

CITY OF SNOHOMISH CARNEGIE FACILITY CHECKLIST

Snohomish Carnegie
105 Cedar Avenue
Snohomish, WA 98290

*Established as the Snohomish Carnegie Library in 1910,
this property is registered with the Washington State and
National Register of Historic Places.*

Client Event Information:

Name:	
Mailing Address:	
Phone Number:	
Email Address:	
Date/Hours of Event	Date: _____ Start Time: _____ End Time: _____
Name of Event/Type:	
Number of guests:	
How many 48" round tables?	Facility Total Avail = 18
How many 24" x 60" tables?	Facility Total Avail = 10
How many 42"H x 30"D cocktail table	(6 stay in the room) Facility Total Avail = 8
How many chairs?	Facility Total Avail = 120
AV System? (circle/highlight if needed)	Digital Screen? Yes PA System? Yes Microphone: Handheld or Lapel
Day of Event on-site Contact Name	
Day of Event on-site Contract Phone#	
Carnegie Parking Lot Reserved?	___ Yes ___ No

Snohomish Carnegie Building Use Information:

Light Switches: When facing main entrance: Light switches/control panel are to the left
Chandelier is toggle switch with a small dimmer slide alongside the toggle
Overhead lights are controlled by a 2-button switch
Top: All lights on Bottom: All lights off
Kitchen lights are motion activated and have a 4 button switch on the wall
by the drinking fountain Top: Lights On Bottom: Lights Off
Alcove lights are motion activated and have a 2 button switch on the wall
above the display case. Top: Lights On Bottom: Lights Off

Fan Control: When facing main entrance: Fan switch is to the right. Remote available for
speed and lights

Window Blinds: Blinds are numbered 1-15 starting with window in kitchen to far left (#1)
count clockwise from there.

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Power outlets:	Located in the floor under silver slide plates.
Audio/Visual Information:	Access panel is located on the south-east wall by the full wall curtains Log-in code: 1909 AV connections are below the access panel AV How To: Top left drawer in kitchen
Bluetooth Connection	Bluetooth switch located below and to the left of the access panel. Press button until light turns blue. To pair with phone or other device look for CarnegieRDL
Wi-Fi: Carnegie-UpperF1	Password: Carnegie1909
Remote Controls:	Blinds, Fan: located in top left drawer of kitchen
Event Signage	Assorted Event Signage A-Boards are available in the downstairs vestibule for placement in the plaza and/or parking lot. Ex: Closed Private Event, Meeting upstairs/downstairs, Open House

The City of Snohomish requires the reservation holder of the Snohomish Carnegie Building to clean the facility before vacating the premises (within their rental hours). The venue must be restored to the manner in which it was found upon arrival. Failure to comply will result in the loss or partial loss of the damage deposit and/or accrual of additional charges.

It is the responsibility of the reservation holder to:

Prior to the event:

- Acquire all permits or licenses required to support the event.
- Pay all outstanding balances or invoices including but not limited to deposits.
- Acquire special event insurance.
- Permits, licenses and insurance will be the sole responsibility of the renter and provided to the City of Snohomish no less than 15 days in advance of the scheduled event.

Day of the event:

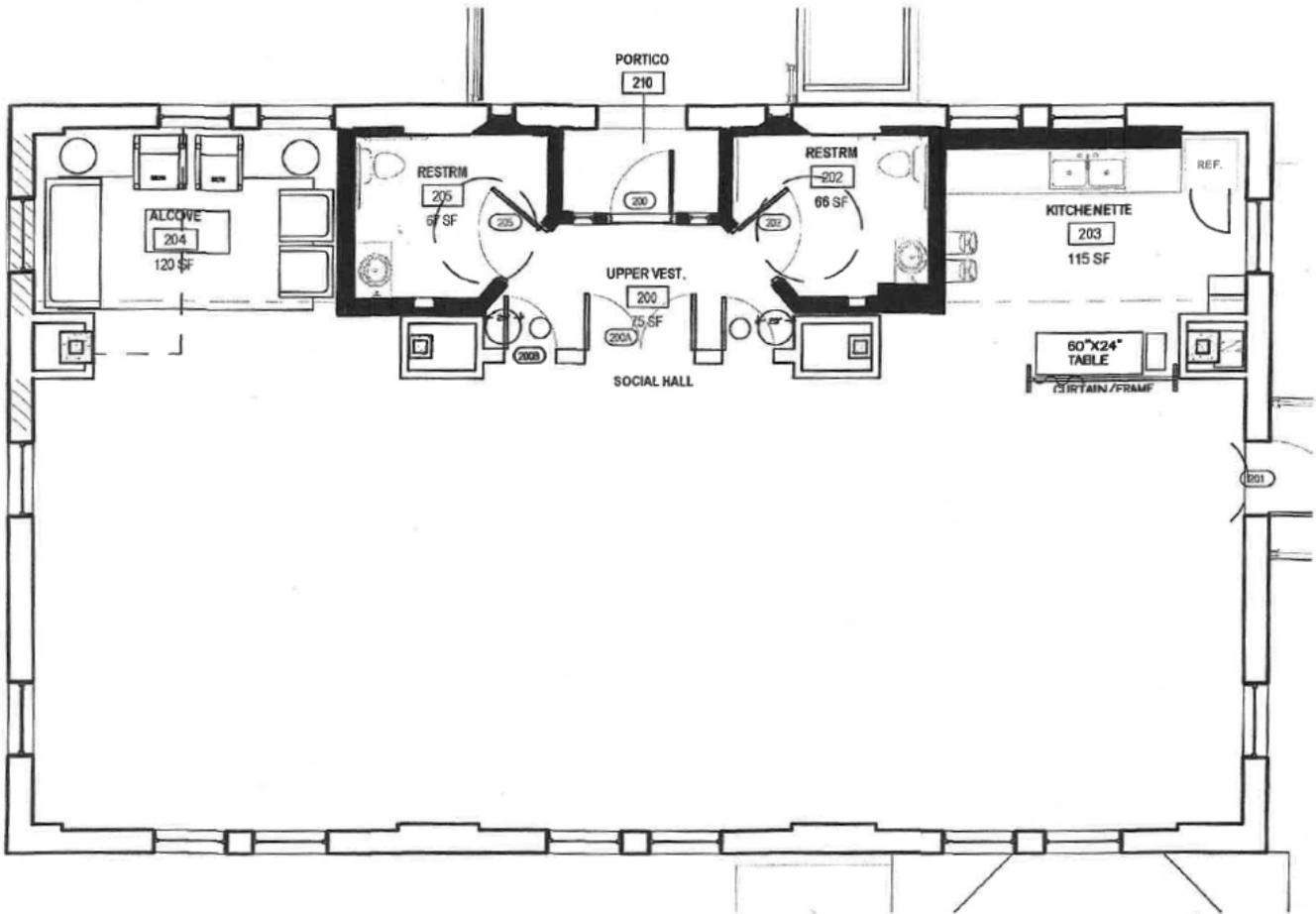
- Permits must be present in the facility where alcohol will be served (if applicable).
- Deposit all garbage in dumpsters and all recycling products in containers provided in the dumpster enclosure.
- Sweep/dry mop the floors.
- Clean and wipe down tables, microwave, refrigerator, and counters, rinse sink.
- Remove all decorations.
- If A-Boards are used – return them to the vestibule under the stairs.
- Lock doors, leave key card in kitchenette or utility drop box at City Hall (116 Union Avenue)

Please remember that all helium balloons, confetti, glitter, rice, marshmallows, birdseed, fog machines, and silly string, open flame or candles are **NOT PERMITTED** in or around the Snohomish Carnegie Building. If you have any questions, please ask Carnegie staff for clarification and/or assistance.

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Please complete the floor plan:

Snohomish Carnegie Upper floor dimensions: Main Room: 57' 11" x 21' 6" Alcove and Kitchenette: 8' 11" x 13' 0"



I have read the rules and regulations above and agree to the conditions and charges as established on my own behalf and on behalf of the Organization as applicable.

Printed Name: _____ Date: _____

Signature: _____

Printed Name: _____ Date: _____

Signature: _____

Printed Name: _____ Date: _____

Staff Signature: _____