



Pioneer Park
PAVILION



2020
*Rental
Information*

PIONEER PARK PAVILION

330 S. Meridian
Puyallup, WA 98371
(253)841-5518

Contact: Puyallup Parks & Recreation
(253)841-5518 - Office
(253)864-4160 - Fax
E-mail: ellen@ci.puyallup.wa.us

Shown by appointment only

Capacity

The facility accommodates up to 400 guests in banquet style seating with a maximum occupancy for assembly at 558.

Price Range

Varies according to event, date, number of hours

Catering

Select an off-premise caterer of your choice or a list of available caterers can be provided

Types of Events

Meetings, seminars, company or holiday parties, retreats, reunions, trade shows, banquets, birthdays, anniversaries, weddings, receptions and more...

Availability and terms

Reservations are accepted up to 18 months in advance. A 50% deposit and completed rental form is required to secure a date. A refundable damage deposit is required. Event insurance is required.

Description of Services and Facility

ADA: complies with all ADA regulations

Banquet Services:

- **Seating:** chairs and round tables provided
- **Servers:** service staff provided by caterer
- **Bar Facilities:** caterer or renter arrange for all beverage service and the requisite banquet permit
- **Dance Floor:** area available for dance floor
- **Linens:** available for fee or can be provided by renter/caterer
- **China and Serveware:** provided by caterer
- **Decorations:** we are flexible and happy to review renter's plan
- **Clean Up:** renter must provide clean up

Special Services:

Staff person remains on site during your event. Audio/Visual Equipment and a Portable Stage are available.

PUYALLUP'S MOST VERSATILE EVENT FACILITY

The Pioneer Park Pavilion opened in 2004 and is conveniently located in lovely Pioneer Park in Downtown Puyallup. With a large 8600 sq. ft. multi-purpose room, Pioneer Park Pavilion is the perfect facility for your special event. Our staff will work with you to ensure that all of your needs are met and that your event is a great success.

PIONEER PARK PAVILION

RENTAL INFORMATION

Rental Procedures

1. Reservations must be made through the Pioneer Park Pavilion Supervisor.
2. A completed rental agreement must be submitted with the appropriate deposit to secure your date.
3. Prioritization is first come, first served. Reservations may be taken 18 months in advance on a rolling 18-month period.
4. The person requesting the reservation must be at least 21 years of age and plan to be present at the event. The applicant will be responsible for all aspects of the use, including payment of fees and deposits, as well as for any damage to equipment or property above and beyond the deposit.
5. Allow time for set up/decorating and clean up within your reservation time.
6. Appropriate certificates of insurance with minimum coverage limits will be required from user organizations, sponsors, hosts, and/or caterers, depending on the type of event proposed.
7. **If alcohol will be present at a function, the renter must meet all obligations of the Washington State Liquor Control Board. Renter must obtain a Banquet Permit two weeks prior to the event. A copy of the permit must be provided to the Pavilion Supervisor and a copy must be posted in the Building during the event.**

Payment Procedures

1. A facility deposit of 50% of the total fee is payable upon reservation. The balance is due 60 days prior to the event. The damage deposit is due 14 days prior to the event. In the event of a cancellation, ***the deposit is not refundable unless the time period is re-rented.***
2. The damage deposit will be refunded following your event provided there are no damages to the equipment or building as a result of your use. If the Pavilion Supervisor determines there has been any damage or clean up issues, the renter will be contacted within two working days to discuss damage/clean up issues. Any damages above and beyond the deposit will be the renter's responsibility, with the renter being invoiced by the City of Puyallup.
3. If your deposit is made by check or cash, a refund check will be sent to the renter. It normally takes 2-3 weeks to process the refund and for the check to be sent. If your deposit is made on a credit or debit card, your refund will be credited back to your card.

Set Up & Clean Up

1. Set up and clean up are included in the rental time. Depending on availability of the building, additional hours for set up may be available at a reduced rate.
2. Pavilion staff will be on site to setup tables and chairs as per arrangement provided by renter.
3. Pavilion staff will also be responsible for setup of all city owned audio/visual equipment.
4. Renter will be responsible for clean up at the end of the event to include: Removal of all decorations, trash placed in trash bags and placed in dumpster, general pick up of facility.
5. Pavilion staff will be responsible for take down & removal of tables and chairs and all city owned audio/visual equipment.

PIONEER PARK PAVILION Fee Schedule - 2020

Saturday and Holidays (6 hours) (6-hour minimum) includes set up and attendants -Additional set up, clean up, event hours	\$2000.00 – 6 hours \$ 100.00/hr
Friday (6 hours) (6 hours minimum) include set up and attendants -Additional set up, clean up, event hours	\$1800.00 – 6 hours \$ 100.00/hr
Sunday (5 hours) (5-hour minimum) includes set up and attendants -Additional set up, clean up, event hours	\$1400.00 – 5 hours \$ 100.00/hr
Monday-Thursday: (any 4 hours between 4 -11 pm) (4-hour minimum) includes set up and attendant -Additional set up, clean up, event hours	\$ 850.00 – 4 hours \$ 100.00/hr
Monday-Thursday: (any 4 hours between 8 am – 4 pm) (4-hour minimum) includes set up and attendant -Additional set up, clean up, event hours	\$ 500.00 – 4 hours \$ 100.00/hr
Full Day Rental:	
Monday – Thursday (8:00 am – 11:00 pm)	\$1500.00
Friday (8:00 am – 1:00 am)	\$2500.00
Saturday (8:00 am – 1:00 am)	\$2800.00
Sunday (8:00 am – 11:00 pm)	\$2200.00
Rehearsal hours (subject to availability-2-hour minimum)	\$ 40.00/hr
Damage Deposit – per use (refundable) no alcohol	\$ 250.00
w/ alcohol	\$ 500.00

Consecutive Day Rentals: If a user group rents the Pavilion for 4 consecutive days or more they will receive a 20% discount on rental fees.

In the event that extra staffing is required to adequately supervise the facility and event, the renter will be charged \$25.00 per hour per additional staff member. This decision will be at the discretion of the Parks and Recreation Director or Pioneer Park Pavilion Supervisor.

AVAILABILITY: - **Fees and Availability are subject to change**

8:00 am to 1:00 am on Friday and Saturday

8:00 am to 11:00 pm on Sunday through Thursday

(Earlier hours may be requested to accommodate an early morning event)

The Pavilion is not available for rental on Thanksgiving Day, Christmas Day, New Years Eve, New Years Day and Easter.

** - If the event requires security, it must be provided by an off-duty Puyallup Police Officer and all cost for the security will be paid by the renter. The renter must arrange security for their event with the Pavilion Supervisor. **Approximate Cost for Security - \$80.00 per hour per officer.**

Rental Rates for Table Linens

Table Cloth (85x85) for Round Tables \$8.00 each

- Available in White, Ivory, Burgundy, Green*, Black, Sandalwood, Red*, Purple*, Ivory/Rose*

Table Cloth (54x120) for Rectangular Tables \$8.00 each

- Available in White, Ivory, Burgundy*, Dusty Rose, Green, Black, Cadet Blue

Table Cloth (54x54) Overlay \$3.00 each

- Available in White, Ivory, Burgundy, Dusty Rose, Green, Black, Sandalwood, Red, Navy, Seafoam Green, Cadet Blue, Purple, Violet*, Red Check*, Blue Check*, Pink*, Yellow*

Napkins \$.25 each

- Available in White, Ivory, Burgundy, Dusty Rose, Green, Black, Sandalwood*, Red, Navy, Seafoam Green*, Cadet Blue, Purple*, Violet*, Red Check*, Pink, Yellow*, Lt. Blue, Gray, Rust, Gold*, Teal, Brown, Tangerine*

***Limited Quantities Available –availability must be verified with the linen service.**

Linens are delivered and picked up at the Pavilion. Renters are responsible for placing linens on the tables. At the end of the event, renter is responsible for placing used linens in linen bags for pick up.

Pavilion Equipment Fees

Staging

9 – 4' x 8' sections available in the building \$ 25.00 – 4 sections or less
\$ 50.00 – full stage

Pipe & Drape

Approximately 100' available for setup \$ 50.00 – setup fee



“THE PLACE TO BE”

General Facility Rules

- **Smoking is prohibited in the Pavilion and in Pioneer Park by City Ordinance. Violators may be cited.**
- **Assistance animals only permitted in the Pavilion.** Any other requests to have animals in the facility must be approved by the Parks & Recreation Director. Requests must be submitted in writing a minimum of 30 days prior to the event.
- Appropriate certificates of insurance with minimum coverage limits will be required from user organizations, sponsors, hosts, and/or caterers, depending on type of event proposed.
- If renter has alcohol at an event, it is renter’s responsibility to provide a Banquet permit for the event. Permits are available online at: <https://lcb.wa.gov/licensing/banquet-permits>. The permit must be posted at the Pavilion during the event. **If you will be selling alcohol at your event, please contact the Pavilion Supervisor immediately as there are different permit requirements (which must be submitted 30 days prior to the event).**
 - **Last Call for alcohol shall be 30 minutes prior to the scheduled event end time.**
 - **Licensed Bar Service is required for events with over 300 guests at which alcohol is served.**
 - **Licensed Bar Service is required for youth events with over 200 guests at which alcohol is served.**
- Exits may not be blocked by tables, chairs, staging, decoration etc.
- City noise ordinances apply for Pavilion events. Staff will monitor noise levels and renters are responsible for keeping music at reasonable levels, per Puyallup Municipal Code 6.16.050.
- **Decorations must be approved by Pavilion Supervisor prior to the event.**
 - *No rice, birdseed, sparklers, confetti or glitter allowed inside or outside the facility. No artificial flower petals are allowed for outside ceremonies.
 - If you are planning to have lit candles at your event you will need to request an open flame permit from the Puyallup Fire Department. **Requests for an open flame permit should be done a minimum of 30 days prior to your event. *(Renters must follow all restrictions of Central Pierce Fire & Rescue).** No candelabra, tapered or pillar candles are allowed unless enclosed in an approved candle holder.
 - All decorations should be floor mounted, on tables, stage area, etc.
 - ***Do not use tape, tacks, nails etc. on walls, floors, chairs or tables.**
 - *All decorations must be removed before departure.
 - **Balloons are discouraged as they can set off the fire alarm. If balloons are used they must be tightly secured and removed at the end of the event.**
- All equipment must remain inside the facility. If you plan to have outdoor seating/dining, it must be approved by the Pavilion Supervisor. Tables & chairs may be available for outside patio use.
- Do not tamper with circuit breakers, Audio/Visual equipment, HVAC, light plugs or restroom fixtures.
- **Vehicle access to the building from the south side only. (There will be no vehicles allowed on the north or east patios or the floor of the building.)**
- No outside banners advertising events except where specifically designated or provided for such purpose.
- Monitor the actions of your guests. Make sure that the facility and equipment are treated respectfully.
- Work with the staff to ensure that facility and all equipment, etc. are left as they were found upon arrival.
- Please monitor children. Children under the age of 12 must be supervised by an adult at all times.

Requirements for **Security, Licensed Bar Service or Additional Staffing

- At the discretion of the Parks and Recreation Director, renters may be required to provide security personnel for their event.
- Events with over 300 people may require an additional staff person at the rate of \$25.00 per hour (at the discretion of the Pavilion Supervisor – based on set up requirements).
- Events serving alcohol with over 300 people will be required to have a licensed bar service for their event. Proof of license will be required 14 days prior to the event.
- Events serving alcohol with over 375 people will be required to have a licensed bar service for their event. Proof of license will be required 14 days prior to the event. In addition, security will be required for the event. Security must be arranged with the Pavilion Supervisor and the cost will be paid by the renter.
- Any youth event with over 200 people will require licensed bar service if alcohol is served. Proof of license will be required 14 days prior to the event. In addition, security will be required for the event.
- The Pavilion Supervisor shall determine the required number of security officers and additional staff. The renting host is obligated to pay the City, in advance, for the cost of providing of the security officers and additional staff. Please consult with the Pavilion Supervisor to determine the required number of security officers, additional staff, and related costs.
- **All groups may be required to provide a Point of Contact at the Pavilion entry to work with Pavilion Staff and Police Officer to ensure that invited guests only are allowed into the event.**

** - If the event requires security, it must be provided by an off-duty Puyallup Police Officer and all cost for the security will be paid by the renter. The renter must arrange security for their event with the Pavilion Supervisor. **Approximate Cost for Security - \$80.00 per hour.**

Events that exceed limits of guests without appropriate bar service or security will be cancelled by Pavilion staff. No refunds will be given for cancellation of events due to renter not meeting above listed requirements.

Insurance Requirements

- Satisfactory Commercial General Liability insurance in the minimum amount of \$1,000,000 per occurrence shall be required for all events scheduled at the Pioneer Park Pavilion. The Commercial General Liability Insurance must name the City of Puyallup as an “ADDITIONAL INSURED”. If alcohol is being served the liability insurance shall include coverage for “liquor liability” with limits of not less than \$1,000,000 per occurrence. The insurance policy shall contain, or be endorsed to reflect, that the Applicant’s insurance coverage shall be primary insurance as respect the City of Puyallup. Any insurance, self-insurance, or self-insured pool coverage maintained by the City of Puyallup shall be excess of the applicant’s insurance and shall not contribute with it. The Certificate of Insurance and acceptable endorsement language, shall be furnished to the City of Puyallup before use of the facility.
- **Self-Provided Insurance For Corporations and Nonprofits:**
Corporations and registered organizations (profit and nonprofit) can supply a copy of their group’s existing policy, which must include:
 - Commercial Liability Insurance Certificate with:
 - City of Puyallup listed as additional insured
 - Coverage in the amount of \$1 million per occurrence
 - Liquor liability included and indicated on the policy (if served)
- **Purchased Insurance For All Events**

For all private events (and corporations or organizations that cannot supply an adequate existing policy), special event insurance can easily be obtained by purchasing a single event policy through the approved TULIP Program by the city’s insurance provider – Washington Cities Insurance Authority at:

<https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>

The cost varies based on the event size and type, length of event and alcohol service.



Rules for Pavilion Events

- Only the renting host or a licensed caterer may bring alcohol to, and furnish alcohol at, the event. Guests are prohibited from bringing alcohol to, or furnishing alcohol at, the event. Alcohol service must follow Washington State Liquor and Cannabis Board guidelines.
- All alcohol for consumption must be served from a designated bar area that is approved by the Pavilion Supervisor.
- If alcohol is served (and when required by the Pavilion Supervisor), the renting host must station a person or persons at the Pavilion entrance throughout the event to screen for uninvited individuals. Uninvited individuals are not authorized to enter the Pavilion.
- Alcohol consumption is prohibited outside of the Pavilion. If requested, the Pavilion Supervisor may authorize consumption on the north Pavilion patio within an enclosed area.
- Smoking is prohibited in the Pavilion, Pioneer Park, or adjacent parking lot.
- In order to ensure safety, adequate lighting must be maintained in the Pavilion during the event. Pavilion staff will control lighting if necessary.
- As a condition of renting the Pavilion, the Pavilion Supervisor **MAY** require security officers (Puyallup police officers) and additional event staff. The Pavilion Supervisor shall determine the required number of security officers and additional staff. The renting host is obligated to pay the City, in advance, for the cost of providing the security officers and additional staff. Please consult with the Pavilion Supervisor to determine the required number of security officers, additional staff, and related costs.
- In order to ensure compliance with Pavilion rules or enhance security, the Pavilion Supervisor may station additional Pavilion staff at Pavilion entrances and exits. The cost of the additional staff shall be borne by the renting host.
- Please be aware that guests who enter or remain in Pioneer Park after closing may be cited for violating park rules.
- The City of Puyallup may refuse rental or terminate this agreement at any time if in the opinion of city staff the rental may create a nuisance, pose a health or safety risk, or if applicant or event attendees violate any law, rule or regulation.
- Per Puyallup Municipal Code 5.40 www.codepublishing.com/WA/Puyallup/, events held at the Pioneer Park Pavilion charging admission will be responsible for paying admission tax of one cent on every 20 cents or fraction thereof for any activities, excluding non-profits and school events.
- The maximum capacity of the Pavilion is 558 people and 400 at round tables (per fire code). The maximum capacity shall not be exceeded.



Pioneer Park
P A V I L I O N
“THE PLACE TO BE”

PAVILION CLEAN UP CHECKLIST

Event Date _____ Person in charge of cleanup _____

Kitchen

- _____ All counters and sinks must be cleaned and dry
- _____ All appliances must be emptied and cleaned.
- _____ Kitchen floor must be swept and mopped.
- _____ Traps (drains) under sink must be cleared of all debris

Bathroom

- _____ Remove any decorations or items
- _____ Pick up trash from floor

Floors

- _____ All spills of any kind must be mopped up.
- _____ All trash must be picked up.

Garbage

- _____ All garbage cans in the Pavilion must be emptied and garbage must be placed in the dumpster outside the building.
- _____ Trash Can liners must be replaced and tops placed back on can.

Other

- _____ All decorations and items you may have brought into the Pavilion are removed.
- _____ Drinking fountains must be clean and free of food items.
- _____ Tables and Chairs wiped down
- _____ Linens rented from the Pavilion must be removed from tables and placed in linen bags which will be provided by Pavilion staff.

Additional Information

- Cleaning products can be obtained from Pavilion staff.
- Walk through the facility with the Pavilion Assistant prior to leaving to ensure that clean up is complete.
- *The goal is to leave the Pavilion in the same condition as it was prior to your use. This checklist outlines the minimum requirements for which you are responsible.*

Smoking is prohibited in the Pavilion and in Pioneer Park by City Ordinance. Violators may be cited.

Clean up Completed by: _____ Date _____

Staff Signature: _____ Date _____

*Failure to adhere to these guidelines may result in partial or full loss of security deposit.



“THE PLACE TO BE”

Pavilion Equipment List:

- **60” Round Tables – 49 available**
- **30” X 72” Rectangular Tables – 16 available**
- **Black Stacking Chairs - 400**
- ***Portable Stage (9 – 4’X8’ Sections)**
- ***Pipe & Drape – approximately 100’**
- **Podium (small wooden)**
- **Wired Podium**
- **Wireless Microphones - 2**
- **Lapel Microphones - 2**
- **Wired Microphones - 2**
- **Microphone Stands - 2**
- **DVD/CD Player**
- **Projector w/Screen**

***Equipment available for an additional setup fee**

Payment Worksheet

Saturday Rental Rates

Set up/clean up Hours _____ X \$100 per hour = _____
Event Hours _____ - \$2000 for 6 hour minimum = _____
Add'l Event Hours ____ X \$100 per hour = _____
Total Rental Fees = _____
Deposit (50% of total rental to reserve date) = _____
Balance (Due 60 days prior to event) = _____

Friday Rental Rates

Set up/clean up Hours _____ X \$100 per hour = _____
Event Hours _____ - \$1800 for 6 hours minimum = _____
Add'l Event Hours ____ X \$100 per hour = _____
Total Rental Fees = _____
Deposit (50% of total rental to reserve date) = _____
Balance (Due 60 days prior to event) = _____

Sunday Rental Rates

Set up/clean up Hours _____ X \$100 per hour = _____
Event Hours _____ - \$1400 for 5 hour minimum = _____
Add'l Event Hours ____ X \$100 per hour = _____
Total Rental Fees = _____
Deposit (50% of total rental to reserve date) = _____
Balance (Due 60 days prior to event) = _____

Weeknight Rental Rates - Monday-Thursday (4:00 pm – 11:00 pm)

Set up/clean up Hours _____ X \$100 per hour = _____
Event Hours _____ - \$850 for 4 hour minimum = _____
Add'l Event Hours ____ X \$100 per hour = _____
Total Rental Fees = _____
Deposit (50% of total rental to reserve date) = _____
Balance (Due 60 days prior to event) = _____

Weekday Rental Rates – (Monday-Thursday (8:00 am – 4:00 pm)

Set up/clean up Hours _____ X \$100 per hour = _____
Event Hours _____ - \$500 for 4 hour minimum = _____
Add'l Event Hours ____ X \$100 per hour = _____
Total Rental Fees = _____
Deposit (50% of total rental to reserve date) = _____
Balance (Due 60 days prior to event) = _____

Full Day Rental Rates

Monday–Thursday (8:00 am - 11:00 pm) \$1500.00 = _____
Friday (8:00 am – 1:00 am) \$2500.00 = _____
Saturday (8:00 am – 1:00 am) \$2800.00 = _____
Sunday (8:00 am – 11:00 pm) \$2200.00 = _____

Damage Deposit

Due 14 days prior to event @ \$250 (no alcohol) = _____
Due 14 days prior to event @ \$500.00 (with alcohol) = _____

Security Required – (see requirements)

Due 20 days prior to event @ approx \$80 per hours = _____



“THE PLACE TO BE”

CATERER REFERRAL LIST

Listed below are Caterers who have been recommended to us by other renters or who have previously worked in our facility with positive feedback from staff and customers.

1. **Mama Stortini's**
253)604-0600 – www.mamastortinis.com/catering
3207 East Main Avenue, Puyallup, WA
2. **Jonz Catering**
(253)274-0443 – jonzcatering.com
1905 Bridgeport Way West, University Place, WA 98466
3. **Gallucci's Catering Inc.**
(253)572-6828 – www.galluccis.com
P.O. Box 1333, Tacoma, WA 98401
4. **Snuffin's Catering**
(253)851-2900 - www.snuffins.com
6745-A Kimball Dr, Gig Harbor, WA 98335
5. **The Vault Catering**
(253)572-2933 – www.vaultcatering.com
1025 Pacific Avenue, Tacoma, WA 98402
6. **Act 3 Catering**
(425)251-9102 – www.act3catering.com
279 SW 41st, Renton, WA 98055
7. **Casa Mia Restaurant**
(253)770-0400
505 N. Meridian, Puyallup, WA 98371
8. **HG Bistro**
(253)845-5747 – www.hgbistro.com
1618 E. Main, Puyallup, WA 98372
9. **Pacific Grill Events & Catering**
(253)272-6469 – www.pacificgrillcatering.com
1530 Pacific Avenue, Tacoma, WA 98402

Bartending Services

Listed below are bartending services who have been recommended to us by other renters or who have previously worked in our facility with positive feedback from staff and customers.

Bartending Academy – (253)203-6946 – www.tacomabaracademy.com

Bartending by Mallard (253)752-4004 – www.tacomabartender.com

Pour Girls and Some Guys – (206)248-2290 – www.pourgirls.com

Full Sails Bartending – (360)489-7476 - www.fullsailsbartendingservices.com

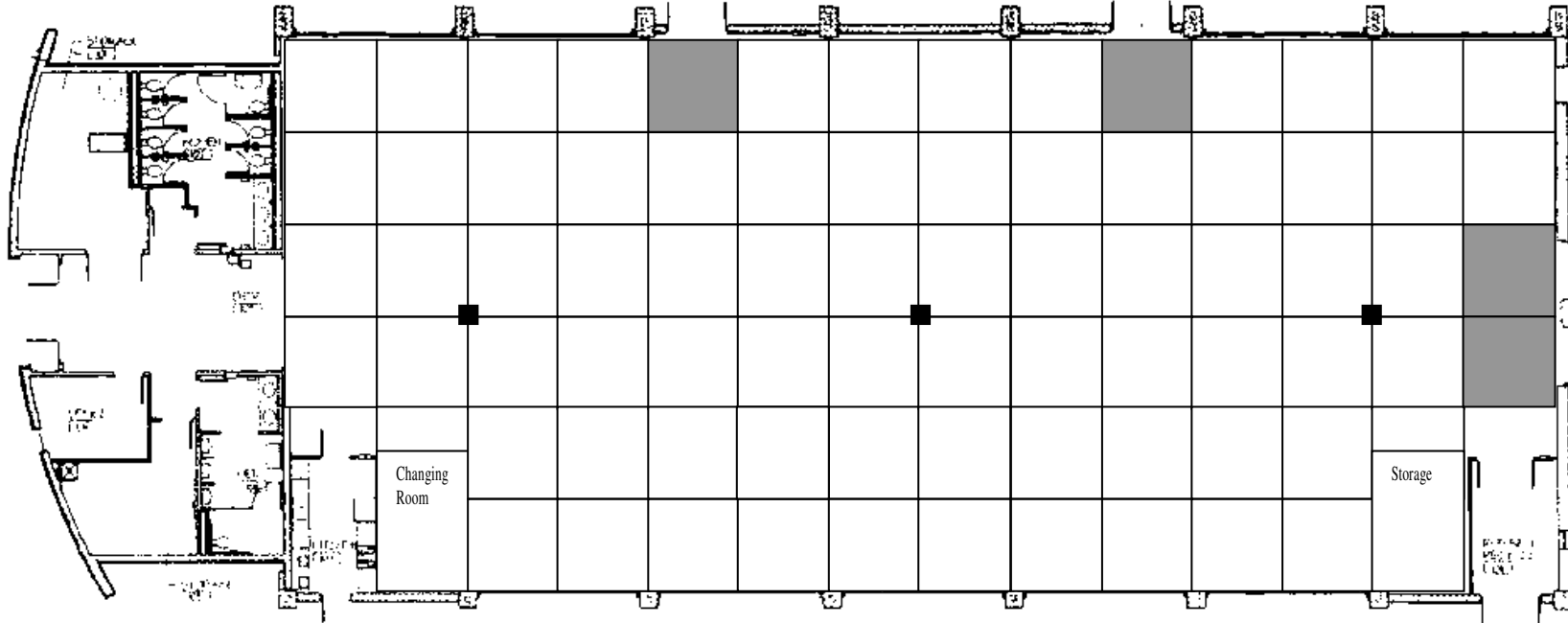
Mama Stortini's - (253)604-0600 – www.mamastortinis.com

The Vault Catering - (253)572-2933 – www.vaultcatering.com

**Licensed Bar Service is required for events with over 300 guests at which alcohol is served.
Licensed Bar Service is required for youth events with over 200 guests at which alcohol is served.**

Rates may vary. Contact vendors to get current pricing.

EVENT _____ **DATE** _____ **PERSON IN CHARGE** _____



- One round table per square (60"/49 available)
- Rectangular table (30" x 72"/16 available)
- Stage section (4' x 8'/9 available)

	Round tables		Set up time	
	Chairs per table		Event time	
	Rectangular tables		Clean up time	
Linens	Stage sections		Catering	
AV needs			Kitchen Y <input type="checkbox"/> N <input type="checkbox"/> Alcohol Y <input type="checkbox"/> N <input type="checkbox"/>	Banquet Permit Y <input type="checkbox"/> N <input type="checkbox"/> Open Flame Per. Y <input type="checkbox"/> N <input type="checkbox"/>