

# PIONEER PARK PAVILION

## RENTAL INFORMATION

### Rental Procedures

1. Reservations must be made through the Puyallup Parks and Recreation Department.
2. A completed rental agreement must be submitted with the appropriate deposit to secure your date.
3. Prioritization is first come, first served. Reservations may be taken 18 months in advance on a rolling 18 month period.
4. The person requesting the reservation must be at least 21 years of age and plan to be present at the event. The applicant will be responsible for all aspects of the use, including payment of fees and deposits, as well as for any damage to equipment or property above and beyond the deposit.
5. Allow time for set up/decorating and clean up within your reservation time.
6. Appropriate certificates of insurance with minimum coverage limits will be required from user organizations, sponsors, hosts, and/or caterers, depending on the type of event proposed.
7. **If alcohol will be present at a function, the renter must meet all obligations of the Washington State Liquor Control Board. Renter must obtain a Banquet Permit two weeks prior to the event. A copy of the permit must be provided to the Pavilion Supervisor and a copy must be posted in the Building during the event.**

### Payment Procedures

1. A facility deposit of 50% of the total fee is payable upon reservation. The balance is due 60 days prior to the event. ***The deposit is not refundable unless the time period is re-rented.*** The damage deposit is due 14 days prior to the event.
2. The damage deposit will be refunded following your event provided there are no damages to the equipment or building as a result of your use. If the Pavilion Supervisor determines there has been any damage or clean up issues, the renter will be contacted within two working days to discuss damage/clean up issues. Any damages above and beyond the deposit will be the renter's responsibility, with the renter being invoiced by the City of Puyallup.
3. If your deposit is made by check or cash, a refund check will be sent to the renter. It normally takes 2-3 weeks to process the refund and for the check to be sent. If your deposit is made on a credit or debit card, your refund will be credited back to your card.

## **Set Up & Clean Up**

1. Set up and clean up are included in the rental time. Depending on availability of the building, additional hours for set up may be available at a reduced rate.
2. Pavilion staff will be on site to set up tables and chairs as per arrangement provided by renter.
3. Pavilion staff will also be responsible for set up of all city owned audio/visual equipment.
4. Renter will be responsible for clean up at the end of the event to include: Removal of all decorations, trash placed in trash bags and placed in dumpster, general pick up of facility.
5. Pavilion staff will be responsible for take down & removal of tables and chairs and all city owned audio/visual equipment.

## **Rental Rates for Table Linens**

### **Table Cloth (85x85) for Round Tables                      \$8.00 each**

- Available in White, Ivory, Burgundy, Green\*, Black, Sandalwood, Red\*, Purple\*, Ivory/Rose\*

### **Table Cloth (54x120) for Rectangular Tables                      \$8.00 each**

- Available in White, Ivory, Burgundy\*, Dusty Rose, Green, Black, Cadet Blue

### **Table Cloth (54x54) Overlay                                              \$3.00 each**

- Available in White, Ivory, Burgundy, Dusty Rose, Green, Black, Sandalwood, Red, Navy, Seafoam Green, Cadet Blue, Purple, Violet\*, Red Check\*, Blue Check\*, Pink\*, Yellow\*

### **Napkins                                                                                      \$ .25 each**

- Available in White, Ivory, Burgundy, Dusty Rose, Green, Black, Sandalwood\*, Red, Navy, Seafoam Green\*, Cadet Blue, Purple\*, Violet\*, Red Check\*, Pink, Yellow\*, Lt. Blue, Gray, Rust, Gold\*, Teal, Brown, Tangerine\*

- **Limited Quantities Available – Will have to verify availability**

**Linens are delivered and picked up at the Pavilion. Renters are responsible for placing linens on the tables. At the end of the event, renter is responsible for placing dirty linens in linen bags for pick up.**

# PIONEER PARK PAVILION

330 S. Meridian  
Puyallup, WA 98371  
(253)841-5518

Contact: Puyallup Parks & Recreation  
(253)841-5518 Office  
(253)841-5457 Alternate #  
(253)864-4160 Fax #  
E-mail: [ellen@ci.puyallup.wa.us](mailto:ellen@ci.puyallup.wa.us)

**Shown by appointment only**

## **Capacity**

Accommodates up to 400 guests in banquet style seating with a maximum occupancy for assembly at 558.

## **Price Range**

Varies according to event, date, number of hours

## **Catering**

Select an off-premise caterer of your choice or a list of available caterers will be provided

## **Types of Events**

Meetings, seminars, company or holiday parties, retreats, reunions, trade shows, banquets, birthdays, anniversaries, weddings, receptions and more...

## **Availability and terms**

Reservations are accepted up to 18 months in advance. A 50% deposit and completed rental form is required to secure a date. A refundable damage deposit is required.

## **Description of Services and Facility**

**ADA:** complies with all ADA regulations

### **Banquet Services:**

- **Seating:** chairs and round tables provided
- **Servers:** service staff provided by caterer
- **Bar Facilities:** caterer or renter arrange for all beverage service and the requisite banquet permit
- **Dance Floor:** area available for dance floor
- **Linens:** available for fee or can be provided by renter/caterer
- **China and Serveware:** provided by caterer
- **Decorations:** we are flexible and happy to review renter's plan
- **Clean Up:** Renter must provide clean up

### **Special Services:**

Staff person remains on site during your event. Audio/Visual Equipment and a Portable Stage are available.

## **PUYALLUP'S NEWEST EVENT FACILITY**

The Pioneer Park Pavilion is a new facility conveniently located in lovely Pioneer Park in Downtown Puyallup. With a large 8600 sq. ft. multi-purpose room, Pioneer Park Pavilion is the perfect facility for your special event. Our staff will work with you to ensure that all of your needs are met and that your event is a great success.





## “THE PLACE TO BE”

### General Facility Rules

- **Smoking is prohibited in the Pavilion and in Pioneer Park by City Ordinance. Violators may be cited.**
- Assistance animals only permitted in the Pavilion. Any other requests to have animals in the facility must be approved by the Parks & Recreation Director. Requests must be submitted in writing a minimum of 30 days prior to the event.
- Appropriate certificates of insurance with minimum coverage limits will be required from user organizations, sponsors, hosts, and/or caterers, depending on type of event proposed. Additional insurance requirements may apply if alcohol is to be available for consumption during event (whether sold or not), and if the event involves athletic participants.
- If renter has alcohol at event, it is renter’s responsibility to provide a Banquet permit for the event. The permit must be posted at the Pavilion during the event. **If you will be selling alcohol at your event, please contact the Pavilion Supervisor immediately as there are different permit requirements (which must be submitted 30 days prior to the event).**
  - **Last Call for alcohol shall be 30 minutes prior to the scheduled event end time.**
  - **Licensed Bar Service is required for events with over 300 guests at which alcohol is served.**
  - **Licensed Bar Service is required for youth events with over 200 guests at which alcohol is served.**
- Exits may not be blocked by tables, chairs, staging, decoration etc.
- **Decorations must be approved by Pavilion Supervisor prior to the event.**
  - \*No rice, birdseed, confetti or glitter allowed inside or outside the facility.
  - If you are planning to have candles at your event you will need to request an open flame permit from the Central Pierce Fire Department. **Requests for an open flame permit should be done a minimum of 30 days prior to your event. We do not allow tapered or pillar candles unless enclosed in approved candle holder.**
  - All decorations should be floor mounted, on tables, stage area, etc.
  - **\*Do not use tape, tacks, nails etc. on walls, floors, chairs or tables.**
  - \*All decorations must be removed before departure.
  - **Balloons are discouraged as they can set off the fire alarm. If balloons are used they must be must tightly secured and removed at the end of the event.**
- All equipment must remain inside the facility. If you plan to have outdoor seating/dining, it must be approved by the Pavilion Supervisor prior to the event. Tables & chairs may be available for outside patio use.
- Do not tamper with circuit breakers, Audio/Visual equipment, HVAC, light plugs or restroom fixtures.
- **Vehicle access to the building from the south side only. (There will be no vehicles allowed on the north or east patios or the floor of the building.)**
- No outside banners advertising events except where specifically designated or provided for such purpose.
- Monitor the actions of your guests. Make sure that the facility and equipment are treated respectfully.
- Work with the staff to ensure that facility and all equipment, etc. are left as they were found upon arrival.
- Please monitor children. Children under the age of 12 must be supervised by an adult at all times.

### **Requirements for Security, Licensed Bar Service or Additional Staffing**

- At the discretion of the Parks and Recreation Director, renters may be required to provide security personnel for their event.
- Events with over 300 people may require an additional staff person at the rate of \$20.00 per hour (at the discretion of the Pavilion Supervisor – based on set up requirements).
- Events serving alcohol with over 300 people will be required to have a licensed bar service for their event. Proof of license will be required 14 days prior to the event.
- Events serving alcohol with over 400 people will be required to have a licensed bar service for their event. Proof of license will be required 14 days prior to the event. In addition security will be required for the event. Security must be arranged with the Pavilion Supervisor and the cost will be paid by the renter.
- Any youth event with over 200 people will require licensed bar service if alcohol is served. Proof of license will be required 14 days prior to the event. In addition, security will be required for the event.
- The Pavilion Supervisor shall determine the required number of security officers and additional staff. The renting host is obligated to pay the City, in advance, for the cost of providing of the security officers and additional staff. Please consult with the Pavilion Supervisor to determine the required number of security officers, additional staff, and related costs.
- **All groups may be required to provide a Point of Contact at the Pavilion entry to work with Pavilion Staff and Police Officer to ensure that invited guests only are allowed into the event.**

\*\* - If the event requires security, it must be provided by an off-duty Puyallup Police Officer and all cost for the security will be paid by the renter. The renter must arrange security for their event with the Pavilion Supervisor. **Approximate Cost for Security - \$75.00 per hour.**

Events that exceed limits of guests without appropriate bar service or security will be cancelled by Pavilion staff. No refunds will be given for cancellation of events due to renter not meeting above listed requirements.



### **Rules for Pavilion Events**

- Unless authorized by the Pavilion Supervisor, only the renting host or his or her designee may bring alcohol to, and furnish alcohol at, the event. Guests are prohibited from bringing alcohol to, or furnishing alcohol at, the event.
- Unless otherwise authorized by the Pavilion Supervisor, all alcohol must be served from a bar in an area that is approved by Pavilion Supervisor.
- If alcohol is served, and when required by the Pavilion Supervisor, the renting host must station a person or persons at the Pavilion entrance throughout the event to screen for uninvited individuals. Uninvited individuals are not authorized to enter the Pavilion.
- Alcohol consumption is prohibited outside of the Pavilion, except that the Pavilion Supervisor may authorize consumption on the north Pavilion patio.
- Weapons are prohibited in the Pavilion, Pioneer Park, or adjacent parking lot.
- Smoking is prohibited in the Pavilion, Pioneer Park, or adjacent parking lot.
- In order to ensure safety, adequate lighting must be maintained in the Pavilion during the event. Pavilion staff will control lighting.
- As a condition of renting the Pavilion, the Pavilion Supervisor may require security officers (Puyallup police officers) and additional event staff. The Pavilion Supervisor shall determine the required number of security officers and additional staff. The renting host is obligated to pay the City, in advance, for the cost of providing of the security officers and additional staff. Please consult with the Pavilion Supervisor to determine the required number of security officers, additional staff, and related costs.
- In order to ensure compliance with Pavilion rules or enhance security, the Pavilion Supervisor may station additional Pavilion staff at Pavilion entrances and exits. The cost of the additional staff shall be borne by the renting host.
- Please be aware that guests who enter or remain in Pioneer Park after closing may be cited for violating park rules.
- The maximum capacity of the Pavilion is 558 people. The maximum capacity shall not be exceeded.



**“THE PLACE TO BE”**

**PAVILION CLEAN UP CHECKLIST**

**Event Date** \_\_\_\_\_ **Person in charge of cleanup** \_\_\_\_\_

**Kitchen**

- \_\_\_\_\_ All counters and sinks must be cleaned and dry
- \_\_\_\_\_ All appliances must be emptied and cleaned.
- \_\_\_\_\_ Kitchen floor must be swept and mopped.
- \_\_\_\_\_ Traps (drains) under sink must be cleared of all debris

**Bathroom**

- \_\_\_\_\_ Remove any decorations or items
- \_\_\_\_\_ Pick up trash from floor

**Floors**

- \_\_\_\_\_ All spills of any kind must be mopped up.
- \_\_\_\_\_ All trash must be picked up.

**Garbage**

- \_\_\_\_\_ All garbage cans in the Pavilion must be emptied and garbage must be placed in the dumpster outside the building.
- \_\_\_\_\_ Trash Can liners must be replaced and tops placed back on can

**Other**

- \_\_\_\_\_ All decorations and items you may have brought into the Pavilion are removed.
- \_\_\_\_\_ Drinking fountains must be clean and free of food items.
- \_\_\_\_\_ Tables and Chairs wiped down
- \_\_\_\_\_ Linens rented from the Pavilion must be removed from tables and placed in linen bags which will be provided by Pavilion staff.

**Additional Information**

- Cleaning products are stored in kitchen and/or can be obtained from Pavilion staff.
- Walk through the facility with the Pavilion Assistant prior to leaving to ensure that clean up is complete.
- ***The goal is to leave the Pavilion in the same condition as it was prior to your use. This checklist outlines the minimum requirements for which you are responsible.***

***Smoking is prohibited in the Pavilion and in Pioneer Park by City Ordinance. Violators may be ticketed.***

Clean up Completed by: \_\_\_\_\_ Date \_\_\_\_\_

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

\*Failure to adhere to these guidelines may result in partial or full loss of security deposit.





## **“THE PLACE TO BE”**

**The following equipment is available @ no additional charge for rentals:**

- **49 – 60” Round Tables**
- **16 – 30” X 72” Rectangular Tables**
- **450 – Black Stacking Chairs**
- **1 – Portable Stage (9 – 4’X8’ Sections)**
- **1 – Podium**
- **2 – Wireless Microphones**
- **1 – Lapel Microphones**
- **4 – Wired Microphones**
- **2 – Microphone Stands**
- **1 – DVD/CD Player**
- **1 – Projector w/ Screen**

# Payment Worksheet

## Saturday Rental Rates

Set up/clean up Hours \_\_\_\_\_ X \$75 per hour = \_\_\_\_\_  
Event Hours \_\_\_\_\_ - \$1800 for 6 hour minimum = \_\_\_\_\_  
Addl Event Hours \_\_\_\_ X \$75 per hour = \_\_\_\_\_  
Total Rental Fees = \_\_\_\_\_  
Deposit (50% of total rental to reserve date) = \_\_\_\_\_  
Balance (Due 60 days prior to event) = \_\_\_\_\_

## Friday Rental Rates

Set up/clean up Hours \_\_\_\_\_ X \$75 per hour = \_\_\_\_\_  
Event Hours \_\_\_\_\_ - \$1700 for 6 hours minimum = \_\_\_\_\_  
Addl Event Hours \_\_\_\_ X \$75 per hour = \_\_\_\_\_  
Total Rental Fees = \_\_\_\_\_  
Deposit (50% of total rental to reserve date) = \_\_\_\_\_  
Balance (Due 60 days prior to event) = \_\_\_\_\_

## Sunday Rental Rates

Set up/clean up Hours \_\_\_\_\_ X \$75 per hour = \_\_\_\_\_  
Event Hours \_\_\_\_\_ - \$1300 for 5 hour minimum = \_\_\_\_\_  
Addl Event Hours \_\_\_\_ X \$75 per hour = \_\_\_\_\_  
Total Rental Fees = \_\_\_\_\_  
Deposit (50% of total rental to reserve date) = \_\_\_\_\_  
Balance (Due 60 days prior to event) = \_\_\_\_\_

## Weeknight Rental Rates - Monday-Thursday (4:00 p.m. – 11:00 p.m.)

Set up/clean up Hours \_\_\_\_\_ X \$75 per hour = \_\_\_\_\_  
Event Hours \_\_\_\_\_ - \$850 for 4 hour minimum = \_\_\_\_\_  
Addl Event Hours \_\_\_\_ X \$75 per hour = \_\_\_\_\_  
Total Rental Fees = \_\_\_\_\_  
Deposit (50% of total rental to reserve date) = \_\_\_\_\_  
Balance (Due 60 days prior to event) = \_\_\_\_\_

## Weekday Rental Rates – (Monday-Thursday (8:00 am. – 4:00 p.m.)

Set up/clean up Hours \_\_\_\_\_ X \$75 per hour = \_\_\_\_\_  
Event Hours \_\_\_\_\_ - \$500 for 4 hour minimum = \_\_\_\_\_  
Addl Event Hours \_\_\_\_ X \$75 per hour = \_\_\_\_\_  
Total Rental Fees = \_\_\_\_\_  
Deposit (50% of total rental to reserve date) = \_\_\_\_\_  
Balance (Due 60 days prior to event) = \_\_\_\_\_

## Full Day Rental Rates

Monday–Thursday (8:00 a.m. - 11:00 p.m.) \$1500.00 = \_\_\_\_\_  
Friday (8:00 a.m. – 1:00 a.m.) \$2300.00 = \_\_\_\_\_  
Saturday (8:00 a.m. – 1:00 a.m.) \$2500.00 = \_\_\_\_\_  
Sunday (8:00 a.m. – 11:00 p.m.) \$2000.00 = \_\_\_\_\_

## Damage Deposit

Due 14 days prior to event @ \$250 (no alcohol) = \_\_\_\_\_  
Due 14 days prior to event @ \$500.00 (with alcohol) = \_\_\_\_\_

## Security Required – (see requirements)

Due 20 days prior to event @ approx \$75 per hours = \_\_\_\_\_



**“THE PLACE TO BE”**

**CATERER REFERRAL LIST**

Listed below are Caterers who have been recommended to us by other renters or who have previously worked in our facility with positive feedback from staff and customers.

1. **Mama Stortini's**  
(253)604-0600 – [www.mamastortinis.com](http://www.mamastortinis.com)  
3207 East Main Avenue, Puyallup, WA
2. **The Liberty Theater**  
(253)864-8116 – [www.thelibertytheater.com](http://www.thelibertytheater.com)  
116 West Main, Puyallup, WA 98371
3. **Gallucci's Catering Inc.**  
(253)572-6828 – [www.galluccis.com](http://www.galluccis.com)  
P.O. Box 1333, Tacoma, WA 98401
4. **Snuffin's Catering**  
(253)851-2900 - [www.snuffins.com](http://www.snuffins.com)  
6745-A Kimball Dr, Gig Harbor, WA 98335
5. **The Vault Catering**  
(253)572-2933 – [www.vaultcatering.com](http://www.vaultcatering.com)  
1025 Pacific Avenue, Tacoma, WA 98402
6. **Act 3 Catering**  
(425)251-9102 – [www.act3catering.com](http://www.act3catering.com)  
279 SW 41<sup>st</sup>, Renton, WA 98055
7. **Casa Mia Restaurant**  
(253)770-0400  
505 N. Meridian, Puyallup, WA 98371
8. **HG Bistro**  
(253)845-5747 – [www.hgbistro.com](http://www.hgbistro.com)  
1618 E. Main, Puyallup, WA 98372
9. **Pacific Grill Events & Catering**  
(253)272-6469 – [www.pacificgrillcatering.com](http://www.pacificgrillcatering.com)  
1530 Pacific Avenue, Tacoma, WA 98402

## Bartending Services

### **Bartending Academy – (253)203-6946 – [www.tacomabaracademy.com](http://www.tacomabaracademy.com)**

- \$50.00 service fee – paid to academy
- Bartender provided at approx \$15.00 per hour plus tips or \$20.00 per hour without tips

### **Bartending by Mallard (253)752-4004 – [www.tacomabartender.com](http://www.tacomabartender.com)**

- Bartender provided at \$25.00 per hour plus tips.
- Additional bartenders available at \$25.00 per hour.

### **Pour Girls and Some Guys – (206)248-2290 – [www.pourgirls.com](http://www.pourgirls.com)**

- \$71.00 per hour – 2 bartenders (covers Beer, Wine, Champagne service) additional bartenders available at \$36.00 per hour
- \$82.00 per hour – 2 bartenders (covers mixed drinks, beer, wine and champagne service) additional bartenders available at \$41.00 per hour
- One bartender service is available for events with less than 125 guests at \$45.00 per hour

### **Mama Stortini's - (253)604-0600 – [www.mamastortinis.com](http://www.mamastortinis.com)**

- Bar set up \$195.00 (they provide alcohol and cocktail supplies)
- Bar set up \$395.00 (renter provides alcohol) cocktail supplies provided by Mama Stortinis
- Non-Alcoholic drinks provided at \$2.00 per person
- Mixed drinks provided @ \$5.00 - \$7.00 per drink
- Beer provided @ \$4.00 - \$8.00 per drink
- Wine provided @ \$5.00 - \$7.00 per glass
- Wine by the bottle at \$18.00 for house selections
- Wine supplied by guest will require \$10.00 corking fee
- Keg provided at \$135.00 - \$185.00 per keg
- Champagne toast and glasses provided at \$1.99 per person
- Bartender required at rate of \$25.00 per hour per bartender

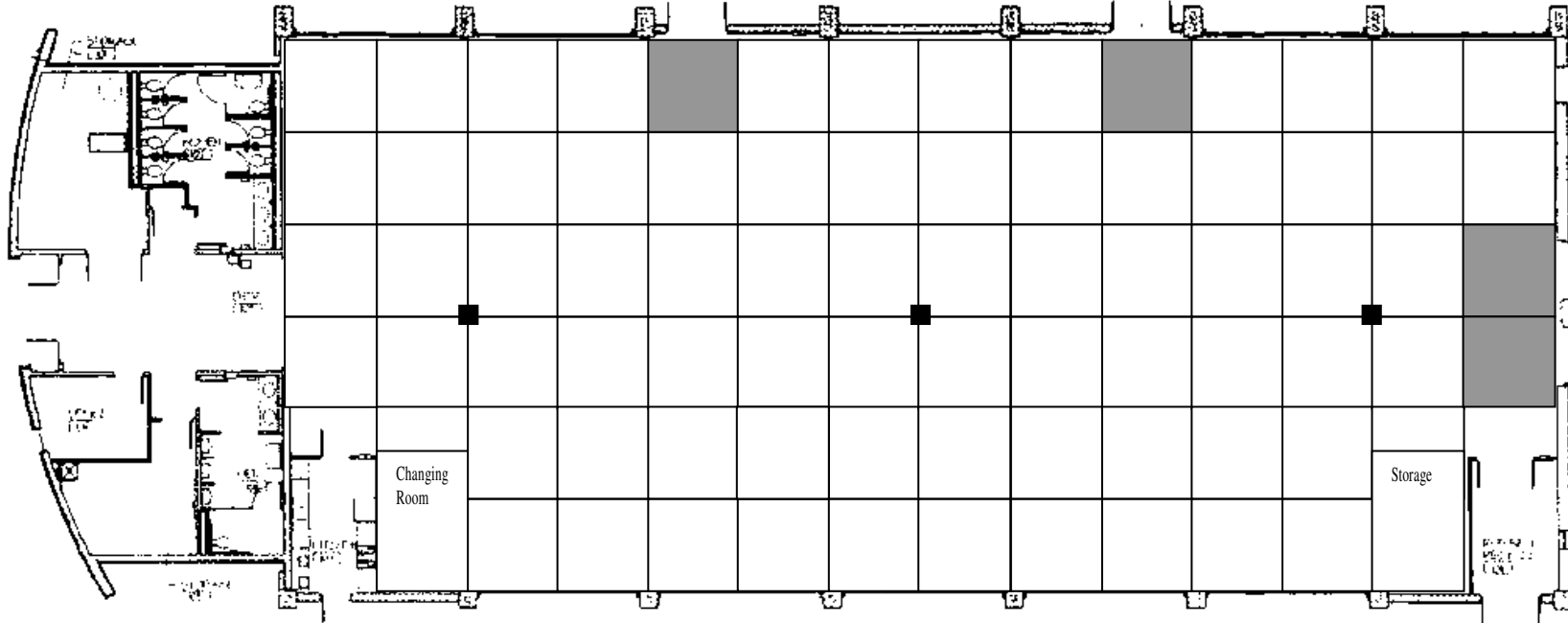
### **The Vault Catering - (253)572-2933 – [www.vaultcatering.com](http://www.vaultcatering.com)**

- Can provide Cash Bar or Host Bar for events that have catering provided by the Vault
- For non-catered events the alcohol must be purchased from the Vault
- For catered events – renter may provide alcohol
- Bartenders are billed at \$28.80 per hour (minimum for 4 hours – to include travel time)

**Licensed Bar Service is required for events with over 300 guests at which alcohol is served.  
Licensed Bar Service is required for youth events with over 200 guests at which alcohol is served.**

**Rates may vary. Contact vendors to get current pricing.**

**EVENT** \_\_\_\_\_ **DATE** \_\_\_\_\_ **PERSON IN CHARGE** \_\_\_\_\_



- One round table per square (60"/49 available)
- Rectangular table (30" x 72"/16 available)
- Stage section (4' x 8'/9 available)

	Round tables		Set up time	
	Chairs per table		Event time	
	Rectangular tables		Clean up time	
Linens	Stage sections		Catering	
AV needs			Kitchen Y <input type="checkbox"/> N <input type="checkbox"/>	Banquet Permit Y <input type="checkbox"/> N <input type="checkbox"/>
			Alcohol Y <input type="checkbox"/> N <input type="checkbox"/>	Open Flame Per. Y <input type="checkbox"/> N <input type="checkbox"/>