

# Marysville Opera House

## 2023 Fee Schedule

### **Monday-Thursday**

\$760 All Day 9am-10pm  
\$95 per hour (4 hour minimum)  
\$47.50 per hour for non profit

### **Friday & Sunday**

\$1,550 All Day 9am-10pm

### **Saturday & Holidays**

\$2,050 All Day 9am-10pm

### **Reservations**

Available up to 24 months in advance  
Hours of usage schedule and extra services must be finalized  
45 days prior to event

### **To Confirm Your Date a Non-Refundable Reservation Fee Due Upon Booking.**

#### **Balance Due 90 Days prior to Event**

\$200 Monday-Thursday reservation fee (applied towards rental total)  
\$400 Friday-Sunday & Holiday reservation fee (applied towards rental total)

#### **Refundable Damage Deposit due 90 Days prior to Event**

\$250 Rental without Alcohol  
\$500 Rental with Alcohol

#### **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.

## What's Included?

### **Tables**

25 -- 60" Round Tables  
8 -- 6' Rectangular Tables  
8 -- 8' Rectangular Tables  
10 -- 4' Square Tables  
10 -- Bistro Tables  
4 -- Misc sized tables

Main Ballroom, Balcony & Lower level  
Caterer's Kitchen  
A/C & Heating System  
Cottage & Adjoining Courtyard  
Concession area

### **Chairs**

200 Black Theater Style Chairs

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## Optional Extra Services

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)                  | \$95 for 2 hours pending availability Monday-Thursday only ( <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)   |
| House PA System                    | \$125 up to 5 hours (Not available for DJ's and private bands)  |
| Microphone                         | \$25 each per day (total of 2 wireless, 2 wired) (must also rent House PA)  |
| LCD Projector and Screen (12X16)   | \$100 up to 5 hours (must supply laptop/stick/disc/and own support)   |
| Theater Lighting                   | \$125 up to 5 hours   |
| Special Effect Curtain Lighting    | \$125 up to 5 hours   |
| Stairs                             | \$200 per day (Stairs moved by staff before the event and must stay in place)   |
| Vintage Piano                      | \$50 per day (this is a historical item, please treat with care)  |
| Podium                             | \$25 per day  |

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## Information on Obtaining Event Insurance

### **All Rentals:**

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

### **Rentals with Alcohol:**

**All rentals that are serving alcohol, (regardless of attendance numbers) you must purchase additional event insurance with a liquor liability endorsement or policy.**

A banquet permit must be purchased. Go to the state website:  
<http://lcb.wa.gov/licensing/banquet-permits> or call **1-360-664-1600**.

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

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.

Please remember that only persons 21 and older may consume alcoholic beverages.

**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.**

City of Marysville Parks, Culture and Recreation  
1015 State Ave  
Marysville WA 98270  
parksandrec@marysvillewa.gov

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## 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 required 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. 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 unless optional set-up/take-down services have been paid prior to the event.
4. Deposit all bagged garbage in dumpster provided behind the building.
5. Deposit all recycling products in the containers provided behind the cottage.
6. Sweep, vacuum and mop used areas.
7. Remove all items from the Bridal Cottage including garbage. (if used during rental)
8. Clean and wipe down all counters, microwaves and refrigerators.
9. Rinse out all sinks and coffee makers.
10. Remove all decorations, tape, etc.
11. Clean debris from paved areas at hall entrance and adjoining courtyard.
- 12. 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.