



General Information

Application/Payment Procedures

1. Reservations will be accepted by written application only.
2. Reservations may be made up to 12 months in advance.
3. One half of the rental fee is due upon approval of the rental application. The remainder of the rental fee and all other fees is due 30 days prior to rental date. If payment is not received, your reservation may be cancelled.
4. The Damage deposit (1/2 total rental fee) is payable by money order, or separate check made payable to Island County Parks. If no damage is noted and cleanup is satisfactory, the deposit will be refunded to you at conclusion of event.
5. Rental hours reserved must be consecutive and must include time needed for delivery of supplies and cleanup.
6. The person signing the rental agreement will be considered the responsible part in case of damage, theft, or disturbance during the rental period.

Cancellation/Reservation Changes Policy

1. Cancellations and changes to reservation permits must be in writing. Accommodations will be made whenever possible.
2. Reservations may be cancelled at anytime, however the patron will be charged a cancellation fee up to 100% of the rental fee.
3. A full refund will be received for reservations cancelled within 90 days of event date. With 31 + days notice, 90% of deposit will be refunded. Patrons will receive a 50% deposit refund with 30 days or less notice. A \$25 booking fee will be assessed to all refunds. Patron's will be refunded 100% of their damage deposit and extra rental fees.
4. Any fees associated with a schedule change are due at the time of the request.

Set-Up & Clean-Up

1. It is the responsibility of the applicant to set up as desired. Please move all furnishings back to their original position before leaving the facility.
2. All items brought into the building by the renter must be removed by the end of the rental period. Please leave the facility in the same condition that you found them.
3. The person in charge must be the last to leave.
4. Please do not attach decorations or displays to the walls, windows, or ceiling. Please do not remove any items attached to the walls without prior approval.
5. The applicant will be charged a cleaning fee of \$50 per hour if any additional cleaning of equipment or facility is required after rental.



Kitchen

Kitchen is designed as a catering kitchen only. All food items must be ready for plating or consumption when brought to facility. Included in Facility Use fee.

Use of Alcohol

1. A Banquet Permit is required to serve alcohol on the premises. Permits can be obtained at any State liquor store.
2. A copy of the permit must be displayed near the serving area.
3. All liquor must remain inside the rental facility at all times.

No-Smoking Policy

Smoking is not allowed inside Four Springs House facilities. Guests may smoke outside.

General Rules & Information

1. A Site Manager may be required to be present during the event at an additional charge.
2. Parking is limited to designated parking areas.
3. All minors on the premises must have adequate adult supervision.
4. Only those rooms specified on the approved application will be available for use by the renting party.
5. Please do not throw confetti, rice or birdseed.
6. Use of flammable materials must be prior approved.
7. Illegal drugs, smoking, and/or gambling are not permitted in Island County Park Department facilities.
8. Island County Parks Department shall not be held responsible for accidents, injury, or loss of property (see Hold Harmless Agreement).
9. Damage to facilities or equipment must be reported within 24 hours. Groups will be held financially responsible for all damages incurred during their use.
10. Misuse of facility or the failure to comply with these regulations will be sufficient reasons for denying any further applications.
11. All events require Liability insurance with Island County Parks listed as Additional Insured. Event insurance may be purchased through Island County at \$65.00.
12. Policies are subject to change. Please call (360) 387-1418 for additional information.

Monitor the Actions of Your Guests

It is your role to enforce common sense rules (i.e., no climbing or jumping on furniture; no sitting on tables; no standing on chairs, no climbing or hanging on staircase rails, no standing in window sills, etc.)



Equipment Usage

Tables/Chairs Available for Use

#	Equipment	Description
14	6' Rectangular Tables	Seats 6 - 8 per table
4	4' Rectangular Tables	Seats 2 – 4 per table
2	8' Rectangular Tables	Seats 8 – 10 per table
22	Padded Chairs	Non-Folding
90	Folding Chairs	Blk. Metal Frame, White Plastic Seat/Back

Additional Equipment

#	Equipment	Fee
	25' Extension Cord	N/C
	100 Cup Coffee Pot	N/C

Site Manager

The Site Manager will be on hand for the following:

1. Unlocking the building.
2. Answer questions such as where things are and how they work.
3. Monitor noise level so that it does not become excessive.
4. Ensure that the event ends promptly as scheduled and the building is cleaned, locked and secured by the agreed upon time.
5. Monitor security of building and rental activity.
6. Provide general custodial supervision by completing and signing the clean up check-list with the group's responsible person.

The Site Manager is not able to:

1. Act as guardian or security for wedding gifts or any other valuables.
2. Act as custodian for set up or clean up.
3. Direct traffic.
4. Move tables, chairs or other equipment.
5. Allow use of unscheduled equipment or areas of the facility.