



CONFERENCE CENTER RENTAL APPLICATION

EMAIL THE COMPLETED APPLICATION TO ConferenceCenter@psed.org TO SECURE YOUR RESERVATION

PRE-EVENT CONTACT

Group / Organization Name: _____

Primary Contact Name: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Secondary Contact Name: _____ Title: _____

Phone: _____ Email: _____

ONSITE CONTACT

☐ Same as pre-event contact

Contact Name: _____ Title: _____

Phone: _____ Email: _____

EVENT INFORMATION

Event Name: _____

Date(s) of Event: _____ Day(s) of the Week: _____

*Standard set-up time allows 30 minutes prior to event for group entry and preparation. Do you need more than 30 minutes? _____

Requested Facility Use Times (Overall time in facility—start and ending times): _____ to _____

Event Time (starting and ending times): _____ to _____

Number of Attendees: _____

Special Requests (ie ADA, space issues, etc.): _____

FACILITY PRICING: (For information only. Contact the Conference Center to best determine your needs.)

Regular business hours are Monday through Friday 7am to 5pm, but we can also accommodate evening and Saturday facility use.

ROOM	PSED		GOVERNMENT & NON-PROFIT		FOR-PROFIT ORGANIZATIONS	
	1/2 Day 8a-12p or 1p-5p	Full Day 5-8 hours	1/2 Day 8a-12p or 1p-5p	Full Day 5-8 hours	1/2 Day 8a-12p or 1p-5p	Full Day 5-8 hours
Single Room	\$300	\$375	\$350	\$425	\$400	\$500
Double Room Combination <i>Cedar/Duwamish Duwamish/Nisqually</i>	\$525	\$700	\$600	\$800	\$750	\$950
Triple Room Combination <i>Cedar/Duwamish/Nisqually</i>	\$775	\$900	\$850	\$1,000	\$1,000	\$1,200
Rent All 5 Rooms <i>Cedar, Duwamish, Nisqually, Puyallup, & Snoqualmie</i>	\$875	\$1,050	\$925	\$1,225	\$1,275	\$1,925

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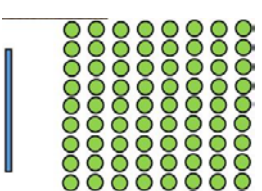
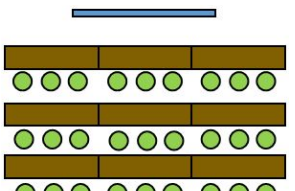
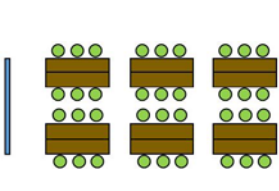
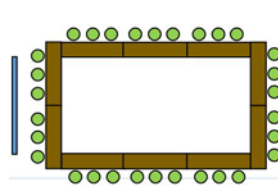
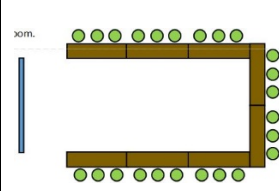
CATERING

Will this event be catered? _____

If so, please note your catering provider here: _____

Puget Sound ESD does not require a specific caterer to be used, but the caterer must have any required state permits. The user is responsible for contacting, scheduling, ordering, receiving, and payment of catering services. Whether your event is a quick meeting or a week-long seminar, we are happy to be able to offer this level of flexibility to meet your dietary or other catering needs.

Not sure where to order from? Check out our [list of recommended caterers!](#)

TYPE OF ROOM SET-UP REQUIRED				
Theater []	Classroom []	Pods []	Rectangle []	U-Shape []
				

☐ Empty (No tables or chairs) ☐ Other (Include a diagram for "Other", or if using multiple rooms with varying set-up needs)

SELECT EQUIPMENT		
<input type="checkbox"/>	LCD Projector and Projection Screen (Ceiling mounted with retractable projection screen)	
<input type="checkbox"/>	Desktop Computer	
<input type="checkbox"/>	HDMI & VGA (with audio) Connectivity to Projection System	
<input type="checkbox"/>	Wireless Internet (WIFI)	
<input type="checkbox"/>	Document Camera	
<input type="checkbox"/>	Mobile Flip Chart Stand / Dry Erase Board (approx.. 2'x3') with dry erase markers & eraser (Doubles as both. You must supply your own flip chart paper.)	
<input type="checkbox"/>	ADA Adjustable Table	
<input type="checkbox"/>	Video Conference Assistance (We primarily use Zoom, but our 1 st floor conference rooms have USB connectivity to room desktop computers and your laptop from room cameras and audio system)	
<input type="checkbox"/>	Other (Please specify):	
Microphone(s) (One handheld <u>or</u> lavalier microphone is included with each room): (Additional depend on availability)		<input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier
<input type="checkbox"/>	ClearOne Wireless Gooseneck Tabletop Microphones (10 available)	
<input type="checkbox"/>	Sennheiser ADN Conference Microphone System — Corded Gooseneck Conference Microphones \$100 service fee applies (1 "Chairman" unit, 22 "Delegate" units available. Only 10 may speak simultaneously)	

We may be able to accommodate same-day requests for paper copies (20 or 90 lb. white paper) and lamination.

Prices: Black & White \$0.20/page Color: \$0.70/page Lamination (26" or less in width): \$3.00/foot (in length)

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RENTAL POLICY AND PROCEDURES

The Rental Policies and Procedures apply to all events held at the PSED Conference Center. Events are scheduled on a first-come first-served basis. Events will not be approved without a completed and signed rental application. The applicant shall be a representative of the renting organization and may be referred to as the "Applicant", or "User".

USE OF SPACE

The facility is not available for political, religious, or fundraising programs or activities. All rentals include the use of pre-function areas within the Conference Center, but must be considered shared space in the event multiple events are occurring at the same time. If event staff or attendees utilize another room not previously secured by written agreement, the applicant may be billed for use of that space.

CATERING

Puget Sound ESD does not require a specific caterer to be used, but the caterer must have any required state permits. The user is responsible for contacting, scheduling, ordering, receiving, and payment of catering services.

CANCELLATION POLICY

Cancellations must be submitted to the Conference Center in writing. The following cancellation policy will apply:

- *Rental fees include a **non-refundable \$50 booking fee** assessed if an event is cancelled or changed.
- *Events **cancelled between 7 and 30 days** prior to the event date: **50% of the total rental fee** will be assessed.
- *Events cancelled **less than 7 days** prior to the event date (including no-shows or no notice cancellations): **100% of the total rental fee** will be assessed.

In the event of mechanical failure, inclement weather, utility outages, fire, wind-storm, flood or other unforeseen circumstances beyond the control of the Puget Sound ESD for causes not under its control, this agreement may be canceled. User waives any claim for damage or compensation should this agreement be terminated by the Puget Sound ESD for causes not under its control.

DAY-OF-EVENT CHANGES

Room set-up is the responsibility of the Puget Sound ESD. If the room set-up is changed on the day of the event, the change can take up to 2 hours to be re-set, depending on the size of the event and other events occurring at the time of request. Changes in room set-up or room locations after confirmation will be charged an additional fee.

INSURANCE COVERAGE

The applicant is required to provide proof of general liability coverage through a Certificate of Liability Insurance of no less than \$1 million per occurrence. The Puget Sound ESD must be named as additionally insured in the Description portion of the Certificate and as a Certificate Holder on said policy. Coverage cannot be cancelled or reduced without thirty (30) day's written notice to the District.

A Letter of Evidence of Coverage stating minimum coverage for Self-Insured entities is also acceptable. Applicant expressly agrees to secure the aforementioned insurance coverage. If the use of the District's facilities is to be ongoing, the applicant shall provide a new Certificate of Liability or Evidence of Coverage Letter thirty (30) days prior to the anniversary date of their current coverage document on file with the District.

RESTRICTED AREAS

The Puget Sound ESD Conference Center is located within the PSED Renton building. The applicant is hereby notified that the building is a working office for PSED staff and tenants. Attendees should be made aware that offices and open hallways adjacent to office space is off limits without official business.

DAMAGE TO PROPERTY & EQUIPMENT

The user shall be responsible for expenses associated with excessive clean-up of rental space, payment of and/or replacement of damaged equipment. Users shall be liable for any damage to the building or equipment other than normal wear and tear. Use of buildings and equipment to any user may be denied for previous improper use.

Any equipment the PSED Conference Center does not provide should be arranged by the user. The Conference Center will not set-up, maintain, troubleshoot, or load-out any outside equipment, and is not responsible for damages associated with it.

MAXIMUM OCCUPANCY

Users shall ensure adherence to maximum occupancy limits for each room rented, and that fire exits are unobstructed at all times. Maximum occupancy changes depending on room set-up types as well as other large moveable or non-moveable objects added to or removed from the rooms. If the number of expected attendees changes, the Puget Sound ESD must be notified so adjustments in rooms can be made, if available.

STORAGE SPACE

Storage space at the PSED is limited. Unless otherwise agreed upon, we will not accept shipments or deliveries for storage in preparation for the applicant's event. The user must contact the Conference Center to arrange delivery and storage of any materials until the rental date.

PARKING

Free self-parking is available in the front and back of the PSED Renton building. Public transit is available in the area, but it is the responsibility of the user and/or attendees to locate specific transit routes and schedules.

DECORATIONS, SIGNS, AND SCENTS

Prior consent and approval must be obtained to secure signage, decorations or other materials to the walls. No adhesive tape, tacks, nails, staples, pushpins, or other form of adherence may be used on the conference room walls or furniture. Only blue "painter's" style tape or "post-it" style sticky-backed papers may be adhered to walls or furniture.

No candles or open flames are permitted, except with proper care in the use of chafing dishes or other catering related items under the control of the PSED exclusive caterer.

In the interest of maintaining a comfortable environment for Conference Center visitors and staff, we ask that you refrain from using scented products as the Puget Sound ESD is a fragrance-free facility.

SMOKING AND ALCOHOL

Per Washington State Law, smoking is prohibited within 25 feet of doors, openable windows, and air intakes in any public places or workplaces.

Per Puget Sound ESD policy, smoking is prohibited on or within any ESD grounds or property, including the parking lot. Smoking is permitted on the public sidewalks on 7th Street SW, and Oakesdale Ave SW.

Consumption of alcohol is prohibited on or within Puget Sound ESD grounds or property.



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BILLING & PAYMENT

PSED accepts Visa, MasterCard, Discover, and business checks for payment. You will be sent an invoice within one (1) week following conclusion of the event, and full payment is due within thirty (30) days of invoice date. Any additional services or charges incurred during the event will be added to the final invoice.

To pay by credit card, call 425-917-7628. Checks can be mailed to the address listed below. Applicants with previous delinquency history may be required to submit a portion or full pre-payment to secure your reservation.

Puget Sound ESD
Attn: KR-01
800 Oakesdale Ave SW
Renton, WA 98057

VERIFICATION AND CONFIRMATION

I hereby request the use of the above facility on the stated date and agree to all terms, conditions, and rules of the Puget Sound ESD. I and/or my organization agree to the following:

- 1) Financially responsible to the Puget Sound ESD for the use of and care of the facility and/or equipment.
- 2) I am authorized to sign and enter the aforementioned mentioned organization, into a rental agreement with the Puget Sound ESD
- 3) I have read and understood the rental policies and procedures regarding use of the conference center.
- 4) The character of the activity will conform to the description in the application.
- 5) This agreement is considered tentative pending a written response confirming acceptance of the agreement.

INDEMNIFICATION

By signing below, this applicant agrees to protect, indemnify, and hold harmless the Puget Sound ESD, its elected and appointed officials, employees, agents and staff from any and all claims, liabilities, damages, expenses, or rights of action, directly or indirectly attributable to the User's activities and/or use of premises in connection with this agreement.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Group / Organization Name: _____

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