Thank You for selecting **Tekoa Community Center** for your meeting and event needs. To ensure maintenance of our facility, the following **guidelines** are listed: Maximum occupancy is 300. (Please follow Department of Health guidelines.)

**Animals:** Only Service and Law Enforcement dogs are allowed. Please carry certification. A service dog is individually trained to perform tasks for persons with disabilities. Pets, therapy (comfort) animals are not permitted because of security and health reasons.

**Caterer:** Highly recommended. If you hire a caterer, Tekoa City Hall will need the following licenses. \*Washington State Liquor Board (Special Event and Banquet license.) Ask if they have a bartender’s license \*aka Washington MAST License \*Washington State Food Handlers Permit.

Individuals may purchase a special occasion license for **$60 a day**, per location and allow sales of spirits, beer and wine on premises. Special occasion licenses are limited to 12 single day events per calendar year. License must be applied for 60 days before the fund-raising event.

A banquet permit is a private, invitation only event (not open or advertised to the public.) The liquor spirits, allowed that may include, for example, the cost of dinner, liquor and entertainment. To assure participants receive an equal share, tickets exchange for drink may be issued as part of the package price. No separate or additional charge may be made for liquor.Cost **$10** from the Washington State Liquor/Cannabis Board.

Licenses can be picked up at any local liquor store or agency

Contact Washington State Liquor and Cannabis Board 360-664-1600

Instructions and forms are available at [www.liq.wa.gov/license.asp](http://www.liq.wa.gov/license.asp).

Washington State Food Handlers Permit: contact Whitman County Health 509-397-6280

For your protection, the City of Tekoa requires that all renters obtain $500,000-$1,000,000 public liability insurance for their event of 50+ in attendance. This insurance will protect you and your guests while using City property is to indemnify against loss resulting from bodily injury and/or property damage. An insurance broker or agency can help you obtain the proper coverage.

**Children:**  Adult supervision at all times.

**Closing:** All doors shall be locked, all lights shut off as you depart. (Check bathrooms) City staff will be regulating the heating units. GARBAGE must be deposited in the City of Tekoa dumpster at 419 N. Washington Street*, regardless of whether cleaning is pre-arranged*, or not.

**Decorations**: The following items can be difficult to clean up Birdseed, confetti, flower petals, glitter, rice, silly string, and soap bubbles.

YES BBQ outside, helium balloons (anchored), lanterns & candles (battery) and painters tape.

NO Candles (open flame) dance wax, duct tape, propane tanks indoors, sparklers, and Tiki torches. Please no nails, staples, tacks and Velcro on the walls.

All decorations and personal belongings must be removed after the event.

**Damaged/lost/stolen items:** City of Tekoa assumes no responsibility for renters or attendees’ property.

**Public Disturbance:** City of Tekoa reserves the right to ask the rental party to leave for public drunkenness, and disorderly conduct which will not be tolerated. The damage deposit can be forfeited upon review.

**Smoking**: This is a smoke free facility. All smoking debris outside the CC shall be disposed of.

**Vendors:** It is recommended but not required, that vendors obtain EIN number to collect tax for the State of Washington. Sellers of taxable goods and services at craft fairs and similar events should register.

**Note:** Tekoa Community Center is not a permanent address, storage space or mailing address to anyone.