



City of Marysville Opera House Rental FAQs

General Rental Policy

Q: Who can use City of Marysville rental facilities?

- A: Open to the public, individuals and organizations and must be self-supporting.

Q: Does the City discriminate against any users?

- A: No, the City complies with the ADA and does not discriminate based on race, religion, disability, or other protected categories. The historic building predates ADA standards.

Q. How many times a year can the “User” (Lessee) rent the facility?

- A: Organizations are limited to 12 single-day events per calendar year.

Q. Can the building be rented for public ticketed events?

- A: No, the user is prohibited from charging any type of admission or entry fee requirement in rental facilities owned by the City of Marysville. (Exception: non-profit groups may host a fundraiser. Group must comply with all WSLCB regulations.)

Q. Is the building available for rent to assist with campaign of election to public office?

- A: No. RCW 42.17.555 prohibits use of public facilities for the purpose of directly or indirectly assisting in the campaign for election to public office.

Reservations & Cancellations

Q. Where is the Marysville Opera House located?

- A: The address is 1225 3rd Street in Marysville, WA 98270

Q: How far in advance can I reserve a facility?

- A: Up to two years in advance on a first-come, first-served basis.

Q: How can I reserve and confirm my rental date?

- A: A signed contract, and a non-refundable **down payment** fee is due at booking:
 - \$200 for weekday rentals
 - \$400 for weekend/holiday rentals
 - Reservations made less than 90 days prior to date must have a signed contract and payment in full at the time of booking.

Q. Who do I contact with questions about my rental?

- A: Contact the Marysville Parks, Culture and Recreation at 360-363-8400. Monday-Friday from 8:00am-4:30pm. Email: parksandrec@marysvillewa.gov

Q: What happens if I need to cancel?

- A: A refund will be given with the following conditions:
 - 90 days or more, full refund **minus the non-refundable down payment**
 - Less than 90 days, **only the damage deposit is refundable.**

Q: Can I transfer or sublet my reservation?

- A: No, reservations cannot be assigned or sublet without written approval from the Parks Director.

Q. Can I change the date of my rental?

- A: Yes, when the following conditions are met:
 - Outside of 90 days of your event, with no penalties.
 - Less than 90 days, with written approval a one-time change can be made.

Q. What is included in my rental?

- A: Venue main floor, balcony and lower level, tables and chairs-seating up to 200, bridal cottage, lower-level kitchen, and concession stand.

Q: Can I reserve a separate date for an event rehearsal?

- A: Yes, Monday–Thursday only with a booked and confirmed rental date, and based on availability. Note: *The rehearsal date does not allow you to utilize any extra services, such as A/V that you may have booked for your event date.*

Q: How many hours can I reserve for a rehearsal date?

- A: Two hours for \$120.

Q. Can I book a rehearsal without booking a full-day rental?

- A: No, rehearsal pricing only available as an extra service when booking another rental.

Open House

Q. When can I visit the Marysville Opera House?

- A: The Marysville Opera House has an Open House each first and third Wednesday of the month from 6–8pm.

Q: Do I need to make an appointment to go to the Open House?

- A: Appointments are not needed.

Q: Can I bring friends and vendors to the Open House to help with planning?

- A: Yes

Q: Can I use the Open House time frame for an event rehearsal?

- A: Yes, however cannot be reserved as private use.

Payments

Q: Where do I make payments on my event contract?

- A: The Marysville Community Center Parks, Culture and Recreation department is at, 1015 State Ave. between the hours of 8:00am–4:30pm Monday – Friday in person or over the phone with a credit card: 360-363-8400.

Q. Can I make a payment at the Opera House?

- No

Q: When is full payment due?

- A: 90 days prior to the rental date.
 - Rentals booked within 90 days require full payment including the damage deposit at the time of rental booking.

Q. Can I order extra service items after I have made my final payment (90 days prior to event)?

- A: Yes, extra services are available to add up to **45 days** prior to your event and payment is due at the time of booking to confirm those requested items.

Damage Deposit & Liability

Q: Is a damage deposit required?

- A: Yes, due 90 days before the rental date:
 - \$250 (no alcohol)
 - \$500 (with alcohol)

Q: What happens if there's damage or rule violations?

A: The damage deposit may be withheld for:

- Going over rental hours.
- Capacity violations.
- Damage or inadequate cleaning.
- Use of prohibited items.

Q: When will damage deposits be refunded?

- A: Refunds are processed within 15 business days via check and will be mailed to renters name and address listed on the contract.

Insurance and Permits

Q. What is event insurance?

- A: Event insurance protects you against claims if someone is injured or property is damaged at the event.

Q. When is event insurance required at the Marysville Opera House for my rental?

- A: Any event that has an attendance of 100 people or more, and all events that are serving alcohol no matter the size of the attendance.

Q. Where do I get event insurance?

- A: Purchase independently from your own insurance carrier or online from a carrier of your choice that sells one-day event insurance. The City does not provide insurance.

Q. How much does event insurance cost?

- Insurance costs vary depending on attendees, amount of coverage and the insurance carrier that you choose to purchase from. (approx. amounts over \$100-\$150).

Q: What is required on my insurance?

- A: Refer to contract for details of coverage. Must name the **City of Marysville** as additionally insured at the **location of: Marysville Opera House, 1225 3rd Street, Marysville, WA 98270.**

Q. If I hire a licensed bartender and they have insurance, do I still need to get event insurance?

- A: Yes. Their insurance is different than event.

Q. When is a banquet permit required?

- A: When serving alcohol at your event. Beer, wine, seltzer and champagne are the only spirits allowed at your event. **NO hard alcohol.**

Q. Where do I purchase a banquet permit?

- A: Online from the Washington State Liquor and Cannabis Board (WSLCB) [Banquet Permits FAQs and Information | Washington State Liquor and Cannabis](#)

[Board](#). You are responsible for reading and understanding the rules on serving at your private event.

Q. How much does a banquet permit cost?

- A: In 2025 a banquet permit payable to Washington State is \$10

Q. Do I need to provide proof of purchasing a banquet permit and event insurance?

- A: Yes, both permits are due to the City of Marysville Parks, Culture and Recreation department no later than 15 business days prior to your rental.
Email: parksandrec@marysvillewa.gov

Optional Extra Services

Q. What extra services are available?

- A: Rehearsal time (2 hours), table and chair set up/take down, linens, napkins, effect lighting, colored theater lights, podium, house A/V, microphones, projector and screen. All these must be reserved 45 days before your event.

Q: Are there additional fees for extra services?

- A: Yes

Q. How soon do I need to let you know if I would like any extra services?

- A: A minimum of 45 days' notice.

Q. Can I select how I want my tables and chairs set up?

- A: Yes, you can set up your tables and chairs however you want if not paying for the optional set up.

Q. Do you have examples of table layouts and configurations that work well in the venue?

- A: Yes, we have several examples of layouts. You can use these as your guide.

Q. Can I pay for table and chair set up and give you an example of how I want my tables and chairs set up?

- A: For the paid service, we ask that you choose from one of the layout samples. These are what works best in the building. There are several layout samples to choose from.

Q. I plan to pay for table and chair set up by 45 days prior but my final guest count is not complete. How late can I choose my actual layout?

- A: You can provide your layout choice by NO later than 15 days prior to your event.

Q. What color linens and sizes do you have?

- A: White and black.
 - 85" x 85" sizes are intended for the 60" round tables.
 - 52" x 52" are intended for card tables and bar tops,
 - 52" x 112" are intended for 6' and 8' rectangle tables. *Note: rectangle cloths do not go to the floor, so it works best to layer a long table with the square 85" x 85" linens.*

Q. Why is it the same price for 1-50 linens?

- A: A minimum quantity of 50 linens must be ordered from the linen service, so it is the same price if you order 1 linen or 50. The linens come in bundles of 10 (the 85"x85" and rectangle size) and bundles of 20 (52"x52" size).

Q. Can I purchase the house A/V and run the band or DJ equipment through the venue speaker system?

- A: No. Bands and DJ's must be self-sufficient with all of their own equipment, sound devices, microphones, stage monitors and sound tech engineers. This is not available through the venue.

Q. Can I purchase the microphones, colored theater lighting, screen and projector without purchasing the house A/V?

- A: No, the house A/V must be purchased as the base price. The microphones, colored theater lighting, projector and screen get added on to that base price.

Q. What is the difference between the effect lighting and the theater lighting?

- A: The effect lighting is the curtain of white lights that hang behind the white back stage curtains. The theater lighting sheds colored lights onto the stage from the ceiling. *(Note: the colored theater lights look different in photos than they do live.)*

Rental Time & Check-In

Q: Does my rental time include set-up and clean-up?

- A: Yes, rental time includes set up (earliest 9:00am), event time, plus cleanup (latest 10:00pm) and must be confirmed at least 45 days in advance.

Q. Can I drop off items to the venue before the day of my rental?

- A: No

Q: What is the check-in/check-out process?

- A: The User must check in and out with City staff, performing a walkthrough before and after use to assess the facility's condition. Staff will be onsite during duration of your event.

Q. Does staff help with day of coordination of my event?

- A: No, staff acts as building monitor only. Staff is there to help with building questions.

Decorations & Prohibited items

Q: What decorations are prohibited?

- A: Helium balloons, confetti, glitter, rice, birdseed, silly string, sparklers, fog machines, candles, and open flames.

Q: How can I attach decorations indoors?

- A: Only approved mounting putty or painter's tape may be used—no nails, staples, or regular tape.

Q. Can I put a tent up outside?

- A: Yes, inside the garden area only.

Q. Can I bring tables and chairs from the venue outside?

- A: Tables and chairs must remain inside the garden area and to be used only on the sidewalk. They are not allowed in the grass. Outside table and chair set up is not available as a paid service.

Q. Can I bring or rent my own tables and chairs from another vendor to place in the grass and garden area?

- A: Yes. They must be delivered and picked up during your rental hours of use.

Third-Party Vendors & Food Service

Q: Can I use third-party vendors?

- A: Yes, they must comply with all Opera House regulations.

Q: Can I provide my own food?

- A: Yes, the User assumes all liability for food safety. The kitchen is for warming/distribution only—no cooking equipment allowed.

Q. Can I hire a food truck?

- A: Yes, all food must be **served inside the private rental area (the venue or garden)**. No food service allowed on the street, sidewalk, alley or parking spaces.

Q. Can I have a BBQ in the garden courtyard?

- A: You can have a gas BBQ or grill in the garden courtyard. A fire extinguisher must be on hand. No briquettes, or open flames of any sort are allowed.

Q. Can I charge for alcohol at my private event?

- A: No. See [WSLCB](#) rules.

Q. Do I have to hire a bartender?

- A: A licensed bartender is not required. You are allowed to serve your own beer and wine, and are the party responsible for not overserving and underage drinking (<21).

Entertainment

Q: Are music and entertainment allowed?

- A: Yes, but amplified outdoor music requires pre-approval and all indoor entertainment must end by 10:00 p.m. to exit the building no later than 11:00 p.m.

Q. Can DJ's and hired bands use the Opera House A/V equipment?

- A: They must bring all of their own equipment, microphones and lighting.

Q. Can I play my own music?

- A: Yes, the Opera House A/V is available to rent as an extra service. The system must be turned on by staff.

Q. Can the staff turn my music off and on as needed?

- A: The staff is not responsible for how your event runs. This piece should be handled by a friend or family.

Cleaning & Check-Out

Q: What are the cleaning requirements?

- A: The **User must clean** immediately after the event, including removing all decorations, sweeping, mopping, and taking out trash/recycling. The venue and cottage should be left in the condition it was found.

Q. Where do I put the garbage?

- A: Garbage cans and liners will be provided. Place all full bags in the dumpster behind the venue by the end of your rental period. Staff will open the dumpster for you.

Q. Can I pay staff to clean up for me?

- A: This service is not offered. Staff is helpful upon your exit but you are responsible for leaving the building as you found it.

Q. Can I schedule items to be left behind and pick up on another day?

- A: No

General Use and Prohibitions

Q: Are animals allowed?

- A: No, unless approved by the Parks Director.

Q: Can I smoke or vape at the facility?

- A: No, smoking and vaping are prohibited inside City parks and facilities.

Q: Is alcohol allowed?

- A: Use must comply with [WSLCB](#) regulations. Alcohol cannot be consumed outside in the street, alley or sidewalks, and allowed only in the designated garden area.

Q: What laws to serve alcohol must I follow?

- A: Users must comply with all state laws, City ordinances, and building rules, including prohibitions against gambling and political campaigning. See [WSLCB](#) website for more information.

Q. Does the venue have ADA accessibility?

- A: The historic building is accessible on the main level only. A ramp is available through the garden gate on 3rd street or the alley north of the building. A restroom is also available on the main level. (The balcony and lower level accessible by stairs only.)

Q. Does the building have heating and A/C?

- The main building has heating and A/C. All doors must remain closed for efficiency. The cottage has heat, but no A/C. Fans are available, and staff can help move them to a location you desire.

Q: Can I save a parking spot for our wedding party?

- A: It is advisable to have your wedding party park on the north side of the venue in the alley between 4th and 3rd street. There is an easy entrance through the back garden gate. This is all public parking. You can ask staff to put out some reserved or ADA signs, however we cannot promise the availability of any public parking spots.