

	<b>CORBIN ART CENTER RENTAL RATES</b>	
The Corbin Art Center is available to rent for Meetings, Activities and Performances	Single Room Rental <b>3 Hour Minimum</b>	Multi Room Rental (first floor rooms only) <b>Single Day Rates</b>
Non-Profit Arts Meetings	\$10.00/hour; 8 hour maximum. \$15.00 an hour beyond the 8 hour maximum. (Second Floor Only)	*****
All Other Group and Organization Meetings and Workshops (parties limited to a maximum of 20)	\$20.00/hour; 8 hour maximum. \$20.00 an hour beyond the 8 hour maximum. (Second Floor Only)	*****
First Floor Room Rental for Meetings (parties limited to a maximum of 30) <i>Not applicable to weddings &amp; wedding receptions.</i>	<b>West Room, First Floor:</b> \$50.00 an hour. <b>Dining Room (112) &amp; Parlor:</b> \$50.00 an hour.	*****
* Smaller Receptions, Recitals, Special Events, Performances, Holiday Dinners and Parties (parties limited to a maximum of 65) <i>Not applicable to weddings &amp; wedding receptions.</i>	*****	\$300.00 minimum up to 3 hours; \$100.00/hour for each additional hour <i>Set up and clean up must occur the day of the activity.</i>
* Wedding Receptions, Larger Receptions, Recitals, Special Events & Performances (parties are limited to a maximum of 200)	*****	\$800.00 for 8 hours; \$100.00/hour for each additional hour. <i>Set up and clean up must occur the day of the activity.</i>

**DEPOSIT FEE**

A 50% rental deposit must be received by the Spokane Parks and Recreation Department when reservation is made in order to secure your reservation. Full payment is due 30 days before the event.

**\* DAMAGE DEPOSIT**

A \$250.00 damage deposit is required for receptions, recitals, special events, performances, holiday dinners, parties and weddings. The deposit may also be used to reimburse the Center for hourly rental fees should the applicant exceed the rental period as specified in the rental application and/or staff time to clean areas not completed by the renter as specified in the care and use agreement.

**DEPOSIT REFUNDS**

Full refunds shall be disbursed for reservations cancelled more than sixty (60) days in advance of the reserved date. 50% of the deposit shall be disbursed for reservations cancelled less than sixty (60) days and more than thirty (30) days in advance of the reserved date (*25% of the full rental rate will be retained by the City of Spokane*). The 50% deposit will be retained for reservations cancelled less than thirty (30) days in advance of the reserved date. Cancellations are required in writing and the cancellation date is either the postmarked date or the date received (*if hand delivered*). The damage deposit will be refunded within 60 working days after the event.

**IMPORTANT NOTE:** Where it is determined by the Corbin Art Center Director that one or more additional Corbin Art Center staff members are deemed necessary for an event, the hourly rate for such services shall be \$15.00/hour with a four hour minimum. These charges shall be assessed to the applicant and shall be considered as part of the Corbin Art Center agreement and paid within fourteen (14) working days of the event. Said staff member(s) shall be retained by the Spokane Parks and Recreation Department or shall have received direct approval from the Corbin Art Center Director.

Rates are subject to change. Scheduling priority is given to City of Spokane Parks and Recreation Department activities. Rates are effective September 11, 2008. A member of the Parks and Recreation Department staff will be present at all times.

**Corbin Art Center**

Spokane Parks & Recreation Department  
507 West Seventh Avenue • Spokane, Washington 99204 • (509) 625-6677

*The Corbin Art Center is a program of the City of Spokane Parks and Recreation Department and housed in the historic D.C. Corbin House. Built in 1898, the mansion is listed on the Spokane Register of Historic Places and situated in the Marycliff/Cliff Park National Register Historic District. The center is a multi-use facility for fine arts and crafts classes, an exhibition gallery, art parties for children, fund-raising events, other Parks and Recreation programs, and the Rental Program. The facility is wheelchair accessible.*

*Our business hours are Monday through Thursday, 9 a.m. to 4 p.m. Staff is scheduled specifically for rental events. We do not operate on a full time basis. You will need to work with us and communicate your needs when you are planning the date(s) and time(s) you wish to rent the center for your occasion - to help you avoid additional rental fees. All of your deliveries, pickups, and clean up will need to occur during your rental period(s). Please refer to the rental rate sheet for event and set up fees. We schedule our staff based on your rental application. Please try to anticipate your needs and keep us advised if you have changed your plans.*

**RENTAL APPLICATION**

Name of Applicant: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Tax exempt, non-profit organization: Yes  No  Attendance: Adults \_\_\_\_\_ Children \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

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Date of Activity: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Set Up Time: from \_\_\_\_\_ to \_\_\_\_\_ Clean Up Time: from \_\_\_\_\_ to \_\_\_\_\_

*The rental period must end by 12 Midnight in observance of the park curfew.*

For events\*, if more than one date, please list all dates: \_\_\_\_\_

(\*does not apply to wedding receptions)

Nature of Activity (recital, meeting, etc.): \_\_\_\_\_

Please list the room(s) you prefer: \_\_\_\_\_

Room set-up needs\*: Chairs: Yes  No  Quantity: \_\_\_\_\_ Banquet Tables: Yes  No  Quantity: \_\_\_\_\_

Will equipment be brought into the Center?\*  Yes  No Type of equipment? \_\_\_\_\_ Rental Co.: \_\_\_\_\_

\*We require a room plan for your set up plans noting location of tables, chairs and equipment seven days prior to your event.

Delivery date & time: \_\_\_\_\_ Pick up date & time: \_\_\_\_\_

(Chairs, tables, instruments, sound system, etc.)

Activity free & open to public?  Yes  No Membership only:  Yes  No

Activity open to public?  Yes  No Admission Fee: \$ \_\_\_\_\_

Will refreshments be served?  Yes  No If Yes, Food  Beverages

Will your event be catered?  Yes  No Catering Service: \_\_\_\_\_

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

The group or individual sponsoring the event and/or using the facility, hereby agrees to hold the City of Spokane and its officers, agent, servants and employees, and the Spokane Park Board, harmless from any and all liability and all claims for damages of any nature or kind, including all costs and legal expenses that may result from or by any act or omission on the part of said group or individual. The group or individual, as the case may be, agrees to fully reimburse the City of Spokane for any damage incurred from the use of said facility, plus costs and/or attorney's fees, if any, incurred in collection of same. The Spokane Parks & Recreation Department will not be held financially responsible for any expenses that the sponsoring organization incurs. I hereby certify that I am the authorized representative of the above organization, that the above statements are true to the best of my knowledge, and that the above organization agrees to be bound by Spokane Park Rules and Regulations. The undersigned has viewed the facilities, has determined that there are no obvious defects in the premises that will effect the use of the facility by the undersigned or undersigned's organization and has determined that the site will be adequate for the needs of the undersigned or the undersigned's organization.

AGREEMENT: The undersigned hereby makes application to SPOKANE PARKS & RECREATION DEPARTMENT for use of Spokane Park facilities described above and certifies that the information give in the application is correct. The undersigned further states that he has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations of the SPOKANE PARK BOARD. The applicant agrees to exercise the utmost care in the use of the PARK premises and properties to save the SPOKANE PARKS & RECREATION DEPARTMENT harmless from all liability resulting from the use of said facilities and further agrees to use only those facilities indicated above. Applicant further agrees to read and abide by the Parks Rules and Regulations. The Spokane Police Department will be called if any illegal activity occurs on the premises.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>		<b>PERMIT #</b> _____
Rental Rate: \$ _____	Comments: _____	
Additional Fees: \$ _____	_____	
Damage Deposit: \$ _____	_____	
Deposit Fee: (-) \$ _____	_____	
Balance Due: \$ _____	_____	
(*Balance due 30 days before the event)		
Director Signature: _____		Date: _____

**\*This application must be submitted to the Corbin Art Center to confirm your reservation.**

## THE CARE & USE OF THE CORBIN ART CENTER

The Corbin Art Center is housed in the historic D.C. Corbin House. Built in 1898, the house is listed on the Spokane Register of Historic Places and situated in the Marycliff/Cliff Park National Historic District. We are proud of our heritage and pleased you share our interest in this historic building.

As a Spokane Historic Register designation and a public facility, there are certain regulations imposed by local, state and federal agencies that the City of Spokane Parks and Recreation Department and employees of the Corbin Art Center must follow. Many of the features of the building are mandated for protection from all possible damages under a contract with the Spokane Landmarks Commission. The following features are listed in the contract and are to be protected from damages: the building exterior, veranda, interior hardwood floors, doors and woodwork, staircases, original light fixtures, plaster walls, and the fireplaces.

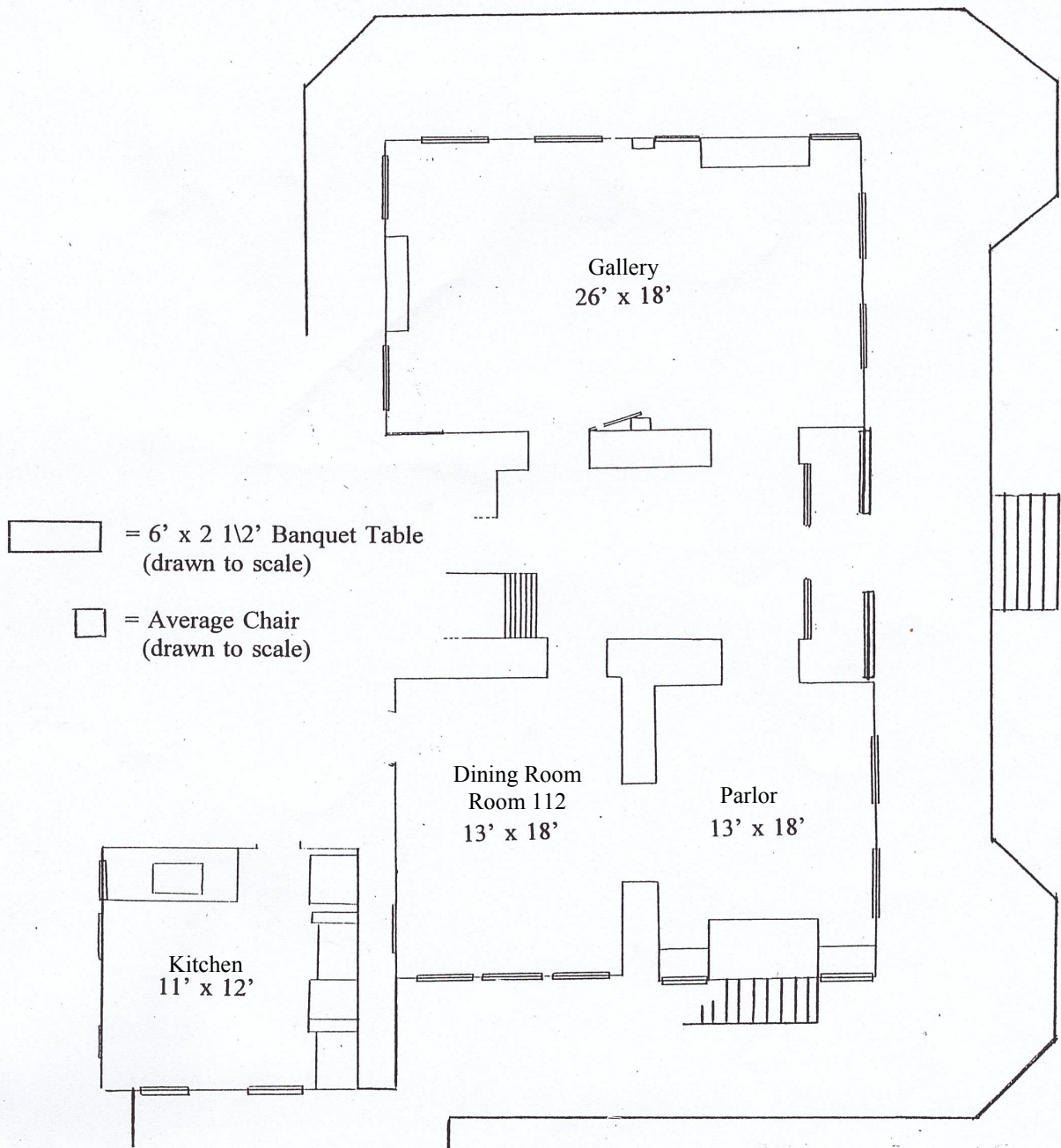
- The Washington State Liquor Board requires rental parties who serve alcohol to obtain a banquet permit.
- To be able to make the building available to the public for classes, special events and the rental program, the Fire Department prohibits smoking or flames of any type in the building or on the veranda. The Department also prohibits decorations from being hung on electrical fixtures and conduits and does not allow fire exits to be blocked.
- The Corbin Art Center adheres to federal guidelines which require the wheelchair parking area to be made available to only those vehicles with a handicap parking permit. We also ensure that all other vehicles may not block access to this reserved parking.

**We appreciate that you selected the Corbin Art Center to host your event. We will need you to adhere to the following rules as a condition to using the center:**

1. A Parks and Recreation Department employee must always be in the building during use of the facility; for risk management purposes, employees are not allowed to lift and carry heavy loads.
2. This is a smoke free facility - smoking is not permitted in or around the building. Flames are also not permitted in the facility.
3. Alcoholic beverages are limited to beer, wine, and champagne. All applicants serving alcoholic beverages are required to purchase a banquet permit from any Washington State Liquor Store and post it in the Art Center during the rental period.
4. Applicants must provide the necessary chaperons, cloak room attendants, ticket sellers, ticket takers, and concession personnel. We require children under the age of 12 to be supervised by adults at a ratio of one adult per five children.
5. Marking, writing or attaching signs, cards, displays or other similar devices, in or on the building, are prohibited.
6. Affixing any kind of nails, tape, tacks, wire, staples, pins, or set-screws to the walls or woodwork anywhere inside or outside the center is strictly prohibited. Free standing decorations are recommended.
7. Do not drag or push any equipment, furniture (tables, chairs, etc.), or other such materials across the hardwood floors. Such items require lifting or if you have caster units rolled into place. Our floors are very fragile and expensive to maintain. Extreme care must be exercised at all times. Tables and chairs should be set up with caution to ensure there is no damage to the Art Center floors. Please note all chairs and tables must have rubber or plastic foot guards. No equipment, tables or chairs are to be set against or leaned on the walls or woodwork.
8. Dancing, live music or portable sound systems must be contained within the building. Rental parties are required to adhere to the noise control ordinance 10.08.020 which states, "no person may make or permit any unnecessary or unusual noise between the hours of six a.m. and ten p.m. to the annoyance of others. No person may make or permit, any noise between the hours of ten p.m. and six a.m. to the annoyance of any other person of ordinary sensibilities." A member of the Corbin Art Center staff is required to advise you if any noise has reached infraction of this ordinance and will require the renter to lower the noise level of their activity. The ordinance is in place to take into consideration and protect adjacent neighbors, thank you for respecting their privacy.
9. All user groups involved in a multi-date rental must be able to set up and take down their equipment and/or supplies daily. No equipment or supplies may be stored in the building overnight.
10. No materials may be stored in the center except during the time the facility is being used by the applicant.
11. No rice, bird seed, confetti, or bubble dispensers can be used inside or outside the center.
12. It is the applicant's responsibility to maintain all areas (i.e. rooms, floors, kitchen, bathrooms, foyer, veranda, flower beds, parking lot, etc.) and keep them as clean and habitable as you found them. All spills on floors and counters and debris from the rental party needs to be removed by the applicant.
13. The applicant is responsible for emptying and removing all garbage to the dumpster east of the building at the end of the rental period. All table tops, chairs and counters used by the applicant and/or caterer are to be cleaned and washed before leaving the building. We recommend you schedule a minimum of 30 minutes for clean up to be included in your rental time.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*In the event of an emergency please contact Parks Emergency Services at 625-7800.*



Special set up/take down instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Set up completed by: \_\_\_\_\_ Date: \_\_\_\_\_