

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 3rd 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
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.