO

<http://www.cedarcreekvenue.com>

Will you allow a photograph of your event to be used for promotional purposes? Yes\_\_\_\_\_ No\_\_\_\_\_

### CHAIRS AND TABLES

- ☐ The chairs and tables may be moved for your event, but must be returned to the original position or set-up charges will apply at \$15 per hour, one hour minimum.
- ☐ Cleaning charges are \$15 per hour, one hour minimum, if needed.
- ☐ Carpet cleaning charges may apply at no less than \$35.
- ☐ Patio tables and chairs are included with the room during the summer months.

X \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Renter

## Event Checklist

Total number attending \_\_\_\_\_

Total number of round dining tables (12 available) \_\_\_\_\_

Total number of indoor chairs (100 available) \_\_\_\_\_

Total number of Rectangle Banquet Tables (4 available) \_\_\_\_\_

Total number of microphones (2 available) \_\_\_\_\_

Event setup date: \_\_\_\_\_ & timeframe: \_\_\_\_\_

Time your guests will arrive for the event: \_\_\_\_\_

Will you be obtaining a Banquet Permit or Liquor Permit to serve and consume liquor at your event?

\_\_\_\_\_

## Catering

Caterer \_\_\_\_\_ Bringing own \_\_\_\_\_ or none \_\_\_\_\_

Names to be printed on signs directing your guests to the event:

\_\_\_\_\_ & \_\_\_\_\_

Or company name:

\_\_\_\_\_

## RECEPTION ROOM GUIDELINES AND INFORMATION

Hours Available:                    Monday thru Friday only 8 am to 5 pm  
   Weekdays                                    8 am to 11 pm  
   Saturday & Sunday                        8 am to 11 pm

Seats 100 people with tables and chairs / \*200 people standing room only. (\*No tables or chairs.)

Available for use:                    12 Round 60" tables  
   4 8'x30" buffet tables  
   100 Chairs  
   Podium with microphone  
   Sound system  
   7 Patio tables with 4 chairs each, 3 with umbrellas during summer  
   Refrigerator/freezer  
   Double oven (inside dimensions: 21w x 17d x 12h)  
   Electric range, 4 burners  
   Microwave  
   Large sink  
   60 cup coffee maker (3 ½ cups coffee needed per pot)  
   Cleaning supplies, garbage bags, and vacuum cleaner  
   Please do not exceed our 20 amp breakers with electric appliances.

Please note: **Table LINENS are for display only, NOT available for use.**

Room rates & times:                    Weekday 8am-5pm only \$125.00 + tax (deposit \$75.00 )  
   Weekday all day 8am-11pm \$300.00 + tax (deposit \$300.00)  
   Saturday or Sunday open-11pm \$500.00 + tax (deposit \$300.00)

Copies for conferences are \$.05 per page.  
Must obtain a liquor/banquet permit if there will be alcohol.  
Leave room in a clean condition with tables and chairs arranged.  
Take garbage to dumpsters.  
Don't damage the walls or ceiling.

If the room is available and you wish to come in the day before your event to decorate/set up, please note these available times:

Mon-Fri 8am-8pm, Sat 8am-7pm, Sun 10am-5pm. The building will be open until 11pm for rental events.

If you have any questions please call Laura at 468-3227. We are looking forward to sharing our facility with you.

*My  
Room  
Design*

33' 10"

48'

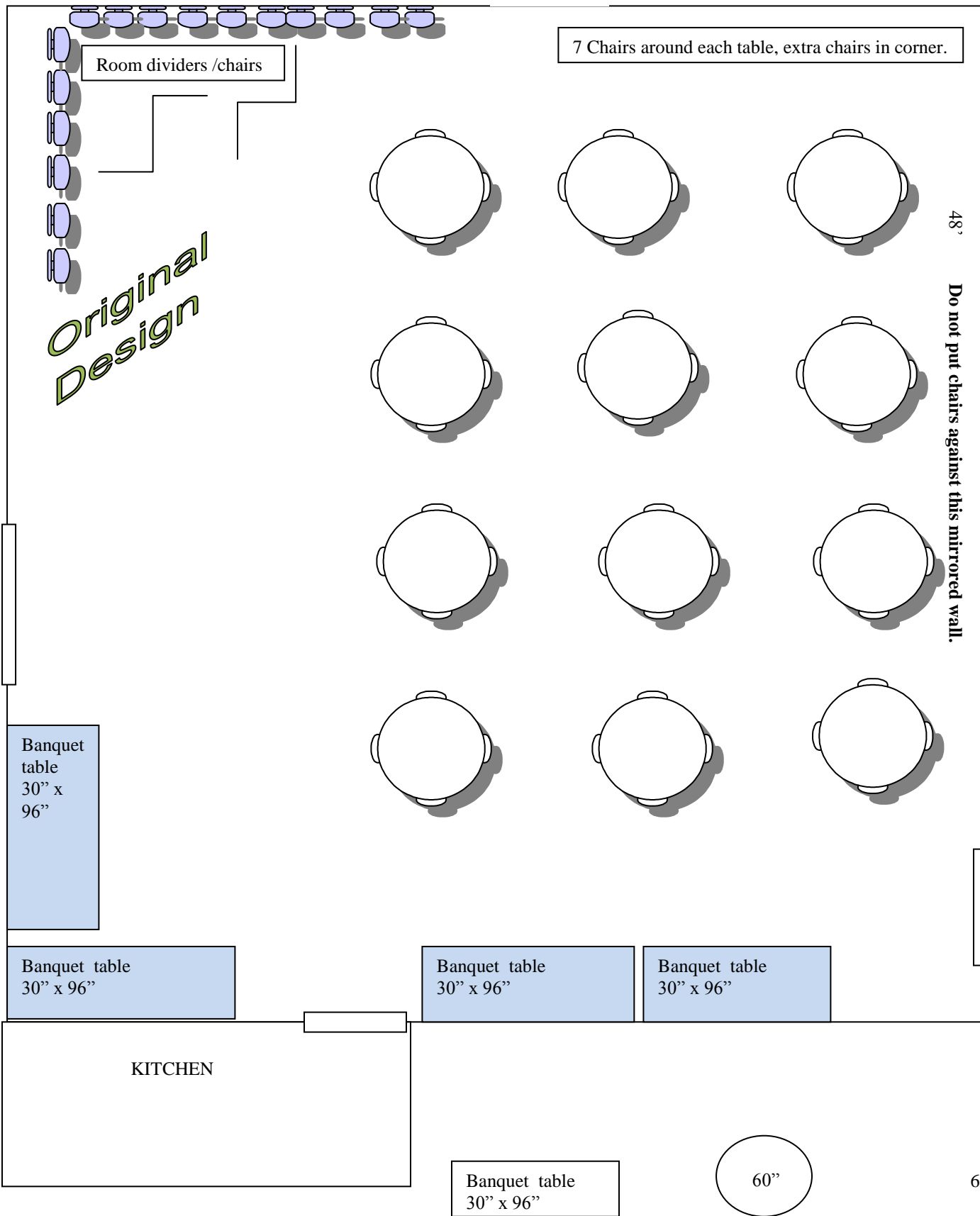
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KITCHEN

Banquet table  
30" x 96"

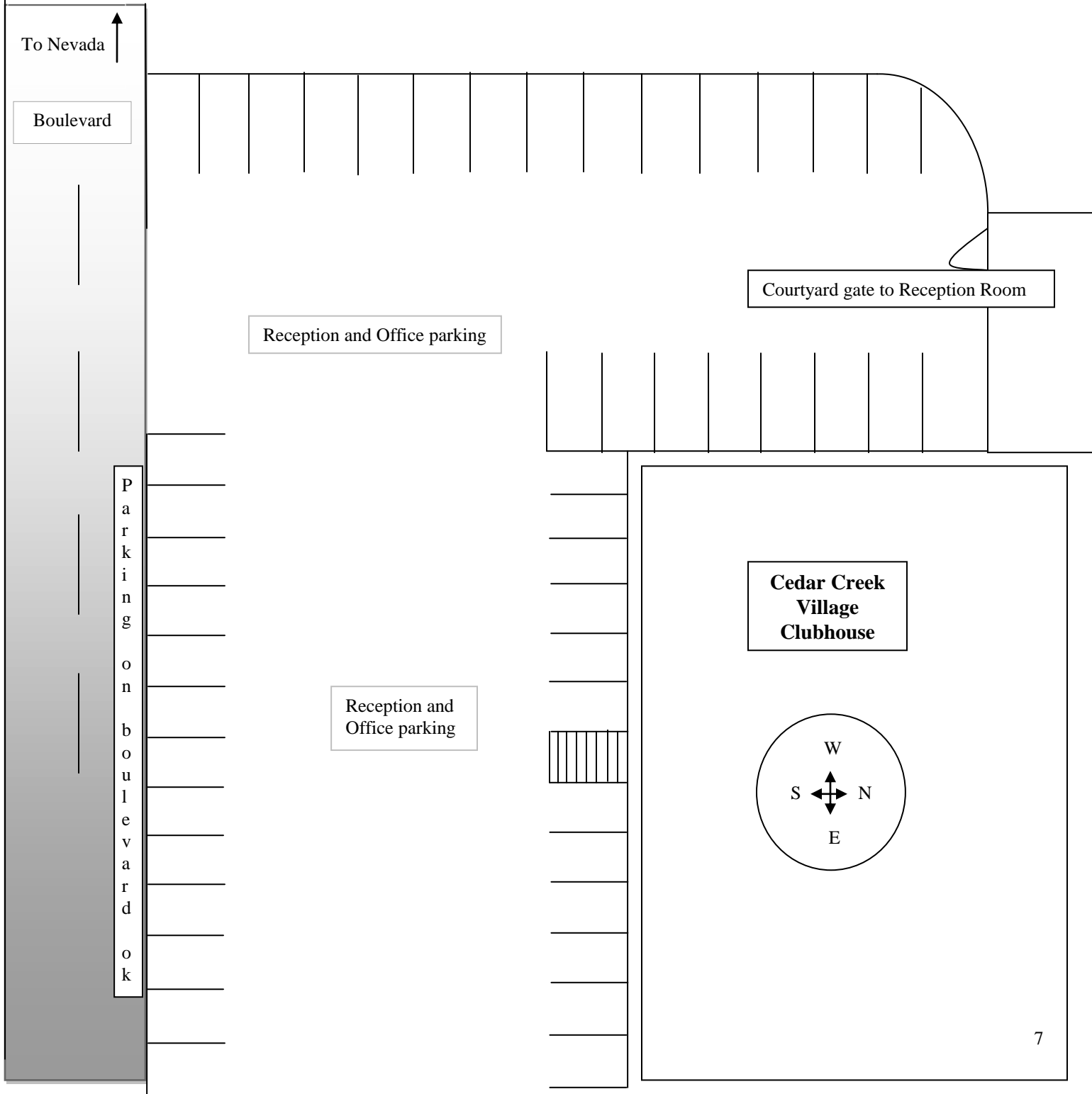
60"

33' 10"



## Parking Lot Guidelines for Receptions

Parking for the Reception Room is located on the west side of the Clubhouse, in front of the Clubhouse and on the Boulevard leading between the Clubhouse and Nevada St.





**Reception Room Coordinator Checklist**  
(For office use)

Event Date: \_\_\_\_\_

Host: _____	Phone: _____
Deposit Amt \$ _____ Pd on ___/___/___ Room Charge Amt \$ _____ Pd ___/___/___	
Total number attending	
Round Dining Tables	12 _____
Indoor Chairs	100 _____
Rectangle Banquet Tables	1 2 3 4
Decorate day & timeframe	
Event type /time	Guests arrive @ time:
Signs printed, out by:	_____ Signs: _____ & _____
Microphone? 1 2	Yes _____ No _____ Returned _____
Liquor Permit	Yes _____ No _____
Catering	Own _____ Caterer _____ None _____
Fax Lovell for pre-cleaning	_____
Copies distributed	Maintenance _____ Receptionist _____ Chaperone _____
Photos for website:	Yes _____ No _____
Fax Lovell for charges	_____
Deposit Refund Form	_____
Notes:	