

Weddings and special events

Rental rates and policies

Rental times

10 a.m. to 4 p.m. or 6 p.m. to 12 midnight
 Seven days a week

All decorating of the Banquet Room is the responsibility of the renter. Decorating the Banquet Room is part of the six-hour rental period. The Banquet Room setup will be predetermined by the client and includes requested tables, chairs and up to twenty tablecloths for up to 98 people. If additional tablecloths are requested they will be charged per the rates below.

Rental start times may be adjusted, depending on availability. Please check with the conference coordinator.

Rates

Rental period	Cost	Note
6 hour standard rental	\$1,500	All food services must be contracted with the Dumas Bay Centre. No outside food is permitted for Bridal or Social Events.
Each additional hour	\$85/\$165 per hour	With/without prior approval

Equipment rental

Item	Cost	Note
Outside wedding chairs	\$2 per chair	Includes set-up and take-down
Linen tablecloths	\$8 per table	Banquet Room Rental includes 20 tablecloths.
Linen napkins	\$2 per napkin	
Glassware	\$0.60 per glass	Water goblets, wine glasses, assorted sizes liquor glasses

Our rental policies

Security deposit

We require a security deposit of \$300 in addition to the rental fees. After a satisfactory post-event inspection, the fee will be returned four to six weeks following the event.

Reservations

For reservations made more than 90 days before the rental start date, we require 50 percent of the rental fee at the time of application. The remaining 50 percent of the rental fee and 100 percent of the damage deposit are due 90 days before the rental start date.

Rental reservations made less than 90 days before the rental start date require 100 percent of the rental fee and 100 percent of the damage deposit at the time of application.

Cancellations and refunds

All cancellations and adjustments must be received in writing.

Cancellations made with more than 90 days' notice will receive a full refund, minus an administrative booking fee of \$100. Cancellations made 60 to 90 days before the rental start date will receive a 50 percent refund of the rental fee and a 100 percent refund of the damage deposit, minus an administrative booking fee of \$100. Refunds will not be issued for cancellations made less than 60 days before the rental start date, but the damage deposit will be returned.

Additional rental information

Ceremonies on the Dumas Bay Centre grounds must be approved in advance by the conference coordinator. The grounds at Dumas Bay Centre are a public park and will not be closed during any rental activity.

Chairs and tables used inside Dumas Bay Centre may not be used outdoors. Rental equipment is available upon request. See our equipment list and rates above.

Alcohol is not permitted on the grounds. A Washington State Banquet Permit is required for alcohol served in the banquet rooms and can be obtained at any Washington State liquor store.

All rates subject to change without notice. All costs are subject to Washington State sales tax.