

Weddings and special events

Rental rates and policies

Rental times

10 a.m. to 4 p.m. or 6 p.m. to 12 midnight
Seven days a week

Set-up and clean-up are part of the six-hour rental period. All set-up and clean-up are the responsibility of the renter, unless the renter chooses to have Dumas Bay Centre staff handle those tasks. The fee is \$125 for set-up and \$125 for clean-up (Eagleview Room).

Rental start times may be adjusted, depending on availability. Please check with the conference coordinator.

Rates

| Rental period | Cost | Note |
|------------------------|---------------------|--|
| 6 hour standard rental | \$1,175 | Renters using our in-house caterer receive a \$300 credit toward the rental cost with a minimum food service order of \$650. |
| Each additional hour | \$85/\$165 per hour | With/without prior approval |

Equipment rental

| Item | Cost | Note |
|------------------------|------------------|--|
| Outside wedding chairs | \$2 per chair | Includes set-up and take-down |
| Linen tablecloths | \$8 per table | |
| Linen napkins | \$2 per napkin | |
| Glassware | \$0.60 per glass | Water goblets, wine glasses, assorted sizes liquor glasses |

Our rental policies

Security deposit

We require a security deposit of \$300 in addition to the rental fees. After a satisfactory post-event inspection, the fee will be returned four to six weeks following the event.

Reservations

For reservations made more than 90 days before the rental start date, we require 50 percent of the rental fee at the time of application. The remaining 50 percent of the rental fee and 100 percent of the damage deposit are due 90 days before the rental start date.

Rental reservations made less than 90 days before the rental start date require 100 percent of the rental fee and 100 percent of the damage deposit at the time of application.

Cancellations and refunds

All cancellations and adjustments must be received in writing.

Cancellations made with more than 90 days' notice will receive a full refund, minus an administrative booking fee of \$25. Cancellations made 60 to 90 days before the rental start date will receive a 50 percent refund of the rental fee and a 100 percent refund of the damage deposit, minus an administrative booking fee of \$25. Refunds will not be issued for cancellations made less than 60 days before the rental start date, but the damage deposit will be returned.

Additional rental information

Ceremonies on the Dumas Bay Centre grounds must be approved in advance by the conference coordinator. The grounds at Dumas Bay Centre are a public park and will not be closed during any rental activity.

Chairs and tables used inside Dumas Bay Centre may not be used outdoors. Rental equipment is available upon request. See our equipment list and rates above.

Alcohol is not permitted on the grounds. A \$10 Washington State Banquet Permit is required for alcohol served in the banquet rooms and can be obtained at any Washington State liquor store.

All rates subject to change without notice. All costs are subject to Washington State sales tax.

2/2011