

# Buckley Hall Rental Information & Application:

Buckley Hall is located at 127 North River Buckley WA, 98321



City of Buckley  
P.O. Box 1960  
Buckley, WA 98321  
Phone: (360)761-7814  
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www.cityofbuckley.com

Buckley Hall is a community building owned and operated by the City of Buckley. It features a large gathering hall, large kitchen, and good-sized meeting room near the entry. It is a great space for private family events such as small weddings or reunions and for public events such as fitness classes, fundraisers, or community meetings. It is also home to the Kiwanis Food Bank & Foothills Historical Society. Remolded in 2020 the hall has been updated with new flooring and features a barn wood accent wall. It is operated as a self-service facility.

## All rentals include:

- Ballroom: 34' x 75' (2250 square feet)
- Carpet meeting room: 23' x 34' (782 square feet)
- Kitchen: 19' x 23' (437 square feet) Features open serving window to ballroom.  
Four- burner single oven gas range, caterers' refrigerator, refrigerator with freezer compartment.
- Chairs and Tables: 95 Chairs ( 31 White, 64 Black)  
17 Round Tables 5' diameter (seat 6-8), 3 6' rectangle tables, 2 8' rectangle tables.

## Booking Information & Process:

- Full deposit is due at time of booking. No date will be held without refundable damage deposit.
- Completed application must be submitted with deposit.
- Full fee is due 30 days prior to event or at time of booking if less than 30 days.
- Fee is determined by classification of renting group, day of week, and amount of time of the rental.
- Rental deposit amount is determined by if the event is serving alcohol or not.
- Deposit may not be refunded in full if facility is damaged, key is not returned, or if the event results in more than 2 hours of custodial clean up time.
- Deposits will be refunded back after the event via check to the payee. (within 2-3 weeks)
- Events can only be booked 1 year in advance.
- No rentals will be booked on Thanksgiving, Christmas, New Year's Day or Easter.
- Proof of insurance may be required for events with higher risk levels examples (high impact fitness, or public events serving alcohol.)

## Buckley Hall Rates:

| Day of the week:                | General Rate<br>Classification D                                                           | Non-Profit Rate<br>Classification C                                                     |
|---------------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Monday -Thursday                | Hourly Rate: \$50<br>(4 hour minimum)                                                      | Hourly Rate: \$10<br>(no minimum)                                                       |
| Friday                          | Hourly Rate: \$125<br>(4 hour minimum)                                                     | Hourly Rate: \$50<br>(2 hour minimum)                                                   |
| Saturday & Sunday               | Full Day Rental: \$1,000<br>(8AM – Midnight)<br><br>Hourly Rate: \$125<br>(6 hour minimum) | Full Day Rental: \$600<br>(8AM – Midnight)<br><br>Hourly Rate: \$75<br>(6 hour minimum) |
| Federal or<br>Observed Holidays | \$100 Additional Fee                                                                       | \$100 Additional Fee                                                                    |
| Refundable Rental Deposit:      | \$350.00 w/o alcohol                                                                       | \$750.00 w/alcohol                                                                      |

## Fee Classifications:

| Classification   | Qualified Organizations:                                                                                                              | Fee & Deposit Information:                                                                                                                                            |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Classification A | Meetings or activities sponsored by the City of Buckley and its various departments.                                                  | 100% waiver of all fees                                                                                                                                               |
| Classification B | Organizations with user agreements and memorandums of understanding that include use of Buckley Hall.                                 | Rates & fees for the space will be identified in the agreements.<br><br>Follow Classification C for any events or rentals that are not outlined in formal agreements. |
| Classification C | 501c3 Non-profit organizations that support the Buckley area community.                                                               | Deposits or proof of insurance required.<br>Fees are reduced in fee structure.                                                                                        |
| Classification D | General rental<br><br>This includes private events and commercial activities.                                                         | No waiver of any fees. Deposits required.<br><br>Insurance may be required for high-risk events.                                                                      |
| Classification M | Memorial services and funeral receptions for Buckley residents planned less than 30 days in advance, booking on an open calendar day. | \$100 (for 4 hours) \$50 any additional hour.<br>Deposit required.                                                                                                    |

## Key Check Out:

Key will be checked out at the Buckley Youth Center during normal business hours (Mon – Fri 8:30am-4:30pm) prior to the event by appointment.

## Key Return:

Return can be made in the drop box at Buckley Hall at the end of your event.

## Facility Rules & Conditions:

- Smoking is not permitted in the building. Smoking in the building will result in loss of refundable deposit.
- No nails, tacks or tape may be used on walls. Renter will not hang anything from the ceiling fans. All decorations need to be removed and put in the dumpster or taken home.
- All trash is to be put into the outside dumpster. Trash should not be placed into the cardboard only recycle bin.
- Tables and chairs are to remain in the building and must be wiped down and restacked at the end of your event.
- Renter will clean up any spills and/or messes occurring during rental period.
- Renter must comply with event hours on the rental application. Failure to do so could result in loss of deposit.
- Alcoholic beverages for consumption are permitted. No alcoholic beverages may be sold on the premises. The renter will comply with Liquor Control Board requirements including purchasing permits.
- Events may not exceed 147 people in the building per fire code.
- If additional security or traffic control is necessary, the renter will arrange for it at his/her own expense. If the City uses its resources to provide security and/or traffic control, the renter will reimburse the City for all costs.
- Renter assumes responsibility for the security of the building. Renter will lock the door and turn off all lights, except outside entrance light at the end of his/her event.
- Report any preexisting damages or problems immediately to the City.
- In case of emergency call 911.

# Buckley Hall Rental Application

To be turned in at time of deposit payment. Please review all rates and information before turning in the application.



## Event Details:

Rental Date: \_\_\_\_\_ Day of the Week: \_\_\_\_\_

Is this a full day rental? ☐ Yes 8:00am – 12:00am ☐ No Event hours: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Is this event also using any additional day or hours?

☐ No ☐ Yes Date: \_\_\_\_\_ Hours: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Event Type: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_  
Examples: (Wedding, fundraiser, memorial) (Capacity may not exceed 147 per fire code)

Will this event be serving alcohol? ☐ Yes ☐ No Is this event reoccurring? ☐ Yes ☐ No

## Renter Details:

Renter Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
First Last

Organization or Business: \_\_\_\_\_  
If applicable

Is your organization a 501c3 Non-Profit that supports the Buckley area? ☐ Yes ☐ No

Mailing Address: \_\_\_\_\_  
City State Zip Code

Email Address: \_\_\_\_\_

## Fee Details:

|                        | Total Owed:                           | Paid Date & Receipt Number: |
|------------------------|---------------------------------------|-----------------------------|
| Deposit Amount:        | \$350 w/o alcohol or \$750 w/ alcohol |                             |
| Total Owed for Rental: |                                       |                             |

By signing below, the renter agrees to hold the City of Buckley, its agents, employees, and officials harmless from any and all causes of action, demands, and claims including the cost of their defense due to the renter's use of the premises or in any way resulting from the willful or negligent acts or omissions of the renter and his/her agents, employees or representatives. The renter agrees to pay all reasonable costs and attorney fees incurred to enforce this agreement, regardless of whether suit is initiated. The renter also agrees to the rules, terms and conditions outlined in the facility information.

\_\_\_\_\_  
PRINT NAME AUTHORIZED SIGNATURE DATE