

# **PORT OF COUPEVILLE**

## **ISLAND COUNTY, WASHINGTON**

### **RESOLUTION NO. 256**

**A RESOLUTION of the Board of Commissioners of the Port of Coupeville,  
Island County, Washington, adopting policies and fees for event fees at Greenbank Farm.**

**WHEREAS, the Port of Coupeville owns and operates the Greenbank Farm in Greenbank, WA,  
containing facilities and land for the general public to conduct public and private events,**

**WHEREAS, Hourly rates are billed on an hourly basis, Half Day rates are billed for six (6) hours, All  
Day rates are billed for twelve (12) hours,**

**NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Coupeville  
that the following policies governing Greenbank Farm event fees are adopted and the previously  
adopted policies contained in Resolution #247 are rescinded:**

#### **1. Event fees:**

- **Parking Lots (only)**

|                            |           |                | <b>All Week</b> |
|----------------------------|-----------|----------------|-----------------|
| ○ Wonn Road Triangle       | \$40/Hour | \$200/Half Day | \$400/All Day   |
| ○ Main Parking Lot (South) | \$40/Hour | \$200/Half Day | \$400/All Day   |
- **Barn A (Includes assigned parking in one (1) lot, Wi-Fi)**
  - **Private Events – Includes use of lawn area around the pond, lawn area left of Barn A,  
Gardens, Viewpoint, small prep kitchen and loft.**

|   |            |                |                  |
|---|------------|----------------|------------------|
| ▪ Weekdays                              | \$75/Hour  | \$400/Half Day | \$800/All Day    |
| ▪ Friday Night (5-11 PM)                |            | \$500/Half Day | \$1600/All Day   |
| ▪ Saturday or Sunday                    | \$150/Hour | \$800/Half Day | \$1600/All Day   |
| ▪ Saturday & Sunday                     |            |                | \$2700/Both Days |
| ▪ Friday, Saturday & Sunday<br>(3) Days |            |                | \$4300/All Three |
- **Barn A (Includes assigned parking in one (1) lot, Wi-Fi)**

|                           |            |                | <b>All Week</b> |
|---------------------------|------------|----------------|-----------------|
| ○ Sales Event             | \$75/Hour  | \$350/Half Day | \$600/All Day   |
| ○ Concert (no charge)     | \$75/Hour  | \$350/Half Day | \$600/All Day   |
| ○ Concert w/admission fee | \$125/Hour | \$600/Half Day | \$1100/All Day  |
- **Barn A (includes assigned parking in one (1) lot, Wi-Fi)**
  - **Business Meetings less than  
40 people, Non-catered services,  
non-event, private meetings only**

|  |   |                |
|--|---|----------------|
|  | <b>Monday – Friday 8 AM - 5 PM Only</b> | <b>\$50/HR</b> |
|--|---|----------------|



- **Private Event Lawn (Other than parking lots)**

- Under 20 people, max 12'x12' canopy, no utilities                      All Week              \$45/HR  
No live or amplified music or sound, location  
Dependent on booked events

- **Private Meetings JD House                      Monday – Friday 8 AM - 5 PM Only    \$20/HR**

- Back conference room only

**2. The Board of Commissioners for the Port of Coupeville may temporarily or permanently adjust fees and rates at its discretion.**

**3. Further details concerning costs, fees, policies and procedures will be included in the event contract provided by the Port of Coupeville.**

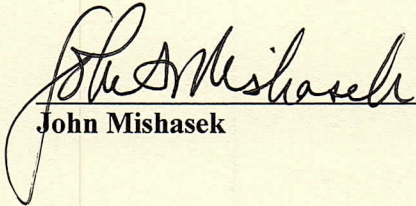
**4. The Port of Coupeville may enter into special agreements where there is specific benefit to the Port and its residents/taxpayers.**

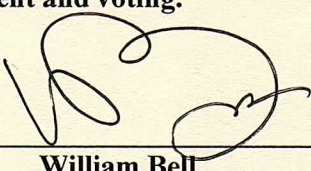
**5. Notes:**

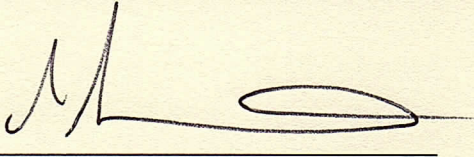
- 1. Renter provides all entertainment, signage, equipment, staff, and food. Port of Coupeville provides one person to open and close and remain on call for emergencies.**
- 2. Port of Coupeville provides the use of tables and chairs on site; Port of Coupeville has 20 8' x 30" tables and 57 white folding chairs (party may rent additional chairs and tables from an outside supplier).**
- 3. Banquet permits apply.**
- 4. Liability Insurance must be provided for public and private events. Excludes Business Meetings/Private Lawn Events.**
- 5. Port of Coupeville staff will meet with the party and tour the facilities. A list of vendors will be provided for services and equipment rental if needed. The party will make their own arrangements with each vendor. Set up/take down is the responsibility of the lessee.**
- 6. Set up can be as early as 8 AM. Take down must start before 10:00 PM.**
- 7. Rental equipment may be delivered on Friday and picked up on Monday at no additional charge.**
- 8. Set up/take down is the responsibility of the lessee.**
- 9. Non-profits who provide proof of certificate will be entitled to a 50% discount on published rates. All proceeds from the event must directly benefit the mission of the non-profit whose name appears on the contract. Non-profits may not contract for the benefit of other businesses, groups or individuals to secure the non-profit rate.**
- 10. Tenants of Greenbank Farm will be entitled to a 50% discount. All proceeds from the event must directly benefit the participating Tennant whose name appears on the contract. Tenants may not contract for the benefit of other businesses, private individuals or groups.**
- 11. Password for the Wi-Fi will be provided once the fee has been paid. Do to the nature of providing Wi-Fi and the many different types of devices that utilize Wi-Fi, the fee for accessing the Wi-Fi connection is non-refundable. Performance per device cannot be guaranteed and use of the Wi-Fi connection is not guaranteed.**



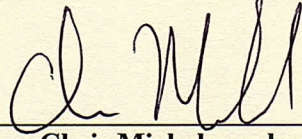
ADOPTED by the Board of Commissioners of the Port of Coupeville at the regular public meeting thereof held this 12<sup>th</sup> day of December, 2018 and duly authenticated in open session by the signatures of the Commissioners being present and voting.

  
John Mishasek

  
William Bell

  
Mohammad Mostafavinassab

Attest: This 12<sup>th</sup> day of December, 2018

  
Chris Michalopoulos

11.15.2018/V2