

West Sound Community Club

Hall Rental Application

PO Box 119
Orcas, WA 98280

Please mail to the address above or email to vicepresident@westsoundhall.org.

Application Date: _____ Event Date: _____
Organization: _____ Rental Start Time: _____
Rental End Time: _____

Contact Person: _____
Address: _____ Email: _____
Phone: _____

2nd Contact: _____
Address: _____ Email: _____
Phone: _____

Type of Function: _____
Food served: _____
Live Music: _____
Kitchen use: _____

Person responsible for cleanup: _____ Phone: _____
Rental fee and/or deposit enclosed: _____

Please read the following rules for use of the West Sound Community Hall and the attached Frequently Asked Questions:

1. Capacity of the Hall is no more than 126 persons - (Table seating approx. 84)
2. Event must end by 12 midnight.
3. Hall must be left clean, and trash removed from property the day of the event.
4. Chairs and tables may NOT be used outside.
5. Any equipment moved should be returned to its original location.
6. Must comply with San Juan County Sound Ordinances
7. Renter is responsible for obtaining appropriate Washington State Liquor permit.
8. Rental and deposit fees must be paid prior to obtaining access to hall for set up.
9. Separate permission must be obtained from Orcas Island Yacht Club for using their parking area.
10. At the Board's discretion, full or partial deposit will be returned to the renter following inspection of the Hall after the event.

I have read the policies, terms of rental and the rules, and agree to abide by them. To the extent permitted by law, I agree to hold harmless the Officers, Agents, Employees and Members of West Sound Community Club and waive all claims for damages to people, property, government charges or fines, and costs (including reasonable attorney's fees) connected with use of the West Sound Hall.

Responsible Party: _____ Date: _____
(signed)

*Accessibility: The Hall is accessible by wheelchair using a ramp on the west side. The bathrooms are NOT handicap accessible.

West Sound Community Club

Frequently Asked Questions

Where do I park?

The Yacht Club owns the area next to the community club. If you have more than a very small function, you will need to rent this area. Contact the Commodore Maura O'Neil (360-376-3256). The application and parking fee should be sent directly to OIYC, PO Box 686, Eastsound, WA 98245. Parking on the street is ok.

Can the parking area next to the Hall be used for weddings, bonfires, or picnicking?

No. The Yacht Club owns that parking area. Their by-laws specifically prohibit all use of the area for weddings and outdoor entertainment. The rental is for parking only. Other activities are restricted to use by Yacht Club members.

What kind of dishes, glasses, pots, pans, serving items, etc. are available?

None. Dishes, pots and eating utensils currently in the Hall are not included in the rental. They are the property of the Yacht Club, one of the Hall's tenants. Please plan to bring your own cooking and serving dishes.

Are there any coffee makers or ums?

Yes, there are 2. Both 55-cup coffee makers require about 45 minutes to complete their heating cycle. There is also one regular 10-cup coffee maker.

What is the size of the tables (round or rectangular)?

The 21 tables are rectangular (30" x 72") and look better with tablecloths. There is 1 serving table, 36" x 97", and 1 square table, 45" x 45". There are no tablecloths in the Hall.

How many chairs are there?

There are approximately 100 folding chairs.

Where do I get a liquor permit?

Applications can be obtained from the Washington State Liquor Control Board.

What type of cooking facilities is there?

The kitchen has 1 electric range and 1 gas range (oven and cooktop). There is also a microwave.

How much refrigeration is there?

One refrigerator with freezer above. It is kept empty.

Can we set up the day before the event?

Often the Hall is not in use the day before and after an event. If the rent is paid AND the Hall has not been rented for a conflicting event, it can be set up the day before the event. Check with Betsy Wareham for details.

Are there a dishwasher and microwave?

There is no dishwasher. There is a microwave.

Where do I pick up the key?

Please make arrangements for picking up the key after the rental and deposit fees are paid with Betsy Wareham at West Sound Marina (360-376-2314).

Where do I dump the trash?

Trash must be hauled by the renter to the Orcas Transfer Station on Orcas Road, approximately halfway to Eastsound. Trash left outside the Hall can be spread by animals, resulting in a deposit cost of \$100 to the renter. The Transfer Station is open Thursday through Monday from 10:00 - 4:00.

Is there a sound system?

Yes. Instructions are posted near the sound system on the stage.

Is there storage for pre-rented tables and chairs?

No, neither outside nor inside the Hall.

Can the flags be removed from the walls?

No, the Hall is rented annually by the Yacht Club. Most renters find these features add to the nautical flavor of the site.