

Banquet Permit

Serving alcohol at your wedding? Then Washington State Liquor and Cannabis Board requires that the host of a private event in the state of Washington obtain a Banquet Permit. This is a very simple and quick process, and it takes about 2 minutes. Their fee is \$11.

1. To obtain your Washington State banquet permit, go to: [Banquet Permit](#)
2. Applicant Information: Fill out your personal information
3. Location Information: Fill out as indicated below

The screenshot shows a web form titled "2. Location Information". It contains several input fields and dropdown menus:

- Name of Building or Location of Event:** A text box containing "Tin Roof Barn".
- Room or Area Held:** A text box containing "N/A".
- Street Address of Location:** A text box containing "984 Hwy 141".
- County:** A dropdown menu with "Klickitat" selected. A blue arrow points to this dropdown.
- City:** A dropdown menu with "White Salmon" selected.
- Zip Code:** A text box containing "98672".

At the bottom right of the form is a "Next" button.

4. Event Information: Fill out according to the details of your event
5. Acknowledgement: Check the acknowledgement box and sign

Follow the remaining instructions for payment and insure you receive the printed copy and receipt. We will need to have a signed copy of this permit on-site for your event, please email it to: magic@atinroofbarn.com

WedSafe Insurance

Please follow these steps when purchasing the Event Insurance through WedSafe or Private Event Insurance (same company so you can use either). Total price without cancelation insurance is \$185.

If you choose to purchase **Cancelation Insurance** as well (highly recommended), they will offer you a 15% discount.

1. Go to: www.wedsafe.com and select the pink box, “Get a Quote”

Wedding Insurance Why Wedsafe? Wedding Planning Tips Insurance For Other Events Purchase Now

Your guests saved the date.
Now make sure you do too.

Insure Your Wedding Today!

► Get a Quote

Wedding Liability Insurance
Help protect yourself against financial loss that could result from a wedding mishap or vendor incident. Wedding Liability Insurance is now required by many wedding venues.

Wedding Cancellation Insurance
Reimbursement is available for your financial losses or expenses if you're forced to postpone or cancel your wedding.

15% Discount Wedding Day Protection Package
Purchase Liability with Cancellation/Postponement Coverage and receive up to a 15% discount on your premium! [Get a quote now!](#)

Planning another kind of event? Visit [Private Event Insurance](#) to find out how you can help protect your event investments.

WEDONLINE
COUPLES' CHOICE
AWARDS
★★★★★
2018

SAVE 15%

If you'd like to add-on “cancelation insurance,” this is a good time to do so!

- Fill out the Location Information with your state of residence and the type of event you are having. Whether or not you are serving alcohol, make sure you select

“Furnished without a charge, or BYOB”

as this will make sure that you are covered for liquor liability and is included in the liability insurance at no additional charge.

Quick Quote

Quick Quote | Step 1 | Step 2 | Review | Thank You

Location Information

Where do you live?

Where will your wedding or event take place? in the state where I live
 in a different U.S. state
 outside the U.S.

What type of event are you hosting?

A wedding ceremony, reception and/or rehearsal
 A private party
 A business or organization event

What is the date of your event?

How many guests will be at the event?

Alcoholic beverages are (select one): Not available at the event
 Sold
 Furnished without a charge and/or BYOB
 Both sold and furnished without a charge

Good news! When you purchase a liability policy, Host Liquor Liability coverage will be automatically included, per the terms of the policy. The certificates of insurance will reflect this.

- Select the \$1,000,000 Liability Limit option.

Quick Quote | Step 1 | Step 2 | Review | Thank You

Liability Insurance

	LIABILITY LIMIT OPTIONS (per occurrence)- All options have \$5,000,000 General Aggregate	One Time Premium
<input checked="" type="radio"/>	\$1,000,000	\$175
+View higher limits		

(Please note: The Liability Coverage is structured using a Risk Purchasing Group (RPG) that allows the program to offer what we feel are very competitive rates and coverage. An RPG fee of \$10.00 will be added to the premiums above.)

Cancellation Insurance

	Level	Cancellation / Postponement Limit select your coverage level based on total wedding/event budget	+View sublimits	One Time Premium
<input type="radio"/>	1	\$7,500		\$130
<input type="radio"/>	2	\$15,000		\$180
<input type="radio"/>	3	\$25,000		\$235
<input type="radio"/>	4	\$35,000		\$275
+View higher limits				

No thank you, Cancellation / Postponement insurance is not desired

Total Premium: \$175

4. Fill out your legal first and last names.
5. Select the drop down box to search for Tin Roof Barn. Scroll down and double click on it.

6. The information for Tin Roof Barn will automatically populate. You don't have to change anything on this page.

Make sure "Email certificate to the venue" is checked YES, that way you don't have to remember to send it to us.

" *Email certificate to the venue?"



"Yes"

7. Fill out your personal information.

Personal Information

Quick Quote Step 1 Step 2 Review Thank You

*Required

Named Insured Details (as it should appear on the policy)

* First Name

* Last Name

* Address1

Address2

* City

State **Washington**

* Zip

* Telephone

Cell Phone

* E-mail

* Re-type E-mail

8. Select the "I accept" box and fill out your name at the bottom

Quick Quote Step 1 Step 2 Review Thank You

Warranty and Disclosure Statement

I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent and confirm that, to the best of my knowledge, all information provided is complete, true and correct.

I am aware that the insurance company expects accurate reporting for my premium calculation, and should my figures exceed my estimates during the coverage term I will make arrangements to pay the additional premium. I understand that my book and records may be examined or audited by the insurance company at any time during the coverage period and up to three years thereafter. Intentional misrepresentation or misreporting may jeopardize coverage. The company, as well as any of its authorized representatives, reserves the right to decline/void any ineligible coverage. I further acknowledge that, I have reviewed all information provided with this enrollment form and understand the exclusions which apply, as well as the activities and operations for which coverage is not provided.

Affinity Insurance Services Inc. is an insurance producer licensed in your state. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers. The role of the producer in any particular transaction involves one or more of these activities. Compensation will be paid to the producer, based on the insurance contract the producer sells. Depending on the insurer(s) and insurance contract(s) the purchaser selects, compensation will be paid by the insurer(s) selling the insurance contract or by another third party. Such compensation may vary depending on a number of factors, including the insurance contract(s) and the insurer(s) the purchaser selects. In addition, Affinity may charge a fee for administrative services. Your signature on your application, quote form, check, credit card and/or other authorization for payment of your premium, will be deemed to signify your consent to and acceptance of the terms and conditions including the

I accept

Name of person completing this form:

First name:

Last name:

9. Your summary should look like this unless you selected Cancellation/ Postponement Insurance as well.

Premium Summary	
Total Commercial General Liability:	\$ 175.00
Total Cancellation/Postponement Insurance (Inland Marine):	Not Covered
Total Premium:	\$ 175.00
Risk Purchasing Group Membership Fee	\$10.00
Total Amount Due	\$185.00
* Premium subject to change if not completing purchase same day as quoting *	

10. Fill out the information to pay by credit card or PayPal and you're done! Print or save a copy for your records.

As long as you had the box checked to have WedSafe send a copy to us, you won't have to show us proof of insurance, as we will already have it.

