

Operating Rules and Guidelines

# Lacamas Lake Lodge Conference Center

Camas Parks and Recreation

227 NE Lake Road, Camas, WA. 98607

P: 360.834.5307 E: [parcs@cityofcamas.us](mailto:parcs@cityofcamas.us)



# Lacamas Lake Lodge

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Lacamas Lake Lodge is located on Lacamas Lake in beautiful Camas, Washington. From corporate meetings to wedding receptions, we can work with you to accommodate whatever your event needs may be. This facility includes a main hall, a warming kitchen, two small conference rooms and a covered patio overlooking Lacamas Lake.

## Hours of Operation & Tours

Lacamas Lodge is available to rent everyday from 8 am – 10 pm. The Parks and Recreation offices are located in Lacamas Lodge. Their hours are from 8 am – 5 pm Monday through Friday. Lodge staff will be available should you have any questions. The Lodge holds many classes, meetings, Lodge events and other activities during the week. If you are planning to come in for a self-guided tour, please call a day ahead of time to make sure that the space is available to view. If there is a private event scheduled, the building will not be open to the public. The Lodge is available for private rentals on weekends.

## Parking

Parking at Lacamas Lodge is complimentary. The parking lot in front of the Lodge has 75 parking spaces & three designated handicap spaces. Private event parking signs will designate this area as reserved for your event. There are overflow parking in the adjacent parking lot at Heritage Park. The Lodge does not provide parking lot staff to direct your guests in the parking lot.

## Fees

**MAIN HALL:** This room has vaulted ceilings, a stone-lined fireplace and tall, north-facing windows. The room opens up to a beautiful deck overlooking Lacamas Lake. A warming kitchen is included with this rental.

Room capacity: 168

Room Dimensions: 63 feet x 53 feet

Fee: \$200/hour

Refundable Cleaning/Damage Deposit: \$500/day

This facility comes equipped with tables and chairs which includes 16 Round tables that are 60-inch diameter and 10 rectangular tables that are 72 inches by 30 inches and 145 Chairs. Table linens are not included.

A 5-hour minimum rental is required on Saturdays. A 2-hour minimum rental is required Sunday through Friday.

## Additional Fees

AV Equipment (projector, screen, wireless microphone and sound system): \$100/day

Alcohol Fee to serve beer and wine: \$100/day

# Reservation Procedure

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1. Facility reservations can be made in person at Lacamas Lake Lodge or by phone at (360)834-5307 between 8 am and 5 pm Monday through Friday.
2. Reservations are accepted up to one year in advance, and on a space available basis. Reservations get processed on a first-come, first-serve basis, with walk-in reservations getting processed first.
3. Once a reservation confirmation is provided, a full payment of all rental fees is due within 5 business days of booking a reservation. If we do not receive payment at that time, we will cancel your reservation and make the date available to new applicants.
4. All payments may be made in person or over the phone with a VISA or MasterCard. Alternatively, you may pay by cash or check made payable to the City of Camas. You can mail checks to Parks and Recreation, 616 NE 4<sup>th</sup> Avenue, Camas, WA. 98607 or bring checks to Lacamas Lake Lodge.
5. Rental hours are daily from 8 am until 10 pm. A 5-hour minimum rental is required on Saturdays, a 2-hour minimum rental is required Sunday-Friday. The rental timeframe must include room set-up and tear-down. If a renter goes over the allotted rental timeframe, they get charged a full hourly rate.
6. Camas residents receive a 20% discounted hourly rate.
7. Non-profit groups receive a 50% discounted hourly rate.
8. A Public Agency rate of \$75/hour is offered Monday-Thursday from 8:00 am to 5:00 pm.

## Cancellations

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- A cancellation must be received a minimum of 61 days prior to the event to receive a full refund.
- A 50% refund will be offered if a cancellation notice is received 30 - 60 days prior to event.
- No refunds will be given with less than a 30-day notice.
- The City of Camas reserves the right to cancel a reservation if the space is required for its own use.

## Damage Deposit

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A refundable Cleaning/Damage Deposit is due within 5 business days of booking a reservation, along with the rental fees. Return of this deposit will be made within 30 days following your facility use. Any overtime charges, or costs incurred for extra cleaning of the facilities and furnishings, both inside and outside, or damage to floors, walls, furnishings and landscaping will result in a deduction or forfeiture of your damage deposit. You will be billed for any damages not covered by the cleaning/damage deposit.

## Rules and Regulations

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**Facility Use and Group Conduct** - Use of the facility shall comply with the Lacamas Lake Lodge Guidelines and procedures. Orderly conduct shall be required, and members of the renting group shall confine themselves and their activities to the areas specified in their Facility Use Agreement. It is expected that all areas used shall be left in a clean and orderly condition or the scheduling party will bear the additional costs associated with janitorial or staff cleanup. The user shall comply with all applicable City, County, State and Federal laws, rules, regulations, or ordinances.

**Center Liability** - The City of Camas, its employees and agents are not responsible for accidents, injury, illness, loss or damage of group or individual property. Each facility user will be required to sign a Hold Harmless Agreement.

## Restrictions:

- Smoking is not permitted in Lacamas Lake Lodge and must be done at least 30 feet from the building.
- Any use of alcohol requires prior authorization and all necessary permits. The user shall procure at his expense, all permits and licenses required for the intended use or activity under the terms of the approved function.
- The misuse or failure to conform to Lacamas Lodge's regulations or City ordinance will be sufficient reason for termination of the Facility Use Agreement.
- Music is prohibited after 10:00 pm.
- Commercial, Religious and Political Parties can be authorized to use Lacamas Lake Lodge for a one-time event. Weekly private classes, services, or campaign headquarters will not be an acceptable use of the facility.
- A Clark County Public Health District Permit must be obtained prior to the service of any food to the general public. A copy of this permit must be provided to Parks and Recreation staff.
- Any person violating the established rules and regulations or constituting a public nuisance will be required to leave the facility and the function will be terminated.
- Public dances are not allowed.
- Gambling is prohibited except where permitted by Washington State Law.
- Facility Use Agreement cannot be transferred, assigned, or sublet.
- The Parks and Recreation Manager or his duly authorized representative, shall have the right to enter all facilities at all times.

## Decorating and Equipment

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- Renter's will be given a cleaning checklist that includes all of the responsibilities required to get their cleaning/damage deposit refunded back to them. □
- Storage is not available before or after your event or outside of your contracted rental time. This includes for beverages, floral arrangements, equipment, vendors, etc. □
- Renters are responsible for the set-up and removal of all decorations. The use of nails, tacks, pins, staples, and command strips is strictly prohibited. Painter's tape may be used if materials need to be adhered to the walls. □
- The burning of candles or the use of any open flame is strictly prohibited. □
- The following items are prohibited during your event as they can cause damages to our property: □
  - Rice, Bird Seed, Glitter
  - Confetti (paper, plastic, or metal)
  - Rose Petals (indoors)
  - Hay, Sand
  - Aerosol Streamers (Silly String)
  - Helium balloons
  - Bounce Houses
  - Fireworks
- The user shall be responsible for the removal of all personal and rented property by the end of the contracted rental time. □
- It is the responsibility of the rental client to make sure that all of the rules regarding decorating and equipment are adhered to. If the rental client will not be on site for the entire duration of the rental time, they must designate another person to oversee the event in their absence. □



# Services Provided

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- A facility Monitor will be on duty in the facility during the entirety of your rental. The Monitor will be available to open the facility, answer questions, and check-in periodically with the person in charge of the event. The services of the Facility Monitor are not available for decorating, waiting tables, serving, performing your portion of the clean-up, etc.
- Tables and chairs are included with the facility rental. It is the responsibility of the rental client to set them up and take them down by the end of the contracted rental time.
- A warming kitchen is included with the rental of the Main Hall and includes a microwave, two ovens, a dishwasher, one commercial refrigerator and one commercial freezer.
- The facility will not be open earlier than the rental start time for you, your caterers, DJ, decorators, etc. Time for all of your preparation must be included in your rental hours. Vendors and/or members of your group will not be allowed access to the building outside of your contracted rental time.
- Rehearsal time and space is not included with a facility rental and availability is not guaranteed. If requested, renting a facility for a rehearsal will be treated as a separate booking.
- If you have any questions about your responsibility for damages or clean-up, you may ask the Facility Monitor at the conclusion of your event. They will do a thorough walk-through at the end of your rental time to help assess a full refund of your damage deposit.

## Alcohol Policy

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Proper Licenses and permits are required to serve on public grounds. A \$100 non-refundable fee payable to the City of Camas is required to have alcohol at your event.

If alcohol will be served at the event, be advised of the following policies and procedures:

- It is illegal to serve liquor to anyone under the age of 21.
- The sale of alcohol is not permitted.
- Alcohol service is limited to beer and wine only. Beer kegs are recommended. Hard liquor is not allowed.
- Alcohol must be served in the area designated on your rental permit.
- A Washington State Liquor Control Board Permit is required for all events involving alcohol. The original copy of this permit must be posted in a conspicuous location near the serving area during the event. A copy of the permit must be submitted to the City of Camas a minimum of 30 days prior to the event.
- The renter is responsible for the conduct and behavior of drinking guests.
- It is recommended that alcohol stop being served a minimum of 1 hour prior to the designated end time of the event as specified on the rental permit.
- Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures may result in a Police citation, immediate shut down of the event, forfeiture of your deposit, and/or additional fees.
- Certificate of insurance.

If serving alcohol, the following documents are required:

State of Washington Banquet Permit - This permit is available on the Washington State Liquor Board website at <https://lcb.wa.gov/licensing/banquet-permits>. Please email a copy of the permit to office staff at [parks@cityofcamas.us](mailto:parks@cityofcamas.us) and keep the original to post at the facility during the event.

Certificate of Insurance - Additional insurance is required for events serving alcohol, contact your

insurance agent for this document. Submit an insurance certificate with the Facility Use Request, listing the following:

1. Alcohol Liability
2. \$1,000,000 General Aggregate, \$1,000,000 per person, per incident
3. City of Camas listed as additionally insured.
4. Date, time and location of the event.
5. Additional Insured Endorsement - This document provides proof the insurance policy has been endorsed to contain the renter's insurance coverage shall be primary insurance as respects to the City of Camas.

If coverage cannot be obtained through a private carrier, please visit the Washington Cities Insurance Authority website at <https://www.wciapool.org/170/Tenant-User-Liability-Insurance-Policy> for Tulip insurance information. All requests made through WCIA must be done at least 24 hours prior to the date of the event.

- A "Special Event Insurance Application for Tenant/Users and Instructor Events of WCIA (Washington Cities Insurance Authority) Member Facilities" will be required for proper insurance coverage for usage of the Lacamas Lake Lodge and Conference Center. Special event insurance is provided in the amount of \$1 million in coverage per occurrence; liquor liability is an added premium to the policy and will also require \$1 million dollar coverage. The renter must provide the Parks and Recreation Manager with proper evidence of said, WCIA approved coverage no later than four weeks (28) days in advance of the event. Failure to comply with these requirements may result in forfeiture of your deposit and all rental fees. The website for insurance is <https://www.wciapool.org/170/Tenant-User-Liability-Insurance-Policy> and the code for Lacamas Lake Lodge is 0465 450.