



UNITED INDIANS
OF ALL TRIBES FOUNDATION

Daybreak Star, 5011 Bernie Whitebear Way, Seattle WA 98199

Rental Coordinator 206-829-2219

<http://www.unitedindians.org/eventrental/>

Daybreak Star is situated in Discovery Park in Magnolia, WA. It features breathtaking views and unspoiled nature right in the heart of Seattle. Daybreak is a popular destination for birthday parties, weddings, reunions, business summits, yoga workshops, ceremonies, picnics and more.



Bernie Whitebear Room



Daybreak Star



Beautiful building



Lounge Room



Upper Field



Salmon House

- 1. DAYBREAK STAR INDOOR RENTAL**
- 2. DAYBREAK STAR OUTDOOR RENTAL**

1. DAYBREAK STAR RENTAL PRICING INDOORS

January 1, 2016 – December 31, 2017

(*All prices subject to change without notice)

Our Daybreak Park and Event Center makes for a lovely and reasonable venue for special ceremonies or picnics. Surround your event with the beauty of nature and breathtaking views of the sea. We strongly recommend that you schedule a tour of our facilities with our Rental Coordinator at 206-829-2219 before you choose our park or facility.

PEAK MONTHS: JUNE – SEPTEMBER and DECEMBER

RENTAL AREA	MAXIMUM CAPACITY	SECURITY FEE	MONDAY-THURSDAY	FRIDAY	SATURDAY	SUNDAY
LOWER LEVEL	250 Sit Down 300 Stand up	\$600	\$1000	\$2300	\$3000	\$2500
LOUNGE	25 Stand Up 20 Sit Down	\$150	\$350	\$350	\$600	\$600

REGULAR SEASON: JANUARY – MAY, OCTOBER - NOVEMBER

RENTAL AREA	MAXIMUM CAPACITY	SECURITY FEE	MONDAY-THURSDAY	FRIDAY	SATURDAY	SUNDAY
LOWER LEVEL	250 Sit Down 300 Stand up	\$600	\$1000	\$1700	\$2750	\$2000
LOUNGE	25 Stand Up 20 Sit Down	\$150	\$350	\$350	\$600	\$600

ADDITIONAL COSTS

WHAT	HOW MANY	COST
50 inch round table	20 max	\$10 each
Building Staff	1	\$25 per hour
Salmon BBQ pit	1	\$75 total for entire event (5 hours)
Additional hours	2 max	\$375 for lower level

**Organizations with a 501c3 status are eligible for a 15% Discount with verification
(Discount not applied to deposit fee)**

DAYBREAK STAR INDOOR RENTAL INFORMATION

2016-17 Daybreak Star Indian Cultural Center Rental Guidelines

Reservations

Rental applications (includes user agreement, and payments are accepted at the Daybreak Star Indian Cultural Center on Monday through Friday from 10:00 a.m. to 5:00 p.m. (hours may vary). We also take payment via credit card over the phone. Rental applications are considered on a first-paid, first-served basis and subject to space availability. All applications must be verified and approved by the Administrative Coordinator. This person will be your main point of contact for all dealings related to your event leading up to the actual event. Please direct all inquiries and submit all appropriate payments and paperwork to this person.

Rental applications will not be accepted without a deposit payment. Your rental fee is due 2 weeks before the event. The deposit does NOT go towards your rental fee it is separate and will be returned after the event as long as there is no damage and the building is left in the same condition as when you arrived.

NOTE: You will not receive a reminder notice for your balance due.

Daybreak Star Indian Cultural center accepts cashier's checks, cash, VISA and MasterCard as forms of payment. NON-PROFIT GROUPS may apply for reduced fee rental usage.

For more information, please contact the Administrative Coordinator.

Damage Deposit

A holding/damage deposit is required at the time of booking. The deposit is non-refundable due to cancellation. **The deposit is separate from the Rental Fee.** Deposits are refunded **within 4-6 weeks** following the event, if the building is in the same condition as when you arrived. The building rental fee is due two weeks prior to the event. **Payment is by cash, cashier's check, check (if reserved more than 2 weeks in advance), Credit Card (Additional \$20 fee charge).** Prices are **subject to change without notice.**

Please refer to the above Rental Fee Sheet in the front of the Rental Information Packet for specific fees and damage deposit amounts. Damage deposits are 100% refundable as long as the following conditions are met:

1. The room, kitchen, bathrooms etc. (including outside) are left in a clean and orderly manner as stated in the DBS Rental Clean-up Checklist (on last page).
2. Use of the room does not exceed the scheduled time.
3. All equipment used including chair covers is accounted for and undamaged.
4. Additional staff time is not required as part of the rental.
5. Damage to the building has not occurred.
6. All rules/guidelines governing alcohol consumption as stated on the Alcohol Policy (page 4) are met.
7. All rules/guidelines governing rental usage of the Daybreak Star Indian Cultural Center are met.

If these conditions are not met to the satisfaction of staff per these guidelines and others listed within this packet and accompanying documents, an appropriate fee will be deducted from the damage deposit. If you exceed the time reserved, you will be charged for the additional time and/or it may be deducted from the damage deposit. **Minimum charge is 1 hour.** If necessary, the rental applicant will be charged to cover any additional costs. **Please allow at least four-six (4-6) weeks for the damage deposit to be returned.**

Cancellation

Cancellation of room rentals will result in a non-refundable deposit. In order to cancel a room reservation, you **MUST** provide us with the following:

1. Written notification indicating your cancellation
2. Applicant name (as it appears on rental application form)

Equipment Rentals

25 banquet size tables (8 feet x 30 inches) and 250 chairs are provided with your rental fee. At additional cost, you may rent our 50inch round tables for \$10 each. We have a total of 20 round tables. We have 150 white chair covers available for rent. The renter is responsible for the cost of renting any additional tables or chairs. Rental items are set-up by the renter. We **DO NOT** have A/V equipment.

Staff Charges

A staff person must be in the building at all times. A \$ 25 per hour staffing fee will be charged for each hour used. Including set up and clean-up.

Kitchen Information

Cooking is not allowed. Kitchen space is insufficient for cooking or storing large amounts of food. Use of the stove and oven are permitted for warming only. Renters are not allowed to use the dishwasher. Kitchen must be cleaned to receive deposit back. Do not dump any grease or food down the drains. An appropriate amount will be deducted from the deposit if the kitchen is not properly cleaned.

Room Set up

The building is available for you to decorate and set-up the day of the event. Please coordinate set up time with Administrative Coordinator. If you plan on using our tables and chairs, a floor plan for the set-up of your tables/chairs must be completed with the Administrative Coordinator two weeks prior to the event so we can have them ready when you arrive.

Max Room Capacity

Lower level -250 for a sit down dinner and 300 for stand up reception
Bernie Whitebear Room – 30 for a sit down and 40 for a stand up
Lounge - 20 for sit down event - 25 for stand up

Equipment Included in the Lower Level room

250 Chairs and 25 banquet size tables (8 feet x 30 inches) come with the rental fee at no extra charge. Use of kitchen to prepare food, use of one side of the walk in refrigerator, conventional size oven for warming only (NO COOKING). The walk in refrigerator is shared with our preschool program which is held during the week. DO NOT touch or compromise any of the food that is in the fridge.

Outdoor events

The upper field behind Daybreak Star Indian Cultural Center is available for rental. Arrangements/restrictions for outside events must be approved in advance of rental. Please read Section 2 for outdoor rental information and pricing. Daybreak Star tables and chairs are not allowed outdoors. Extension cords are not provided. If you want to rent the grassy area directly across the street from Daybreak Star, please contact Discovery Park at (206) 386-4236

Catering

You will select the caterer of your choice. Food must be cooked and prepared off-site and delivered. The caterer is responsible for bringing any items needed for food service. The caterer must provide a certificate of liability insurance. Daybreak Star does not provide equipment or serving utensils. Caterer must be insured and provide a liquor license for serving alcohol. Food Trucks are allowed and can park only on the gravel in front of Daybreak Star, NOT on the grass.

Alcohol Policy

Alcohol is permitted inside the building only with a Banquet Permit purchased through the Washington State Liquor Control Board at a State Liquor store. We must have the original copy 2 weeks prior to the event. The Liquor Control Board uses an online application system for citizens to apply for banquet permits. Banquet permits are to be purchased for events where liquor will be served that are not business or promotional, but instead invite-only gatherings such as weddings, company banquets, retirement parties, and club, organization or church events. Banquet permits are available to for-profit businesses, societies, organizations, and individuals, Retail liquor businesses may not use banquet permits. Liquor is to be free of charge or brought to the event by those invited. More information here:

<http://liq.wa.gov/licensing/get-your-banquet-permit-online>

Lounge room Rental

The lounge is available for rental it holds 20 people for sit down meetings and 25 for stand up. It has a kitchenette, which includes fridge, stove and sink. 4 tables and chairs are available. Payment is due in full at time of reservation and is non-refundable if cancelled. The lounge is not available for rental alone on weekends.

Check In Prior to your Event

For your convenience and safety, there is ALWAYS a staff person on duty during your event. Upon arrival you **must** immediately check-in with the person on staff. At this time, please ask our staff to conduct a pre-event room inspection. This service is helpful to note any pre-existing room condition so that you are not held accountable for it. Pre-event room inspections will not be conducted if you have already begun your set-up. **If you will not be on site for the clean-up at the conclusion of your event, the person responsible for clean-up is required to also be at the pre-event room inspection.**

Deliveries and Storage

All items brought with you must be taken with you. Including all food in the refrigerator and freezer. Renter must remove all decorations. Equipment may not be left in the building after the event. \$250 per day fee will be charged if rentals are

left in the building. Deposit refund will depend on clean-up of facility. Daybreak Star Indian Cultural Center is not responsible for items left, lost or stolen.

Parking

Parking next to the building is limited with only 40 spaces adjacent to the building. There is plenty of parking on the road leading up to Daybreak Star.

Cleaning the Facility

You will have 1-2 hrs. to clean-up after your event. Must be cleaned up and out by 12am. The building and outside of the building should be left in the same condition as when you arrived. All items brought with you must be taken with you. Including all food in the refrigerator, Renter must remove all decorations. Equipment may not be left in the building after the event. \$250 per day fee will be charged if rentals are left in the building. The rental applicant is responsible for cleaning the room(s) in accordance with the DBS Rental Clean-Up Checklist located at the back of this packet. Cleaning supplies are available by contacting the staff person on duty. **To help ensure the return of your damage deposit, please have the staff person complete a post-event inspection at the conclusion of the rental.** Failure to follow the DBS Rental Clean-Up Checklist may result in forfeiture of the damage deposit and additional charges and could also result in denial of future rental usage. Any cleaning and/or repairs that require staff time and/or materials will be result in additional fees and staff/material costs deducted from the damage deposit and/or charged to the rental group. Deposit refund will depend on clean-up of facility. Daybreak Star Indian Cultural Center is not responsible for items left, lost or stolen.

Miscellaneous

DECORATIONS

Decorations are permitted, but must be put up only with painters tape. Nails, tacks or screws are not allowed to put up decorations. The renter must remove all decorations. No glitter, confetti or fake rose petals may be used. Artwork may not be taken off the walls. Do not place wet items on the hardwood floors, such as ice.

SMOKING

Daybreak Star Indian Cultural Center is a tobacco and drug free facility. Smoking, chewing, etc. is prohibited inside the Cultural Center and within 25 ft. of any entrance, including e-cigarettes and vape pens. Please use the provided receptacles for proper disposal of cigarettes. The rental applicant is responsible for cleaning area of debris as a result of tobacco use associated with their event. Please see FAQ's for Seattle Parks smoking ban for more information <http://www.seattle.gov/parks/smokingban/files/smokingbanfaq.pdf>.

SALMON BAKE

The use of the salmon bake is allowed at an additional fee. You must provide your own wood and or bbq briquettes.

BARBECUES

The use of barbecues is restricted to the salmon bake area immediately adjacent to the patio. DO NOT use barbecues on the cement/paved area. The only types of barbecues that are permitted are the home-type, kettle-style or propane-style barbecues. The use of a commercial-style barbecue is not allowed. The rental applicant will be held responsible for any and all damage in relation to the use of a barbecue.

FIREWORKS

All fireworks (including but not limited to sparklers, firecrackers, bottle rockets) are illegal in the City of Seattle. Use of fireworks at the Cultural Center may result in immediate shut down of event, forfeiture of the damage deposit, and/or a fine from the Seattle Fire Department.

INSURANCE

Special events, corporate hosted functions, and other events are required to carry insurance naming the United Indians of All Tribes as an additional insured. Special Event Liability insurance coverage with limits of not less than \$1,000,000 per occurrence, \$2,000,000 General Aggregate, on a combined single limit basis.

The liability insurance document can be obtained through homeowners, renters, or corporate/nonprofit insurance. You can call your insurance agent and send them the exact paragraph in the contract that discusses insurance and they should be able to get the certificate for you. For companies and nonprofits this is usually no additional fee. You can always use companies like <http://www.wedsafe.com> too. Please remember to make sure it has the proper wording and is for the appropriate coverage limits (see your contract for specifics).

2. DAYBREAK STAR RENTAL PRICING OUTDOORS

January 1, 2017 – December 31, 2017

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Our Daybreak Star Park and Event Center makes for a lovely and reasonable venue for special ceremonies or picnics. Surround your event with the beauty of nature and breathtaking views of the sea. We strongly recommend that you schedule a tour of our facilities with our Rental Coordinator at 206-829-2219 before you choose our park or facility.

Please remember that parks belong to everyone, and we don't allow roping off or otherwise isolating areas from general public use.

RENTAL AREA	SITE CAPACITY	SECURITY FEE	FULL PAYMENT DUE	ATTENDANT FEE	MONDAY-THURSDAY	FRIDAY-SUNDAY
UPPER FIELD	300	50% of rental at time of booking	2 weeks before event	\$25 per hour	\$200 per hour *	\$250 per hour*

ADDITIONAL COSTS

WHAT	HOW MANY	COST
STAFF	1	\$25 per hour
UPPER FIELD LIGHT FEE	All	\$25 per hour

Outdoor Reservations

Rental applications (includes user agreement, and payments are accepted at the Daybreak Star Indian Cultural Center on Monday through Friday from 10:00 a.m. to 5:00 p.m. (hours may vary). We also take payment via credit card over the phone. Rental applications are considered on a first-paid, first-served basis and subject to space availability. All applications must be verified and approved by the Administrative Coordinator. This person will be your main point of contact for all dealings related to your event leading up to the actual event. Please direct all inquiries and submit all appropriate payments and paperwork to this person.

Rental applications will not be accepted without a deposit payment. Your rental fee is due 2 weeks before the event. The deposit does NOT go towards your rental fee it is separate and will be returned after the event as long as there is no damage and the upper field is left in the same condition as when you arrived.

NOTE: You will not receive a reminder notice for your balance due.

Daybreak Star Indian Cultural center accepts cashier's checks, cash, VISA and MasterCard as forms of payment. NON-PROFIT GROUPS may apply for reduced fee rental usage.

For more information, please contact the Administrative Coordinator.

OUTDOOR RENTAL GUIDELINES:

- All events are a two hour minimum and five hours maximum
- All fees are non-refundable for cancellation or any other reason
- Must provide a certificate of liability insurance. (SEE INSURANCE ON PAGE 5).
- Time options: 8am-11am, 12-3pm, 4-7pm
- Site capacity: 300 people
- Minimal electricity is available and water is available inside of Daybreak Star if you are renting the building (water not available on weekends if you have not rented Daybreak Star)
- If you scatter flower petals please pick them up
- Restrooms are not available, without the rental of Daybreak Star Building – there is public Discovery Park restrooms at the lower park, a eight minute walk
- Alcohol permitted with banquet permit (See page 4 Alcohol Policy)
- Non-amplified acoustic music is allowed (must follow the City of Seattle noise code).
- Photos are allowed during your booked park time. If you wish to take photos at another time please contact the office and arrange such times for an additional \$25 per hour.
- Please don't harm the nature of trees while staging your decorations. Please no stakes into the ground, nails in trees, or confetti, rice or seeds. Try flower petals instead. Canopies must be free weighted.
- Insurance: Caterer and/or Special Equipment Provider as applicable shall provide certification of Commercial General Liability or Event Liability insurance. "United Indians of All Tribes Foundation" shall be included as an additional insured for primary and non-contributory limits of liability. Minimum limits vary from \$1million- \$2 million CSL per occurrence.
- Anti-discrimination: As a matter of policy, United Indians of All Tribes Foundation does not discriminate on the basis of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or presence of any sensory, mental or physical handicap.
- We will do our best at your request to accommodate access for people with disabilities.
- Dogs on a leash are allowed as long as you clean up after them and dispose of the waste at your private residence.

Rental Clean-up Checklist

ROOM

- Clean all counters and tables with disinfectant spray and clean towel.
- Remove all decorations.
- Stack chairs in stacks of 15 and fold tables. (leave rounds-tables in place, rectangle-fold and lean on wall)
- Sweep entire floor and dispose into garbage.
- Mop up all spills (hot water only) and remove any streak marks left on floor.
- Place garbage in garbage cans. Extra bags may be obtained from DBS staff.
- Put garbage into garbage cans to be taken out by maintenance staff.
- Return all equipment and cleaning supplies to staff.

KITCHEN

- Turn off oven.
- Remove food from all appliances (refrigerator and freezer)
- Wipe down all surfaces with disinfectant spray and clean towel.
- Clean all equipment –including refrigerator/freezer, stove, and oven (inside and out).
- Sweep entire floor and dispose into garbage.
- Mop up all spills on floor (hot water only).
- Place garbage in garbage cans. Extra bags may be obtained from DBS staff.
- Put garbage into garbage cans to be taken out by maintenance staff.
- Return all equipment and cleaning supplies to staff.

HALLWAYS, PATIOS, RESTROOMS, ETC.

- Pick up all trash (including cigarette butts and gum) and place in garbage in garbage cans. Extra bags may be obtained from DBS staff.
- Place all garbage into garbage cans to be taken out by DBS maintenance staff.

Daybreak Star Staff Responsibilities

Our staff is here to assist you with the following:

- Conduct a pre-event room inspection for cleanliness and damage.
- Inform your group of miscellaneous information.
- Enforce rules and regulation.
- Provide clean-up supplies for your group.
- Move chair stacks and folded table to storage area.
- Conduct post-event room inspection for cleanliness and damage.

Any damage, unreturned equipment, uncleaned areas, or additional time may result in forfeiture of your damage deposit and/or denial of future rental use.