



# Marysville Opera House

1225 Third Street - Marysville WA

Phone: 360-363-8400

DAY/DATE OF USE \_\_\_\_\_

PERMIT # \_\_\_\_\_

## FACILITY USE INFORMATION TODAY'S DATE \_\_\_\_\_

NAME/COMPANY/ORGANIZATION \_\_\_\_\_

MAIN CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE day \_\_\_\_\_ eve \_\_\_\_\_

FUNCTION DESCRIPTION \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

CONTACT FOR PAYMENT: NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

## EVENT INFORMATION: **Date:** \_\_\_\_\_ **Day:** \_\_\_\_\_

EVENT TYPE: \_\_\_\_\_ EVENT NAME: \_\_\_\_\_

EXPECTED ATTENDANCE: \_\_\_\_\_ (include children and staff)

### Anticipated Schedule:

Set-up Start Time \_\_\_\_\_ AM/PM Event Start Time \_\_\_\_\_ AM/PM

Event End Time \_\_\_\_\_ AM/PM Rental/Clean-up End Time \_\_\_\_\_ AM/PM

Schedule must be confirmed along with any extra services no later than 45 days prior to event.

X \_\_\_\_\_ (initial)

### For Administrative Use Only:

RENTAL FEES\$ \_\_\_\_\_ DEPOSIT FEES\$ \_\_\_\_\_

NON-REFUNDABLE DOWN PAYMENT RECEIVED (date) \_\_\_\_\_ \$ \_\_\_\_\_ PAYMENT TYPE \_\_\_\_\_

ADDITIONAL PAYMENT RECEIVED (date) \_\_\_\_\_ \$ \_\_\_\_\_ PAYMENT TYPE \_\_\_\_\_

ADDITIONAL PAYMENT RECEIVED (date) \_\_\_\_\_ \$ \_\_\_\_\_ PAYMENT TYPE \_\_\_\_\_

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ADDITIONAL PAYMENT RECEIVED (date) \_\_\_\_\_ \$ \_\_\_\_\_ PAYMENT TYPE \_\_\_\_\_

NO ALCOHOL  ALCOHOL (BEER, WINE AND CHAMPAGNE ONLY)

BANQUET PERMIT RECEIVED (date) \_\_\_\_\_ PROOF OF EVENT INSURANCE RECEIVED (date) \_\_\_\_\_

# FACILITY USE AGREEMENT

- 1. Rental Policy Statement:** Rental facilities within the City of Marysville Parks system are provided for public use. The Marysville Parks & Recreation Advisory Board has mandated that all facilities be self-supporting. The terms and conditions of this Facility Use Agreement and the rental fees have been set in order to protect and maintain the facilities. The City of Marysville (the “City”) does not discriminate against any participant, client, or user of any services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age, handicap, honorably discharged veteran or military status, status as a mother breastfeeding her child, or the use of a trained dog guide or service animal by a person with a disability, and fully complies with the Americans with Disabilities Act (“ADA”).
- 2. Reservations:** Rentals are offered on a first come first serve basis with a maximum of two-year advance reservations. Reservations are only accepted with a non-refundable reservation fee due at the time of booking (\$200 for weekday rentals and \$400 for weekend/holiday rentals). Full payment is due 90 days prior to the date of use. Rentals must be reserved a minimum 14 days prior to the date needed and more lead-time is needed if alcohol will be served. For rentals made less than 90 days prior to the date of use, full payment of all reservation fees are due immediately and will be non-refundable.
- 3. Cancellations:** The person or entity executing this Facility Use Agreement (the “User”) may cancel the rental by providing written notice to the City. If the User cancels a rental more than 90 days prior to the date of use, the City will return all payments made, less the non-refundable reservation fee. If the User cancels a rental 90 days or fewer prior to the date of use, or fails to obtain any required permit or insurance by the date required, the City will retain all payments made. Only the damage deposit will be refunded. In no circumstance may a reservation or a rental be assigned or sublet without the written consent of the Parks, Culture & Recreation Director (the “Director”).
- 4. Rental Time:** The time frame of the rental includes the time of the event and the additional time needed for set-up and clean-up including set-up and take down of tables and chairs, and must be confirmed no later than 45 days prior to the event.
- 5. Check-In/Check-Out:** The User must check in with City staff prior to use and must perform a walkthrough to become familiar with the facility. The User accepts the condition of the facility upon taking possession and recognizes that the facility is historic in nature and was constructed prior to ADA standards. The User must check out with City staff at the conclusion of use and must perform a walkthrough once cleaning is substantially completed to identify any necessary additional cleaning or damage to the facility. The User is responsible for returning the facility to its pre-event condition (excepting normal wear and tear) including removing all items. A City employee will be present during the event to allow access to and to close the facility.
- 6. Decorations:** Decorations, pictures, signs, notices, posters, displays, or exhibits of any type may not be attached, stapled, nailed, or taped to the exterior surfaces of the building or interior surfaces other than the interior walls. Concerning interior walls only approved mounting putty or painters tape may be used to attach decorations, pictures, signs, notices, posters, displays, or exhibits. The use of any form of confetti, rice, glitter, bird seed, silly string, sparklers, Chinese lanterns or party favors (or confetti-like items) in or around the facility is strictly prohibited. Helium balloons and/or open flames (including candles) are prohibited. Any evidence of prohibited decorations or prohibited methods of attachment forfeit all damage deposits and the City may immediately terminate the use. The Marysville Opera House will have holiday decorations up between the weeks of Thanksgiving and New Years. Existing decorations, pictures, signs, and displays owned by the City of Marysville may not be removed or altered.
- 7. Third Party Vendors:** If utilizing third party vendors, please fill out and return the Third Party Vendor Form at least 45 days prior to your event or immediately if the date of use is within 45 days. The City reserves the right to reject third party vendors based on past experience.

X \_\_\_\_\_ (initial)

**8. Food Service:** Any food service should be provided by a properly insured, licensed, and certified caterer. If a group or individual(s) provide food within a City facility, they assume all responsibility for the preparation, serving, and consumption of the same and shall hold the City harmless from any liability arising there from. Kitchen facilities are for distribution only. Cooking equipment, frypans, fryers etc. are prohibited. Facilities are not a commissary and should be used for warming or assembly only. Sternos and other warming devices utilizing open flames are prohibited.

**9. Entertainment:** All entertainment involving acoustic or amplified music outside of the buildings requires permission from the Director, or designee. Indoor presentations cannot include any fog machines or smoke generating devices as they may affect fire alarm systems. The City is also not responsible for any circumstances that occur due to excessive amperage loads placed on the system. Please be advised that any PA systems or DJ systems must be of normal amperage loads of 15 amps or less per circuit. All entertainment must end no later than 10:00pm.

**10. Cleaning:** Removal of decorations and surface cleaning is the responsibility of the User and must be done immediately at the conclusion of use. Clean up must be incorporated within the rental time frame and any additional clean-up costs are borne by the User. Surface cleaning includes sweeping, mopping, vacuuming, wiping, garbage and recycling. No items, including those rented by a third-party vendor, may be left behind past the rental period. The cost of removal of any such items will be withheld from the damage deposit or charged to the undersigned user.

**11. Refundable Damage Deposit:** A refundable damage deposit is required 90 days before the date of use, or immediately if the date of use is within 90 days, in the following amounts:

Rental Without Alcohol	\$250.00	Rental With Alcohol	\$500.00
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**12. Return of Damage Deposits:** The Damage deposit is intended to guarantee that the User will abide by the terms of the Facility Use Agreement. The Damage deposit may be withheld, partially or in full, for going over the rental hours, being over capacity, failing to comply with applicable rules or laws, damage to the facility, or inadequate cleaning. Any portion of the damage deposit to be returned will be returned to the Users' designated contact for payment as soon as possible, usually within 15 business days, by check mailed to the user's listed address. If the user cancels an event, the damage deposit will be returned.

**13. General Prohibitions:** Animals are not allowed without the written consent of the Director or designee. Smoking and vaping are not allowed inside City parks or City facilities. Alcohol is not allowed in the facility without the written consent of the Director or designee and compliance with the terms provided below. Even if alcohol is permitted, no open containers or consumption may occur outside of the facility with the exception of the bridal cottage and fenced courtyard. The facility may not be used for any lewd conduct, gambling, or illegal activity. The User shall comply with all state laws, City ordinances (including collection and remittance of admissions tax), and rules of the Director applicable to the use of the facility. Use of public facilities for the purpose of generating personal financial gain is **prohibited**. Use of the facilities for the purpose of raising funds for **non-profit organizations** is accepted provided the non-profit organization furnishes a valid Federal Tax Identification Number and Non-Profit Status issued by the State of Washington and have prior approval by the Parks Director. **The user is prohibited from charging any type of admission or entry fee requirement in rental facilities owned by the City of Marysville. 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.**

**14. Liability:** The User assumes full financial responsibility for all damages (beyond normal wear and tear) that occur during or as a result of the use of the facility. This includes, specifically, all breakage or damage done to furniture, facility decorations, appliances, kitchen equipment, the buildings, or utilities. Any damage to the facility or necessary clean-up forfeits the damage deposit and may incur additional charges. The User understands that the City shall not be responsible for accidents, injury, or loss of personal property.

X (initial)

**15. Indemnity:** The User shall defend, indemnify, and hold harmless the City, its officials, officers, employees, agents, and volunteers from and against any and all claims, suits, actions, or liabilities, including attorney fees, for injury or death of any person or for loss or damage to property which arises out of the use of the facility or from any activity, work, or thing done, permitted, or suffered by the User in or about the facility, except for injuries and damages caused by the sole negligence of the City. X (initial)

- 16. Insurance Requirements:** The User shall procure and maintain, for the duration of the use or rental period, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the facility and the activities of the User and his or her or its guests, representatives, employees, and volunteers.
- A. The User's maintenance of insurance as required by the Facility Use Agreement shall not be construed to limit the liability of the User to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
  - B. The User is required to procure, at its own expense, General Liability insurance at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations, and contractual liability. The City of Marysville shall be named as an additional insured on the User's General Liability Insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The endorsement shall add "The City of Marysville, its officials, officers, employees, agents, and volunteers" as additional insureds. The General Liability insurance shall be written with limits not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
  - C. The insurance policy shall contain, or be endorsed to contain that the User's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the User's insurance and shall not contribute with it.
  - D. If the User maintains higher insurance limits than the minimums required, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the User, irrespective of whether such limits maintained by the User are greater than those required by this Facility Use Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the User.
  - E. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.
  - F. The User shall provide a certificate of insurance evidencing the required insurance 15 business days prior to the date of use.

**17. Alcohol**

Will you be serving alcohol?  Yes  No

- I am aware that to serve alcohol at rental events I must have a Washington State Banquet Permit or Special Occasion License and have it prominently displayed in the rental facility.
- I am aware that I will be required to obtain liquor liability/host liquor liability insurance as appropriate if serving alcohol at the rental event.
- I am aware that alcohol is strictly limited to beer, wine and/or champagne, and that service of hard alcohol (over 15%) will result in immediate termination of the event with no refund.

Failure to fully disclose all information or providing false information will result in the forfeiture of all fees and cancellation of the event.

**Alcohol:** If the Director or designee consents to alcohol being served in the facility, the User must comply with the following:

**Appropriate License/Permit.** The event must secure a Banquet Permit or Special Occasion License (as appropriate for the event) from the Washington State Liquor and Cannabis Board at least 15 business days prior to the date of use.

X (initial)

The User is solely responsible for strictly complying with all requirements of such permits and all federal, state, and local laws, rules, regulations, health codes, and ordinances applicable to the service of alcohol at the facility.

The User is solely responsible for ensuring that only persons who are of legal age are permitted to consume alcohol at the facility. The City of Marysville is not responsible for the supervision or monitoring of the activity taking place at the facility and any City employee on site is solely present as a facility monitor. However, if a City employee observes any of the conditions of this Facility Use Agreement or state liquor laws or regulations being violated, the City may immediately terminate the event and may request that local law enforcement respond.

BEER, WINE, CIDER AND CHAMPAGNE ONLY. USE OR POSSESSION OF HARD LIQUOR (ie: ANY LIQUOR EXCEEDING 15% ALCOHOL BY VOLUME) WILL RESULT IN IMMEDIATE TERMINATION OF THE EVENT. ON THE DAY OF THE EVENT THE LICENSE MUST BE PRESENT AND DISPLAYED WHERE ALCOHOL IS BEING SERVED.

X \_\_\_\_\_ (initial)

**Liquor Insurance Requirements:** In addition to the insurance requirements above, the User shall procure and maintain, for the duration of the use or rental period, a Liquor Liability endorsement or policy. The City must be named as an additional insured on the Liquor Liability insurance policy using the same additional insured language identified above. Host liquor liability coverage naming the City as an additional insured may be substituted when alcohol is consumed and not sold at the facility with the prior written approval of the Director.

X \_\_\_\_\_ (initial)

I, the undersigned User, have read and understand this Facility Use Agreement and have accepted responsibility for the terms listed. For, and in consideration of, permission being granted by the City of Marysville for the use by the facility, I agree to be bound by all terms and to comply at all times with all applicable rules, regulations, and directions or instructions of City employees. I understand that the City employee present has the right to immediately terminate the event if he or she determines that a situation is unsafe or presents a risk of harm to the facility. Further, if I sign on behalf of an entity, I affirm that I am authorized to bind that entity.

IN WITNESS THEREOF, the undersigned has hereunto subscribed its name

X \_\_\_\_\_ X \_\_\_\_\_  
**Signature** **Date**

This is only permission to use the City of Marysville Parks, Culture & Recreation Department facility. It in no way replaces any permit required by any other organization or agency.

The City of Marysville shall not discriminate in the use of City Park, Culture, & Recreation facilities or programs on the basis of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age, handicap, honorably discharged veteran or military status, status as a mother breastfeeding her child, or the use of a trained dog guide or service animal by a person with a disability. In addition, neither the City nor a third party receiving a lease or permit from the City shall discriminate on the basis of sex in the operation, conduct, or administration of community athletic programs. Persons having questions or wishing to file a complaint regarding this policy may contact the City’s Director of Parks, Culture, & Recreation. Persons requiring a reasonable accommodation for a disability may contact the City’s Human Resources Manager. For more information, please contact 360-363-8400 (main Parks, Culture & Recreation Department office telephone number).

**Marysville Opera House**

**Physical Address: 1225 Third Street – Marysville WA 98270**

**Mailing Address: 1015 State Ave – Marysville WA 98270**

**Email: [Jshafer@marysvillewa.gov](mailto:Jshafer@marysvillewa.gov)**

**Phone: 360-363-8400**

x \_\_\_\_\_ (initial)



## Marysville Opera House Optional Extra Services Contract Due 45 Days prior to event

Name: \_\_\_\_\_ Day/Date of Event: \_\_\_\_\_

Arrival time: \_\_\_\_\_ Event Start: \_\_\_\_\_ Event Over: \_\_\_\_\_ Exit Time: \_\_\_\_\_

Rehearsal Date reserved (\$120): \_\_\_\_\_

Table and Chair Set up and Take Down (\$250): Schematics attached \_\_\_ Date \_\_\_

*(Transition of tables and chairs the day of event is not available service or included in the price)*

Table Linens (\$250): White \_\_\_ Black \_\_\_

Quantity: 85" x 85" (pack of 10) \_\_\_ 52" x 52" (pack of 20) \_\_\_

Rectangular (pack of 10) \_\_\_

Napkins: White \_\_\_ Black \_\_\_

Quantity: 100 (\$60) \_\_\_ 200 (\$120) \_\_\_ Other \_\_\_ (napkins are 19"x19")

### Stage Rental Items:

Special Effect (Curtain) Lighting (\$125): \_\_\_\_\_

Podium (\$25): \_\_\_\_\_

### Audio/Visual Services:

House Sound A/V System. (\$125): \_\_\_\_\_

House A/V must be purchased as a base to use microphone, lighting and projector/screen

- Microphone with A/V (\$25ea): How many? \_\_\_\_\_
- Theater Lighting with A/V (\$125): \_\_\_\_\_
- Projector and Screen with A/V (\$100): \_\_\_\_\_

Please fill in the final details of your event a **minimum of 45 days prior** to your rental. This is essential to help with planning and staffing efficiently. Extra services must be booked and paid for 45 days prior to your event. All extra services needed must be confirmed with time details, colors, lay out schematics or we cannot guarantee availability.

X \_\_\_\_\_ X \_\_\_\_\_

Signature

# Marysville Opera House 2026 Fee Schedule

## Monday-Thursday

\$850 All Day 9am-10pm  
\$120 per hour (4 hour minimum)  
\$75.00 per hour for non profit

## Friday & Sunday

\$1,700 All Day 9am-10pm

## Saturday & Holidays

\$2,250 All Day 9am-10pm

### Refundable Damage Deposit (additional fee):

\$250 without alcohol  
\$500 with alcohol

### Reservations

Available up to 24 months in advance  
Optional extra services must be finalized  
45 days prior to event

### Reservation & Payment Terms

#### Signed Contract & Reservation Payment:

Required to secure your event date.  
Full payment is required at booking if  
scheduled less than 90 days in advance.

#### Non-Refundable Reservation Payment (due at booking):

\$200 Monday–Thursday  
\$400 Friday–Sunday & Holidays  
(Applied toward rental total)

#### Payment Balance on all rental fees:

Due 90 days prior to the event

### Cancellation Policy

90 days prior to date – Refund of damage deposit and  
total paid less non-refundable reservation fee.  
Less than 90 days - No refund will be given on reservation fees.  
Damage deposit will be refunded.

*NOTE: Extra Fees May Be Required – Event Insurance and Banquet Permit  
(not payable to City of Marysville)*

### **What's Included?**

Main Ballroom  
Balcony & Lower level  
Cottage (*does not have a/c*)  
Private adjoining Courtyard  
Concession area  
Caterer's Kitchen  
A/C & Heating System in main venue  
ADA accessibility on main level

20 - 60" Round Tables  
6 - 6' Rectangular Tables  
6 - 8' Rectangular Tables  
8 - 4' Card Tables  
10 -- Bistro Tables  
4 - Misc. sized tables  
200 Black Theater Style Chairs  
Concession area  
Caterer's Kitchen  
A/C & Heating System in main venue

**Marysville Opera House**  
**Optional Extra Service Fees**

All extra services and hours must be coordinated with staff and paid for at least 45 days prior to your event. This is required for staffing your event and guaranteeing availability of those services.

Rehearsal Time(s)	\$120 for 2 hours pending availability Monday-Thursday only and must be pre-reserved <i>(additional equipment rental/service fees are separate)</i>
Table & Chair Set Up/Take Down	\$250 per event (schematics required 45 days prior) <i>Transition of tables and chairs the day of event is not an available service or included in the price.</i>
Table linens – batches of 10 or 20	up to 50 linens = \$250 (white or black)
Napkins – batches of 100	100 = \$60 (white or black)
Special Effect Curtain Lighting	\$125 up to 5 hours
Podium	\$25 per day
House Sound A/V System	\$125 up to 5 hours (Must be purchased as the base price to be used with Microphone, Projector, and Theater lights)
Microphone	\$25 each per day (total of six available) (Must rent House Sound A/V System to use)
Projector and Screen (12X16)	\$100 up to 5 hours (must supply own laptop/stick/disc & HDMI Cable compatible. Must rent House Sound A/V System to use.
Theater Lighting	\$125 up to 5 hours (colored stage lights, <i>do not show actual color in photos</i> )

Note: Event set up, coordination, and *clean-up is the sole responsibility of renter and not a service available to rent or pay for.*

**Marysville Opera House**  
**Requirements for Event Insurance and Banquet Permit**

**All Rentals:**

The City of Marysville Parks, Culture and Recreation department requires that all rentals with 100 people or more and/or serving alcohol need to obtain a **General Liability Insurance** and name the City of Marysville, its officials, officers, employees as additionally insured.

The facility address is:  
Marysville Opera House  
1225 3<sup>rd</sup> Street  
Marysville, WA 98270

**See Facility Rental Agreement for minimum required amounts.**

You may use your own insurance carrier for this additional insurance. Please refer to the Marysville Opera House Contract under Alcohol, Appropriate License and Insurance Requirements. If your own insurance does not cover you for event insurance there are many companies online that you can purchase Event Insurance from.

\*A **banquet permit** must be purchased when serving beer or wine.

Go to the state website:

<http://lcb.wa.gov/licensing/banquet-permits> or call **1-360-664-1600**.

\*If you hire a bartender to serve at your event, you are still required to get the appropriate banquet and insurance permit under your name.

\*Beer, wine, cider and/or champagne only. Absolutely no hard alcohol.

Please remember that only persons 21 and older may consume alcoholic beverages. Beer and wine cannot be sold. Your private rental cannot be open to the public.

**Proof of insurance for the event as well as a banquet permit needs to be delivered or emailed to our office at least 15 business days prior to your event.**

Administration office:  
Marysville Community Center  
City of Marysville Parks, Culture and Recreation  
1015 State Avenue  
Marysville, WA 98270  
[parksandrec@marysvillewa.gov](mailto:parksandrec@marysvillewa.gov)  
PH: 360.363.8400

## **Marysville Opera House RENTAL FACILITY CHECKLIST**

The City of Marysville Parks, Culture and Recreation Department requires the renter of said facility **TO CLEAN THE FACILITY BEFORE VACATING THE PREMISES** (within their rental hours), and restore it to the manner in which it was found upon their arrival. **FAILURE TO COMPLY WILL RESULT IN THE LOSS OR PARTIAL LOSS OF THE DAMAGE DEPOSIT.**

### **It will be the responsibility of the renter to:**

1. Acquire any and all permits to support the event. On the day of the event the permits must be present and hung in the facility and location where alcohol will be being served.
2. Acquire special event insurance providing coverage for any event which includes alcohol or Non-alcohol events with over 100 people in attendance. Insurance will be the sole responsibility of the renter.
3. Set up and take down all tables and chairs and return them clean to their original storage locations. (Stack chairs 6 high) Exception: not necessary if optional set-up/take-down extra services have been paid prior to the event.
4. Deposit all bagged garbage in dumpster provided behind the building.
5. Sweep, vacuum and mop used areas.
6. Remove all items from the Bridal Cottage including garbage. (if used during rental)
7. Clean and wipe down all counters, microwaves and refrigerators. (deposit white dirty rags in bridal cottage)
8. Rinse out all sinks and coffee makers.
9. Remove all decorations, tape, etc.
10. Clean debris from paved areas at hall entrance and adjoining courtyard.
- 11. Contact staff person on duty to inspect all areas of the facility prior to departure.**

Please remember that helium balloons, confetti, glitter, rice, marshmallows, birdseed, fog machines, silly string and open-flame candles are NOT PERMITTED in and/or around the Marysville Opera House facility. If you have any questions please ask the Opera House staff for clarification and/or assistance. Thank you for your cooperation.