



Harman Center
101 N. 65th Ave.
Yakima, WA 98908
(509)575-6166

FAQ's

HOW CAN I PAY FOR ROOM RENTAL?

We accept Cash, Check or Credit Card. Security Deposits are due upon reservation with a completed Rental Agreement. Balances of rental fees plus tax are to be paid in full no later than 30 days before event date.

CAN WE HAVE ALCOHOL AT OUR EVENT?

Yes, alcohol may be served at your event to attendees 21 years or older, with a \$1,000 security deposit, a Banquet Permit from the Washington State Liquor Control Board and Uniformed Security Guard service. NO EXCEPTIONS!

- Banquet permits can be obtained online at <https://lcb.wa.gov/licensing/banquet-permits>
- Security Guard Service must be secured by the Renter. One uniformed security guard per 100 attendees must be present and service both inside and outside facility areas from start to conclusion of event. Alcohol is not allowed in the Harman Center Parking lot areas or the Gaillon Park area.
- Banquet permit and proof of Security Guard Service due to Harman Center no later than 30 days before event.

DO YOU HAVE A PREFERENCE ON A SECURITY COMPANY TO USE FOR THE EVENT?

No, we do not have a preference of a security company or list of approved security companies. You may use any security company of your choosing. Security may also be provided by an off-duty Police Officer or Corrections Officer who is willing to donate his/her time. Security for event must be uniformed.

WILL MY DEPOSIT BE APPLIED TO MY RENTAL BALANCE?

No, the deposit is a Security Deposit and will be held until the event has concluded and a Harman Center staff member has inspected and inventoried for any damages, missing equipment, or if additional clean-up is needed. If any costs are incurred to bring the facility to pre-event condition, it will be deducted from the Security Deposit. Security Deposit balance will be mailed back to the Renter by a check from the City of Yakima. Security Deposits will not be credited back via the Renter's original method of payment.

Security Deposits are fully refundable in the case that the event is cancelled.

DO YOU HAVE A PREFERENCE ON A CATERER TO USE FOR THE EVENT?

No, we do not have a preference of a caterer or list of approved caterers. You may use any caterer of your chose.

ARE UTENSILS, DISHES AND LINENS INCLUDED?

No, utensils, dishes, pots, pan, table linens, keg mats or extension cords are not included. These types of items may be brought in by Renter and/or caterers for event use.

Our commercial kitchen is available to use with full Ballroom rental or Ballroom Section C rental. Kitchen equipment included in kitchen: Industrial convection ovens; walk-in refrigerator; walk-in freezer; double sinks; and ice machine.

WILL THE HARMAN CENTER SET UP TABLES AND CHAIRS FOR THE EVENT?

No, set-up and take-down of tables and chairs is the responsibility of the renter. The Harman Center does have available armed and armless chairs, 60" round tables and multiple sizes of rectangular tables for event use.

WHO IS RESPONSIBLE FOR CLEAN UP AFTER EVENT?

Renter is responsible for clean up after event. Center must be left in same condition as it was before event, including lobby areas that have been used with furniture in original placement. A *Harman Center Clean-Up Checklist* will be provided and must be completed and returned to the Harman Center Facility attendant prior to departure. Clean-up not completed or cleaned to pre-event condition, will result in forfeiture of Security Deposit.

DO I NEED GENERAL LIABILITY INSURANCE?

Yes, the City of Yakima requires Renter to obtain a minimum of \$2,000,000 protection policy for day(s) of event and proof of policy must be delivered to Harman Center no later than 30 days from event.

IS USE OF THE PATIO INCLUDED?

Yes, use of the patio is included in the rental. There are doors in the ballroom that access the patio area. Harman Center tables and chairs are not allowed to be set up outside. If you would like tables and chairs outside, you may bring your own.

CAN I SET UP OR STORE DECORATIONS FOR THE EVENT THE NIGHT BEFORE?

No, set-up or storage is **not** permitted. Set-up, decorating, and/or deliveries must be done the same day of event during the set-up hours established and paid for in the Rental Agreement.

- Set up is \$110 + tax per hour (\$90 for non-profit organizations)
- Early deliveries will not be accepted and must be delivered during set-up hours, unless prior arrangements have been authorized.
- Decorations may not be attached to walls or ceilings

IS THERE A SOUND SYSTEM AND OR VIDEO INPUTS AVAILABLE?

Yes, the ballroom has a sound system that may be used with an adapter to connect your smart device to the system. A cordless microphone and headset is available upon request for no additional charge.

Supported video inputs are HDMI and VGA and renter must bring their own computer with compatible inputs. A projection screen and projector is available upon request at no additional charge.

CAN I HAVE A DJ/BAND AT MY EVENT?

Yes, events may have a DJ service or band. There are electric outlets in the floor and on the walls throughout the ballroom. Music must be lowered and exterior doors must be closed at 10:00pm.

IS THE FRONT LOBBY AREA OR FIREPLACE SEATING AREA INCLUDED IN THE RENTAL?

Yes, use of the front lobby area is included in the rental. Food and drinks are not allowed in carpeted areas. Area furniture must be returned to original placement, spills and garbage cleaned up, and debris on carpet vacuumed at event's conclusion.

No, the Fireplace Seating Area and Bar area is not included in the room rental. This area remains open to the public during normal center business hours and available to event guests as access to enter and leave rental room. The Fireplace Seating and Bar area is available for private use for additional charge of \$150 and based on availability.

ARE DECORATIONS ALLOWED IN THE RENTAL SPACE?

Yes, the rental space can be decorated during your paid and scheduled set-up time. Table decorations and free-standing decorations are best. Decorations requiring nails, tape, or adhesives are not allowed and may NOT be attached to any walls or ceiling. Decorations that are difficult to clean such as birdseed, confetti, glitter, glitter sprays, etc. are not allowed. **Open-flame candles, fireworks, oil burning lamps, sparklers, or fog machines are strictly prohibited.**

IS THERE ANY ADDITIONAL CHARGES IF THE EVENT GOES OVER THE RENTAL TIME LISTED ON THE RENTAL AGREEMENT?

Yes, the Renter will be charged the room rental fee rate for the amount of time to the nearest ½ hour for any additional time over the agreed event end time. If the renter or event attendees, have not vacated by the end of the agreed Tear Down/Clean-up time, a fee of \$100 per hour will be charged. Charges will be deducted from the security deposit for the additional time, and if the charges exceed the security deposit, the Renter will be invoiced the remaining balance and that total is payable upon receipt.

- Please remind your vendors, caterers, musicians, DJs, etc. that they must be out of the building by the end of your contract rental time.
- Please make sure to allow enough time in your contracted Rental Agreement times to setup and remove your decorations, clean up, and return the facility in the manner you received it.

If the event concludes earlier than contracted in Rental Agreement, will I get a refund for the unused time?

No, the Harman Center has reserved this time for your event from other bookings and arranged staffing hours to accommodate your event. There will be no credit or refund

IS THE RENTAL FACILITY USAGE ONLY FOR COMMUNITY MEMBERS 50 OR OLDER?

No, when renting the facility room, guests and/or attendees may be of all ages. Children must be under adult supervision inside and outside of the facility at all times. Alcohol consumption is only allowed for those persons 21 years and older and with a Banquet Permit.

WHO DO I CONTACT IF I HAVE MORE QUESTIONS OR WANT TO RENT?

Contact Gabby Christison, Senior Center Assistant at (509) 576-6403 or email gabriela.christison@yakimawa.gov