

Frequently Asked Questions

Where do I check in when I arrive to the community center?

Please check in at the front counter upon arrival. Staff will check you into your room and make sure you have everything you need.

How many tables and chairs are available?

Chairs~ 180 black wire chairs, additional black folding chairs up to 225

Tables~ 30 - 72"x24" rectangular, 22 - 60" Round

Do you provide linens; serveware, silverware, and glassware?

You can get these items from your cater or rental company. We do not provide anything other than the above tables and chairs.

Who sets up and cleans up the room?

Client is responsible for set-up and break-down of all tables and chairs unless this service has been secured with your contract.

If your rental includes set-up, staff will set up our tables and chairs prior to your arrival..

If your rental includes break-down, staff will break down our tables and stack our chairs.

Client is responsible for setting up and breaking down any extra rented chairs, tables, and decorations.

Client is responsible for clean up.

Can I use my own caterer? Do you provide in house beverages or food?

Yes, we welcome all caterers; if they are staying on-site, they will need to provide their Mercer Island business license number to our staff.

We can provide coffee or tea for your event. Each pot is \$6.50 and serves up to 8 people. We do not provide any food options.

What type of services do you have for a business meeting?

Free WiFi, 1080p HD projector*, white boards, easels, cork boards, coffee service*

*Additional fee.

Can we serve alcohol at our event?

Yes, it is permitted with proper licensing in rental rooms and outside on Terrace when rented. It is prohibited in all other areas of MICEC including the Lobby, Game room, exterior grounds, parking lot, and entire lower level of MICEC.

Please refer to the last page of the Rental Information Packet for requirements to serve.

Can I use the Terrace when renting the Mercer Room?

The Terrace is a public space available to rent for your event. Please see the Rental Information Packet for fees and information.

Directions to the Community Center? 8236 SE 24th St.

From Seattle

Take the 77th Ave Exit (#7A) go left at the stop sign, go right at next stop sign, go left on 81st (after the light), go right on 24th

From Bellevue

Take the Island Crest Way Exit (#7), go through light, go right on 81st, go right on 24th

