



Pope Marine Building

100 Madison Street, Port Townsend, WA 98368

Facility Policies

Pope Marine building is reserved on a first come, first served basis. Organizations based in Port Townsend and individuals with proof of Port Townsend residence may reserve the facility up to one year in advance. Organizations and individuals based outside of Port Townsend may reserve up to 90 days in advance. The facility may be reserved for no more than 3 consecutive days and for no more than 6 days per reservation unless prior approval has been granted by the City of Port Townsend. The Event Coordinator, in the City Manager's Office, will handle these reservation forms. Form must be complete and hold harmless agreement portion must be signed.

Pope Marine reservations are for the building only and do not include the dock. City Dock is a public dock.

Please do not remove tables, chairs or any fixtures from inside the building. The loss or damage of any items can result in forfeiture of your maintenance deposit.

Use no tacks, staples or nails. Please use string or tape to hang decorations and remember to remove them after your event. Leave the facility clean and in the same condition as you found it.

Proof of Comprehensive General Liability insurance is required on facility rentals at Pope Marine when there will be food or alcohol served, or the event is open to the general public with 50 or more participants expected. The certificate of insurance must name the City of Port Townsend as additional insured and coverage must include date(s) of the planned event. Please contact your insurance company for information regarding insurance purchase or contact the City Event Coordinator for details regarding insurance available from Washington Cities Insurance Authority (WCIA).

If alcohol is to be consumed at any City of Port Townsend facility, a Washington State Liquor Control Board permit is required and copy must be attached. Contact the WSLCB at www.liq.wa.gov or (360) 644-1600. Additionally, a liquor liability insurance endorsement is required and copy must be attached. This insurance may be available as a package w/ General Liability Insurance from Washington Cities Insurance Authority (WCIA).

Any event at Pope Marine that will have amplified music (amplified sounds are not permitted without prior approval from the City of Port Townsend) may require a City of Port Townsend Special Event Permit. Please contact the Event Coordinator, in the City Manager's Office for details.

After facility use, please turn off the heat and lights, leave the facility clean and return the key to the City of Port Townsend Event Coordinator.

Facility Rental Fee & Maintenance Deposit Schedule

Facility Use Fees

Category 1 - No Use Fee

This category includes City of Port Townsend sponsored and supported events only.

Category 2 - \$20 per hour. Max \$200 per day.

This category includes non profit organizations, community events, and general use by City of Port Townsend residents with proof of residency.

Category 3 - \$40 per hour. Max \$ 400 per day.

This category includes use by for profit enterprises and by those without proof of City of Port Townsend residence.

If you cancel a reservation 30 days or more before your event, you will receive a refund of all fees minus a \$20.00 cancellation fee. No refund of use fees will be made for reservations cancelled within 30 days of event.

Refundable Maintenance Deposit

All reservations require a refundable key/maintenance deposit. Please return the key after use and deposit your garbage in the proper receptacle. If you fill the trash receptacles inside Pope Building, you must take away any additional trash. Please do not use private dumpsters for your trash. A City of Port Townsend Facility Condition Report must be filled out by renter prior to facility use. This form is a checklist to assure that facility is clean and in good order prior to and after use.

1-19 people = \$75

20 people or more or for any number if alcohol is served = \$200

Occupancy load is 70 people.

When your reservation is approved and fees are paid, you may pick up the facility key up to 24 hours in advance. The facility key is available from the Event Coordinator's office at 250 Madison Street, Suite 2 between the hours of 8am and 5pm, Monday through Friday except holidays. For reservations on holidays or weekends, please contact the Event Coordinator for key pick up times.

- **Turn Off Lights!**
- **Lock Facility Doors!**
- **Deposit Your Trash in the Proper Receptacle!**
- **Return the key to City Hall!**

If you have questions, please contact the City of Port Townsend Event Coordinator
250 Madison Street, Suite 2, Port Townsend, WA 98368 Phone: 360-344-3055
events@cityofpt.us

Emergency Numbers: Police – 385-2322 or 911. Fire Dept. – 385-2626 or 911.

Emergency Maintenance Weekdays –379-5047.

Emergency Maintenance Weekend/Evenings – 385-2322.