LOVE STREET PLAYHOUSE
USE AND RENTAL POLICIES

USER CATEGORIES

Non-profit: Groups, organizations and/or agencies with tax exempt status, which sponsor activities for the good of the community and do not generate a profit. These meetings may or may not be open to the public. Fundraisers are charged at the private rate.

Private: Birthdays, wedding receptions, banquets, anniversaries, business meetings, class reunions, fundraisers, funerals/memorial services, etc.

Commercial: Groups, organizations, agencies, and/or businesses that sponsor activities for the purpose of promoting/selling a product, charge for admission, display space or for commercial reasons.

2011 SCHEDULING AND FEES

We accept checks, Visa/MasterCard/Discover/AmericanExpress and cash.

Weekday Rentals Availability:		**Non-profit**	**Private**	**Commercial**	**Minimum rental hours**
Weekdays	9 am – 2 pm	$10/hour	$20/hour	$30/hour	See owner for details
Weekdays	2 pm – 10 pm	$20/hour	$30/hour	$40/hour	3 hrs

Weekend Rentals Availability:		**Non-profit**	**Private**	**Commercial**	**Minimum rental hours**
Fridays	5 pm – 11 pm	$30/hour	$60/hour	$90/hour	3 hr
Saturdays	9 am – 11 pm	$30/hour	$60/hour	$90/hour	3 hr
Sundays	9 am – 10 pm	$20/hour	$40/hour	$60/hour	3 hr

Maximum seating capacity when our stage is not in place is. Tables and chairs maximum capacity is 55.

The theatre is not available to rent on holidays unless special arrangements can be made ahead of time.

Prices include the use of the auditorium, stage, restrooms and wood chairs.

Additional Rental Items/Rooms

Green Room	(attached side room with a half bath)	$25.00
Tables	48" round, seats 5-6	$9.00
Conference Tables	6'	$6.00
Linen Napkins	White	$.30
Round Tablecloth	White	$5.00
Buffet Tablecloth	White	$5.00
Buffet Table Skirting	Black 17' with clips	$15.00
Chafing Dishes	3 per tray	$7.00
Three Tier Dessert		$7.00
Coffee Makers	40 cup serving (coffee not included)	$10.00
Lemonade Dispenser	5 gallons	$5.00
Stainless Steel Tub	for ice/drinks	$7.00
Small Refrigerator		$8.00
Sound System		$10.00
Removal of stage extension		$75.00

Cleaning: Linens should be dry and free from food and other refuse. Each linen is inspected for burns, candle wax, holes, stains or other damage. Replacement value will be charged for damaged linens, missing containers, etc.

Rental Down Payment

- A 25% or $50 minimum non-refundable down payment must be made within five working days of the date the reservation was made to confirm the booking. Reservations without a down payment are subject to cancellation.

Damage/Clean-up Deposit & Fees

- A $200 refundable damage and cleaning deposit is due 2 weeks prior to the event.
- A $150 non-refundable set up fee is due 2 weeks prior to the event.
- A Special Use Alcohol fee of $50 will be added to the rental agreement whenever alcohol is served. No red wine or colored punch/juice/pop allowed. Group must obtain a $10 Banquet Permit from a liquor store.

Cancellations and Refunds

- **25% of the room rental fee is NON-REFUNDABLE in the event of a cancellation**. All other fees and deposits will be refunded for cancellations made 30 days prior to the date of the event.

Rental Time Changes

- Rental time changes may be made up to one week prior to the event as long as there is room availability. Additional fees and charges may apply.

USE CONDITIONS

Applicants understand that the Love Street Playhouse and its owners have priority over other groups when scheduling the facility. The Love Street Playhouse reserves the right to cancel an event due to emergencies or other reasons that are out of our control.

General

- The user will sign a Facility Use Agreement which is a binding legal contract. The user accepts responsibility for any injury to persons or property that is a result of user actions. The user agrees to reimburse the Love Street Playhouse for any damages to the property or costs incurred as the result of user actions.

Food

- A private party may bring in their own food. All other food must be brought in by an approved caterer. References available upon request.

Tobacco and Smoking

- Smoking and/or use of any tobacco products is not permitted in the building or in the immediate area outside of the building. Cigarette debris found on the grounds may be considered damage or clean-up and user may be charged accordingly.

Amplified Sound

- The City of Woodland and its surrounding residential neighborhood requires that all sound levels must be controlled so as not to interfere with the neighborhood.

Parking

- During events, no private driveways can be blocked.

SET UP and CLEAN UP

- Facilities staff will present user a table and/or chair diagram pre-approved by the Woodland Fire Marshall. This diagram must be used for set up or user may be liable to fines.
- The user is responsible for facility clean up. The room(s) must be returned to original condition. Cleanup includes wiping table tops, sweeping floors and mopping up spills, and bagging all trash and removing from premises. This must be completed within the reserved rental time. A facility check list will be provided.
- Any decorating for an event must be done within the rental time period. Only ribbon, string or pipe cleaners may be used for attaching decorations. User may use the picture hangers on picture railing for hanging items. No tacks, tape, staples, wire or putty is allowed. No confetti, glitter, throwing of rice or birdseed indoors or out. No releasing of animals such as doves or butterflies into the environment. Balloons must be deflated and trashed before you leave the building.
- Use of candles requires approval from the Loves Street Playhouse and Woodland Fire Marshall PRIOR to your event.

LOVE STREET PLAYHOUSE

126 Loves Ave • Woodland, WA 98674 • 360-263-6670

CATERING RULES

- All caterers must comply with the licensing requirements, laws & policies of the State of Washington, the City of Woodland and the Cowlitz County Health District.
- Caterers shall provide proof of $500,000 in general liability insurance.
- Alcohol cannot be sold or served if the event is open to the public.
- Only white wine, champagne and beer allowed when renting our white table cloths. No red wine or punch.
- Alcohol service (if a private party) must end by either 10 pm or 1 hour prior to the end of the rental period
- The rental customer is responsible for obtaining the Washington State Banquet Permit from the Liquor Control Board.
- The caterer is responsible for clean-up and will remove garbage/trash to the outside garbage containers. When doing food service, the caterer will bus all dishes and not allow dishes/glasses to accumulate either inside or outside of the facility.
- Any set-up or take-down time must be included in the contracted rental period.
- The caterer is required to remain until the end of the event or until all service is complete and all food and beverages have been removed from the premises and clean-up has been completed.

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REQUEST FOR APPROVED CATERER STATUS

We are requesting approved caterer status for a ONE-TIME EVENT to be held at the Loves Street Playhouse on:

Date: _____

For our client: _____

OR

We are requesting to be placed on the APPROVED CATERER LIST for the Loves Street Playhouse. We are a full service caterer and DO / DO NOT (please circle one) serve alcohol.

Company Name:_____

Company Contact:_____

Company Mailing Address:_____

City: _____ State: _____ Zip Code: _____

Company Street Address: _____

Phone: _____ Fax: _____

To be considered, you must attach copies of:

1. City of Woodland business license. Caterers who do not have this local license can call
2. Liability insurance coverage.
3. Cowlitz County Health Department Temporary Food Service Establishment Permit.