

RESERVATION INFORMATION. Please complete

DATE / DATES RESERVED :		
Name of Renter, Group / Event :		
Description of event	Estimated attendance:	
Contact Person(s):	#Visitors:	#Local:
Mailing Address:		
Home Phone:	Work Phone:	Cell:
Email Address:		

EVENT DAY/DATE(S)	EVENT TIME(S)

Will the event be open to the public?	YES	NO	
Will admission or vendor fees be charged?	YES	NO	
Will alcoholic beverages be sold to the public?	YES	NO	N/A
If YES, Renter MUST purchase a WA State Special Occasion or Liquor License. Takes 45 to 60 days to obtain			
If the event is not open to the public, will alcoholic beverages be served?	YES	NO	N/A
If YES, Renter MUST purchase a WA State Temporary Permit (Banquet). Takes 10 days to obtain.			

Both are available online thru Washington State Liquor and Cannabis Control Board (WSLCCB) and must be displayed in Hall by main entrance.

Name of Insurance Carrier for Liability Insurance:		
Agent:	Address:	Phone:

Sound Equipment: YES / NO	Projection Screen: YES / NO
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Name of Caterer:	phone/cell #
Meals Serving:	
Name of Musician:	phone/cell #

Person in charge of set- up/decorating	phone/cell#
Person in charge of clean-up	phone/cell#

NOTES:



TOWN OF WINTHROP
P O Box 459 ♦ Winthrop WA 98862
www.winthropbarn.com

RENTAL INFORMATION

Renter/ Contact _____ phone# _____

Rental Day/Date(s) _____ E-Mail _____

Main Hall Rental: Full Day \$700 x number of days _____ = \$ _____

Half Day \$500 x number of days _____ = \$ _____

**Main Hall Rental
without Kitchen:**

Full Day \$450 x number of days _____ = \$ _____

Half Day \$250 x number of days _____ = \$ _____

Meeting Rooms:

Lower – (Hen House)

Full Day \$100 x number of days _____ = \$ _____

Half Day \$60 x number of days _____ = \$ _____

Upper – (Rooster)

Full Day \$100 x number of days _____ = \$ _____

Half Day \$60 x number of days _____ = \$ _____

Kitchen Only:

Full Day \$250 x number of days _____ = \$ _____

Half Day \$125 x number of days _____ = \$ _____

Event Package:

Three Full Days \$2000 \$ _____

Round Tables: \$5/table X # _____ of tables = \$ _____

TOTAL BALANCE DUE (Within 45 days of event) \$ _____

DEPOSIT DUE (Within 7 days of event booking) \$ _____

RENTERS CHECKLIST

Please mail (or E-mail) the following

_____ **Signed Rental Agreement and Reservation/Rental Information**

Due within 7 days of booking event

_____ **Reservation/Damage Deposit**

Due within 7 days of booking event

_____ **Banquet or Special Occasion License from WSLCCB***

(Banquet takes 10 to 14 days; Special Occasion takes 45 to 60 days)

Mail or Email copy within 2 weeks of Event

_____ **Liability Insurance – Include Town as additionally insured**

Mail or Email copy within 2 weeks of Event

_____ **Catering information if applicable**

Mail or Email copy within 2 weeks of Event

_____ **Music information if applicable**

Mail or Email copy within 2 weeks of Event

_____ **Linen Rental Company**

_____ **Final Payment is due and payable within 45 days of Event***