

By making a reservation at the Lacey Conference Center, you agree to all terms & conditions.

Reservation Terms & Conditions:

- Rooms reserved outside of our regular business hours (M-F 7am-3pm) will be subject to an additional \$100 fee.
- Conference rooms are billed by the hour, so if you reserve a room for 1.5 hours, you will be billed for 2 hours.
- Daily rentals are 8 hours, 7am-3pm. If you go beyond those hours, you will be charged for the additional hours accrued + the \$100 after hours fee.
- Client is responsible for all damages caused during rental.
- No glitter allowed.
- This is a business office. Children are allowed in the building, but please consider the business environment especially when visiting during the day.
- If you are using our audio/video equipment, please include the time to set it up in your reservation. We are happy to help, but can't do it if we're not given any time.
- To serve alcohol, either you or your caterer must obtain a liquor license and have it posted on the door during your reservation. The Lacey Conference Center is not responsible for any alcohol-induced accidents when alcohol is served on the premises.
- If you are serving alcohol, or having a party, the building may require a security guard, at your expense.
- If you are serving alcohol, have a full-length reservation in the Harvest Room, a reservation in the Horizon Room, any non-business event (parties, celebrations, etc.), you may be asked to sign a more detailed terms & conditions form in order to proceed with your event.

Cancellation Policy:

- If you cancel more than 48 hours prior to the start of your reservation there is no cancellation fee.
- If you cancel between 24 and 48 hours prior to the start of your reservation then there is a 25% cancellation fee.
- If you cancel with less than 24 hours prior to the start of your reservation you will be charged 50% of the reservation cost.
- No-shows are required to pay the full cost of the reservation.

You can view and/or cancel your existing reservation [here](#).

Keys:

I agree not to loan or have key(s) reproduced in any manner; also upon transferring to another office, departure from Executive Suites (located at the WFB Building), or upon demand, I will return the 2 keys and Key-Card to the Washington Farm Bureau office. Failure to return any keys will result in a \$100 charge to replace the lock.

In the event that my key(s)/key-card are lost, stolen, or otherwise misplaced, I accept the responsibility to immediately notify the Washington Farm Bureau management (360) 357-9975. The replacement cost is \$100 to replace the lock and keys.

By making a reservation, you accept these Terms & Conditions, and you accept them for your current and ALL future reservations.

We have the right to update this agreement at anytime, without any notice to the customer.