

# 2023 Room Rentals



## Rates & Information

Volunteers of America Western Washington (VOA) makes the Carl Gipson Center available for rent during non-peak hours.

Rental rates are dependent on Group:

Group	Description	Example
A	Private parties; exclusive events or activities; and business, political or for-profit events and activities. <i>(10% discount for VOAWW staff)</i>	<i>Wedding; Company holiday event; Election night party.</i>
B	Nonprofit, Public School, Civic or Volunteer Organizations	<i>Elementary School PTA Auction; Orchestra concert with ticket charge.</i>
C*	Mission-aligned or partner organizations holding events or activities that are free and open to the community to attend.	<i>Theater production free &amp; open to seniors; Resource fair</i>

\*Requires Director approval.

Room	Capacity	Sq. Ft.	Deposit*	Min. # of Hours*	Hourly Rates		
					A	B	C
<b>Cascade View w Kitchen: Monday - Thursday</b>	400	4,700	\$200.00; \$400.00 if alcohol served	4	\$80.00	\$64.00	\$40.00
<b>Cascade View w Kitchen: Friday-Sunday</b>	400	4,700	\$200.00; \$400.00 if alcohol served	4	\$120.00	\$96.00	\$60.00
<b>Mt. Baker &amp; Mt. St. Helens (Both rooms included)</b>	60	1,792	\$100.00	4	\$60.00	\$48.00	\$30.00
<b>Mt. Rainier</b>	30	680	\$50.00	2	\$29.00	\$23.20	\$14.50
<b>Mt. Adams</b>	30	680	\$50.00	2	\$29.00	\$23.20	\$14.50
<b>Mt. Index</b>	20	336	\$50.00	2	\$29.00	\$23.20	\$14.50
<b>Mt. Olympus</b>	12	250	\$50.00	2	\$29.00	\$23.20	\$14.50

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<i>Packages: Include Cascade View w/ Kitchen, Mt. Baker &amp; Mt. St. Helens, Mt. Adams, and Mt. Rainier</i>	A	B	C
<b>Weekday Evening Multi-Room Package (5:30pm-9:30pm):</b>	\$674.00	\$539.20	\$337.00
<b>Saturday Evening Multi-Room Package (4:00pm-11:00pm)</b>	\$1,416.00	\$1,132.80	\$708.00
<b>Sunday All-Day Multi-Room Package (10am-6pm):</b>	\$1,618.00	\$1,294.40	\$809.00

## Rental Policies

### Dates

All requests for rental dates are subject to staff availability. VOA and City of Everett events and activities are given priority. *Please note the Center is not available for rentals on these days:* New Year’s Day, MLK Day, Memorial Day, Easter, 4<sup>th</sup> of July, Labor Day, Veterans Day, Thanksgiving, Christmas Eve, Christmas Day and New Year’s Eve.

### Deposit

Required to reserve date(s). Deposits are non-refundable.

### Cancellation

Rental users may cancel before 60 days prior to event by writing (email is acceptable) and may choose to forfeit their deposit(s) or transfer their deposit(s) to another date within six months of the original date. Cancellations within 60 days of event date result in forfeiture of deposit.

### Food Worker Card

Rental users who plan on preparing food in the commercial kitchen adjacent to Cascade View must present a copy of a current Washington State Food Worker Card for the individual(s) preparing food to the Carl Gipson Center’s Hospitality Coordinator prior to their event via email or hard copy. Users may obtain a Food Worker Card here: <https://www.foodworkercard.wa.gov/>

### Banquet Permit

A Washington State Permit/License is required for serving alcohol at the Carl Gipson Center. Users planning to serve alcohol must provide proof of permit from the Washington State Liquor and Cannabis Board 30 days prior to event to Carl Gipson Center Hospitality Coordinator. *Note:* Permit holder must sign the bottom of the permit prior to submission. All alcohol must be consumed within the facility. Alcohol service must stop one hour before the designated end of the rental time. Permits can be applied for here: <https://lcb.wa.gov/licensing/banquet-permits>.