

Operating Guidelines
and
Procedures

**Lacamas Lake Lodge and
Conference Center**

227 N.E. Lake Road
Camas, WA. 98607

Camas Parks and Recreation
(360)834-5307



Lacamas Lake Lodge and Conference Center is located on Lacamas Lake in beautiful Camas, Washington. From corporate meetings to wedding receptions, we can work with you to accommodate whatever your event needs may be. In addition to the main hall, there's a warming kitchen and two small conference rooms in the facility. Tables and chairs are included in the rental.

MAIN HALL: This room has vaulted ceilings, a stone-lined fireplace and tall, north-facing windows. It opens up to a beautiful deck overlooking Lacamas Lake. The warming kitchen is included with the rental of this room.

Room capacity: 168

Fee: \$175/hour

Refundable Deposit: \$500/day

A 5-hour minimum rental is required on Saturdays. A 2-hour minimum rental is required Sunday through Friday. Meetings rooms 1A and 1B are included in weekend rentals.

MEETING ROOMS 1A & 1B: These rooms are perfect for the bridal party before the wedding or for small corporate meetings. These rooms are partitioned off and can open up into one room.

Room capacity: 10/per room

Fee: \$30/hour

Refundable Deposit: \$200/day

Additional Fees

AV Equipment: \$100/day

Reservation Process and Additional Information:

1. Reservations are accepted 1 year in advance for residents and 10 months in advance for non-residents.
2. Rental hours are Monday-Sunday from 8 am until 10 pm.
3. Rental time includes room set-up through tear-down.
4. The payment is due in full within 5 business days of making a reservation.
5. Groups will be assessed a refundable deposit which will be deposited upon receipt. If the facility passes review, your deposit will be refunded back to you.
6. Camas residents will receive a 20% discount off of the hourly rate.
7. Non-profit groups will receive a 50% discount off of the hourly rate.
8. A 5 - hour minimum rental is required on Saturdays. All other days require a 2 - hour minimum rental.
9. If a renter goes over the allotted time, they will be charged a full hourly rate.

GENERAL OVERVIEW

Agreement:

A facility use agreement must be confirmed in writing by an authorized representative of the group applying.

Facility Use and Group Conduct:

Use of the facility shall comply with the Lacamas Lake Lodge and Conference Center Guidelines and procedures. Orderly conduct shall be required and members of the renting group shall confine themselves and their activities to the areas specified in their Facility Use Agreement. It is expected that all areas used shall be left in a clean and orderly condition or the scheduling party will bear the additional costs associated with janitorial or staff cleanup.

Center Liability:

The City of Camas is not responsible for accidents, injury, illness, loss or damage of group or individual property. Each facility user will be required to sign a Hold Harmless Agreement.

Restrictions:

- 1) Smoking is not permitted in Lacamas Lake Lodge and Conference Center.
- 2) Any use of alcohol requires prior authorization and all necessary permits.
- 3) The misuse or failure to conform to the Lodge's regulations or City ordinance will be sufficient reason for termination of the Facility Use Agreement.
- 4) Music will not be allowed to be played after 10:00 pm.
- 5) Commercial, Religious and Political Parties can be authorized to use Lacamas Lake Lodge and Conference Center if request is for a one-time event. Weekly classes, services, or campaign headquarters will not be an acceptable use of the facility.
- 6) A Southwest Washington Health District Permit must be obtained prior to the service of any food to the public. A copy of the permit shall be provided to Parks and Recreation staff.

ADDITIONAL CHARGES

- 1) Security may be required. If so, the City will make arrangements for security, and the cost will added onto the rental fee. There is a three-hour minimum charge for the added security.
- 2) All users shall be responsible for the repair and/or replacement of equipment or property damage beyond normal wear.
- 3) Any organization using the facility is required to carry its own liability insurance. A copy of the policy and/or certificate indicating the coverage shall be left with the Parks and Recreation Manager.
- 4) Reserving groups who fail to pick up a facility key by the scheduled time will be assessed a \$150.00 call back fee.

RESERVATIONS AND SCHEDULING

- 1) Reservations must be made by phone or in person with the Camas Parks and Recreation Department. Reservations are accepted up to one year in advance, and on a space available basis. Reservations are processed on a first-come, first-serve basis, with walk-in reservations being processed first.
- 2) Once a confirmation is provided, a full payment of all rental fees is due within 5 business days of making a reservation. If we do not receive payment at that time, we will cancel your reservation and make the date available to new applicants.
- 3) The City of Camas reserves the right to cancel a reservation if the space is required for its own use.
- 4) A cancellation must be received a minimum of 61 days prior to the event to receive a full refund. A 50% refund will be allowed if a cancellation notice is received 30—60 days prior to event. No refunds will be made with less than a 30 day notice.
- 5) Lacamas Lake Lodge and Conference Center closes at 10:00pm. Everyone shall vacate the building by 11:00pm.

GENERAL REGULATIONS

- 1) Children are not permitted inside or outside the building without adult supervision (21 years or older).
- 2) Any person violating the established rules and regulations or constituting a public nuisance will be required to leave the facility and the function will be terminated.
- 3) Please use removable painters tape when hanging decorations. Tacks and nails are not allowed on the walls. No glitter or rice allowed.
- 4) The burning of candles, the use of any open flame or the use of non-fireproof materials for decorating purposes, is not permissible in a public building.
- 5) Only those facilities or equipment specifically designated on the approved application are to be used.
- 6) The user shall be responsible for the removal of all personal and rented property after the function. All users are expected to do their own set-up, take-down and clean-up.
- 7) The City of Camas shall furnish heat, light and regular janitorial services only incidental to ordinary building usage.
- 8) The user shall procure at his expense, all permits and licenses required for the intended use or activity under the terms of the approved function.
- 9) Public dances are not allowed.
- 10) Gambling is prohibited except where permitted by Washington State Law.
- 11) Facility Use Agreement cannot be transferred, assigned or sublet.
- 12) The Parks and Recreation Manager or his duly authorized representative, shall have the right to enter all facilities at all times.
- 13) The user shall comply with all applicable City, County, State and Federal laws, rules, regulations or ordinances.
- 14) The City of Camas, its employees and agents are not responsible for any accidents, injury, illness or loss of group or individual personal property.

REQUIREMENTS FOR SERVING ALCOHOL

Proper Licenses and permits are required to serve on public grounds. A \$100 non-refundable fee payable to the City of Camas is required to have alcohol at your event.

If alcohol will be served at the event, be advised of the following policies and procedures:

- It is illegal to serve liquor to anyone under the age of 21.
- The sale of alcohol is not permitted.
- Alcohol service is limited to beer and wine only. Beer kegs are recommended. Hard liquor is not allowed.
- Alcohol must be served in the area designated on your rental permit.
- A Washington State Liquor Control Board Permit is required for all events involving alcohol. The original copy of this permit must be posted in a conspicuous location near the serving area during the event. A copy of the permit must be submitted to the City of Camas a minimum of 30 days prior to the event.
- The renter is responsible for the conduct and behavior of drinking guests.
- It is recommended that alcohol stop being served a minimum of 1 hour prior to the designated end time of the event as specified on the rental permit.
- Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures may result in a Police citation, immediate shut down of the event, forfeiture of your deposit, and/or additional fees.
- Certificate of insurance.

If serving alcohol, the following documents are required:

State of Washington Banquet Permit

This permit can be obtained from the Washington State Liquor Board website at <http://liq.wa.gov/>. Submit a photocopy of the approved permit with your Facility Use Request. Keep the original to post at the facility during the event.

Certificate of Insurance

Additional insurance is required for events serving alcohol, contact your insurance agent for this document. Submit an insurance certificate with the Facility Use Request, listing the following:

1. Alcohol Liability
2. \$2,000,000 General Aggregate, \$1,000,000 per person, per incident
3. City of Camas listed as additionally insured.
4. Date, time and location of the event

Additional Insured Endorsement

This document provides proof the insurance policy has been endorsed to contain that the renter's insurance coverage shall be primary insurance as respects to the City of Camas. Contact your insurance agent for this document.

If coverage cannot be obtained through a private carrier, please visit the Washington Cities Insurance Authority website at <http://www.wciapool.org/insurances/tulip> for Tulip insurance information. All requests made through WCIA must be done at least 24 hours prior to the date of the event.

- A “Special Event Insurance Application for Tenant/Users and Instructor Events of WCIA (Washington Cities Insurance Authority) Member Facilities” will be required for proper insurance coverage for usage of the Lacamas Lake Lodge and Conference Center. Special event insurance is provided in the amount of \$1 million in coverage per occurrence; liquor liability is an added premium to the policy and will also require \$1 million dollar coverage. The renter must provide the Parks and Recreation Manager with proper evidence of said, WCIA approved coverage no later than four weeks (28) days in advance of the event. Failure to comply with these requirements may result in forfeiture of your deposit and all rental fees. The website for insurance is <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx> and the code for Lacamas Lake Lodge and Conference Center is 0465 450.

PARKS AND RECREATION COMMISSION

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