Rental Procedures & Rental Deposit Policy:

You may cancel your rental request in person, over the phone or by using our online inquiry form at http://www.mercergov.org/FormPage.asp?FormID=31 for Mercer Room Rentals and Meeting Rooms. Payment of the deposit serves as acceptance of the Terms and Conditions listed in this information packet.

The Rental Deposit is Due at Time of Booking

• Mercer Room Deposit: $150 (Business Rentals), $400 (Party/Event Rentals). For $400 deposits, $300 will be refundable after your event, granted you are properly cleaned up, out on time and have followed all other policies. $150 deposits are fully refundable.
• Meeting Room Deposit: $50.00 fully refundable deposit.

Payments:

Mercer Room:
• Deposit is taken at time of booking.
• 25% due 30 days prior to event date.
• Balance due 45 days prior to event date.

Meeting Rooms:
• Deposit is due 10 days prior to time of booking, and all cancellation fees will be assessed against prepayment.
• Payment is due no later than 14 days prior to rental date. Postdated payment will be applied at that time.

Refunds:

• Refunds will be refunded, less the costs of any repairs due to damages to the facility or unpaid balances owed by the renter. If renter is entitled to a refund of the deposit or rental fee in accordance with the terms of this contract, a refund will be processed for payment within 30 days of the end date of the last rental specified on this contract.
• For payments that were made by credit card: The refund will be credited back to the credit card charged. If credit card on record expires and client does not update that information, a check refund will be issued.
• For payments that were made by check: The refund check will be mailed payable to:
  1. The named Renter, if for a personal rental; or
  2. The "Organization," if for an organization rental.

A rental deposit will only be refunded if:

• Rental fees and paid in full in accordance with payment terms.
• A signed copy of this contract has been received by MICEC.
• All clean-up is completed as outlined in clean-up form and signed off by
  Customer Service staff.
• Renter has vacated the room(s) by the designated time.
• Renter has signed in/out with Customer Service staff.
• No damage to the facility or equipment has been incurred during the rental.
• All other terms of this contract are met.

Additional Fees & Overage Charges will be assessed for contracts that extend beyond their contracted times, failure to breakdown and clean up and/or damage property or equipment.

Additional Fees & Overage Charges:

By signing this contract, Renter agrees to pay any and all applicable fees and charges specified in this contract and the MICEC Rental Information Packet. All applicable fees and charges will be first deducted from the deposit, and any unapplied balance required to pay any remaining balance. In addition to all fees and charges specified in this contract and the MICEC Rental Information Packet, the following overage charges apply:

- Usage or occupancy of room(s) over contracted rental time and outside of the MICEC standard hours of operation.
  
  Two (2) times hourly corporate plus loss of deposit.

- Usage or occupancy of room(s) over the contracted rental time during the MICEC standard hours of operation when not interfering any other rental.
  
  One (1) time contracted hour rental rate.

- Usage or occupancy of room(s) over the contracted rental time during the MICEC standard hours of operation that interferes with the next rental.
  
  Two (2) times contracted hourly rate plus loss of your deposit.

- Table and chair break-down not completed according to check-out sheet requirements.
  
  Break-down fee will apply.

- Room(s) not cleaned up according to all check-out sheet requirements.
  
  Mercer Room: $550 Meeting Rooms: Two (2) times cleanup fee will apply plus any applicable charges.

Clean-up:

Meeting Rooms: Clean-up is the responsibility of renter.
Mercer Room: Clean-up is the responsibility of renter. MICEC staff does not provide clean-up. We must receive a copy of the permit and certificate of insurance for a valid insurance license before the event.

Cancelling:

All notices of rental cancellation must be sent in writing to mercergovinfo@mercer.gov. The cancellation fee is assessed for each room and date you have reserved. Cancellation fees are calculated according to check-out sheet requirements.

- Full fee is equal to the full rental deposit applies to a cancellation with nine (9) months of advance notice.
- Fee equal to the full deposit or 75% of the rental fee, whichever is greater, applies to a cancellation with four (4) to nine (9) months advance notice.
- Fee equal to 100% of the rental fee applies to cancellation of four (4) months or less notice advance notice.

Alcohol & Smoking Policy:

Mercer Room: A $100 alcohol fee will apply to each rental for alcoholic service.

Meeting Room: A $50 alcohol fee will apply to each rental for alcoholic service. ($100 per alcohol application. See page 6 for details.)

Alcohol is permitted with proper licensing in the meeting rooms and outdoor on the Terrace when rented, but is prohibited in all other areas of the facility, including the lobby, the front/rear grounds, the parking lot, and the entire lower level of the facility.

A Certificate of General Liability Insurance naming the City of Mercer Island as an additional insured is also required. You may obtain the coverage through Entertainment Brokers International by applying online at www.ebi-ins.com/tulip using our facility code: 0465-097. The amount of this one time insurance fee is $30,000.00 in coverage. We must receive a copy of the permit and insurance at least 6 weeks prior to your rental.

A Banquet Permit allows the serving and consumption of liquor at private, invitation-only banquets or gatherings held in a public place or business. Examples of these events would be holiday banquets, retirement parties or weddings. The permit must be completed online at https://www.wa.gov/licensing/banquet-permit. We must receive a copy 3 weeks prior to your rental.

- The permit must be issued to a profit entity, societies, organizations and individuals.
- However, liquor licenses may not be granted to small businesses, churches, societies, organizations and individuals.

Rental Information Packet:

Mercer Island Community & Event Center

(206) 275-7609  •  www.EventsOnMercer.com

Welcome to The Center

Welcome! And, thank you for your interest in renting at the Mercer Island Community & Event Center.

We are committed to providing the highest quality facilities and services in partnership with the community. It is our goal to make your event one to remember, so please contact us anytime—just call (206) 275-7609, or visit www.EventsOnMercer.com.

A look inside:

- Facility Floorplan...3
- Mercer Room (Multi-Purpose Room)...4 - 5
- Terrace & Kitchen...5
- Meeting Rooms...6
- Gym & Dance Room...7
- Rental Policies & Requirements...8
- Overview on Rental Requirements and Fees. See page 8 for additional details on facility rental requirements, policies and procedures.

Rate Classifications:

- Mercer Island Community Service: Available to Mercer Island, non-profit organizations whose focus is about improving the local community. To qualify for the Community Service Rate, the group contract holder must present proof of current 501c3 status.
- Non Island Non-Resident: Available to non-profit organizations that are not based on Mercer Island. To qualify, the group must present proof of current 501c3 status. This classification also includes government entities.
- Corporate: Available to business and corporate clients renting the facility for functions such as team building, trainings, board/staff meetings, conferences and celebrations where the goal is to benefit your corporate organization. This group also includes any individual or business that may be holding a function where the goal is to sell, promote or increase potential business.
- Residents / Non-Residents: To receive the resident rate, contract holder must have a Mercer Island address. P.O. Boxes do not qualify as residency. Any individual without a Mercer Island address will be booked at the non-resident rate.

Gymnasium & Dance Room

Gymnasium Rentals

The full-sized Gym is 10,000 sq ft. It is available for athletic events only, and can be divided in two. It is equipped with a sound system and electronic score board. Please complete the online application at www.mercergov.org/gym. Rentals will be assigned per the Gym Use Guidelines as posted on the website.

Dance Room Rentals

The Dance Room is a beautifully finished 1,485 sq. ft room. Dance Room rentals can be made in person, or over the phone with a MasterCard or VISA.

We’re Open 7 Days a Week:

Monday - Thursday: 7:00am – 9:00pm
Friday: 7:00am – 7:00pm (extended hours) 7:00pm – 12:00am
Saturday: 8:00am – 9:00pm (extended hours) 9:00pm – 12:00am
Sunday: 11:00am – 5:00pm (extended hours) 8:00am – 11:00am 5:00pm – 10:00pm

Overview on Rental Requirements and Fees. See page 8 for additional details on facility rental requirements, policies and procedures.

Gymnasium & Dance Room Rental Rates:

<table>
<thead>
<tr>
<th></th>
<th>Monday - Thursday</th>
<th>Mercer Island Community Service</th>
<th>Resident &amp; Non-Island Non-Profit</th>
<th>Non Resident &amp; Corporate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gymnasium 1/2</td>
<td>$55 per hour</td>
<td>$55 per hour</td>
<td>$55 per hour</td>
<td>$50 per hour</td>
</tr>
<tr>
<td>Dance Room</td>
<td>$22.50 per hour</td>
<td>$40 per hour</td>
<td>$40 per hour</td>
<td>$50 per hour</td>
</tr>
</tbody>
</table>

*Based on availability, the Gym and Dance Room are available for extended hours on Sunday from 8:00am-11:00am at applicable rate plus the extended hour fee of $40/hour. $50 deposit upon booking. Considered on a case-by-case basis. Please contact the Reservation Specialist at least 3 weeks in advance to make request.

“...this is one of the nicest, cleanest, best community centers I have ever had the pleasure to use. The gymnasium is really beautiful. The exercise room is very clean, quiet and nice (and surprisingly never crowded). The equipment is of really good quality, and the TVs and personal tuners are in great working order. Classrooms and facilities are very modern, clean and maintained. The staff is always very friendly too.” — Anna W.

* Clean-Up is the responsibility of the renter. You may bring in your own vendor, or be responsible for clean-up yourself.

DECORATIONS: Only free-standing floor and table decorations are permitted. Affixing anything to ceiling, walls, doors, columns or windows is prohibited. If decorations are found attached in the room, it will result in the forfeiture of your rental deposit funds. Candles may be used if they are enclosed in a hurricane or vase, flame not higher than glass. No free-standing tiered candles are allowed.

RICE, BIRDSEED, CONFETTI, GLITTER, DANCE WAX (etc.): Use of such materials is not permitted inside the building or on the grounds and will result in forfeiture of the entire rental deposit. Any additional equipment brought in by the renter must be pre-approved by the Community Center Reservation Specialist (i.e., special electrical equipment, lights, lifts, platforms, ladders, etc.).

See page 8 for additional details on facility rental requirements, policies and procedures.
### Meeting Rooms

#### Meeting Room Rentals

There are four separate 893 sq ft meeting rooms adjacent to the lobby: Groveland, Clarke, Calkins and Luther Burbank. Each room will accommodate up to 49 people for programs, meetings and special events. Windows provide plenty of light and views to Luther Burbank Park, Lake Washington, and the Cascades.

**Room Details:**

- **Sq. Feet:** 893
- **Configuration:** Tables & chairs in rooms
- **Seating:** 49 max
- **Amenities:**
  - Free WiFi
  - Sound system
  - Ceiling-mounted LCD equipment
  - DVD/VCR
  - Tele-conferencing
  - White-board
  - iPod Port
  - Sink
- **Views:** Lake Washington, Cascades & Territorial
- **Set-up:**
  - Set-up / Break-down available for additional charge.
  - Clean-up services are available for additional charge.
- **Reservations:**
  - Up to 12 months in advance;
  - 3 weeks in advance to make request.
- **Alcohol:**
  - Up to 12 months in advance; $50 per event (does not include clean-up)
  - Ongoing basis: $25 per room (does not include clean-up)

**Room Rental Rates:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Mercer Island Community Service</th>
<th>Resident &amp; Non-Island</th>
<th>Non Resident &amp; Corporate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>7:00am – 9:00pm</td>
<td>$22.50 per hour</td>
<td>$45 per hour</td>
<td>$55 per hour</td>
</tr>
<tr>
<td>Fri</td>
<td>7:00am – 7:00pm</td>
<td>$22.50 per hour</td>
<td>$45 per hour</td>
<td>$55 per hour</td>
</tr>
<tr>
<td>Sat</td>
<td>8:00pm – 9:00pm</td>
<td>$22.50 per hour</td>
<td>$45 per hour</td>
<td>$55 per hour</td>
</tr>
<tr>
<td>Sun</td>
<td>11:00am – 5:00pm</td>
<td>$22.50 per hour</td>
<td>$45 per hour</td>
<td>$55 per hour</td>
</tr>
</tbody>
</table>

**Extended hours:**

- Sunday: 8:00am to 11:00am, $40 per hour
- Considered on a case-by-case basis. Please contact the Reservation Specialist at least 3 weeks in advance to make request.

*As a local career coach who constantly needs space to host various group training sessions and networking events, I’ve found the Community Center to be the best kept secret in town. Not only are their rental rates incredibly reasonable, compared to hotels and other potential venues, but my clients constantly rave about the friendliness of the staff, the beauty of the facility, the ease of the parking, and the convenience of the location given that they may be coming from either side of the lake. The Center truly is one of a kind and an absolutely great addition to the community. And while I suppose I’ve just created more competition for myself, in terms of securing available rental dates, I can’t help it – I’m a raving fan of the place!* — Matt Youngquist

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### Facility Main Level Floorplan & Rental Room Details

**222 FREE Parking Spaces**

**Easy access from I-90**

**Minutes from Seattle & Bellevue, WA**

**Modern Technology**

**FREE WiFi**

<table>
<thead>
<tr>
<th>Rooms</th>
<th>Mercer Room</th>
<th>(3) Meeting/Event Rooms</th>
<th>Outdoor Terrace</th>
<th>Catering Kitchen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sq. Feet</td>
<td>893</td>
<td>893</td>
<td>893</td>
<td>520</td>
</tr>
<tr>
<td>Configuration</td>
<td>Multi-Purpose Room</td>
<td>Dividable into 3 sections</td>
<td>Tables &amp; chairs in rooms</td>
<td>Open-air, covered with patio tables &amp; chairs</td>
</tr>
<tr>
<td>Seating</td>
<td>225 max. theater-style; 200 max. banquet-style</td>
<td>49 max.</td>
<td>50 max.</td>
<td>N/A</td>
</tr>
<tr>
<td>Amenities</td>
<td>WiFi, sound system; ceiling-mounted LCD equip.; DVD/VCR; wireless handheld or lapel mic system; assisted listening devices; iPod Port, sink</td>
<td>WiFi; ceiling mounted projectors w/sound system &amp; tele-conferencing, sink</td>
<td>Monument steps &amp; covered terrace; outdoor barbecue grill available for rent</td>
<td>Ice maker; crocktop; refrigerator; freezer; steamer; convection oven, garbage disposal &amp; restaurant style dish washing station</td>
</tr>
<tr>
<td>Views</td>
<td>Lake Washington, Cascades &amp; Territorial</td>
<td>Lake Washington, Cascades &amp; Territorial</td>
<td>Lake Washington, Cascades &amp; Territorial</td>
<td>N/A</td>
</tr>
<tr>
<td>Set/Clean-up</td>
<td>Customer must clean; Set-up / break-down available for additional charge</td>
<td>Customer must clean; Set-up / break-down &amp; clean-up available for additional charge</td>
<td>Customer must clean</td>
<td>Customer must clean</td>
</tr>
<tr>
<td>Reservations</td>
<td>Up to 24 months in advance; 5 hour min. rental on Saturday &amp; Sunday</td>
<td>Up to 12 months in advance</td>
<td>Can be reserved with Mercer Room rental. Otherwise open to public</td>
<td>5 hour min. rental on Saturday &amp; Sunday</td>
</tr>
</tbody>
</table>

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**MEETING ROOMS RENTAL FEES & REQUIREMENTS:**

- **Reservations:**
  - Up to 12 months in advance; Ongoing basis
  - Deposit upon booking: $50
  - Cancellation fee: $25 – Rental fee (see pg. 8)
  - Room set-up fee: $25 per room
  - Room Break down fee: $25 per room (includes break down)
  - Meeting Room Clean-up: $25 per room (includes break down)
  - Alcohol fee: $50 per event / $100 per year annual agreement (up to 12X per year, then $50 ea add’l event)

**OPTIONAL SERVICE & EQUIPMENT RENTALS:**

- **Coffee Service fee:** $6.50 pd (64 oz. pd)
- **Audio Visual rental fee:** $35
- **Food/Beverage fee:** $20
- **Tele-Conference phone fee:** $15

See page 8 for additional details on facility rental requirements, policies and procedures.

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**Facility Main Level Floorplan**

![Facility Main Level Floorplan](image-url)
Mercer Room (multi-purpose room)

Mercer Room Rentals

The Mercer Room boasts 3,335 sq ft of space for your event. It is capable of banquet seating for up to 200. This room can also be divided into as many as three rooms for smaller groups. It is conveniently located near the entrance of the Mercer Island Community & Event Center, and adjacent to the Outdoor Terrace and Catering Kitchen.

A modern sound system and ceiling-mounted projector are a couple of the amenities that this room has to offer. Ask about other extras, like the Sony DVD/VCR, Wireless handheld or lapel mic system when making your reservation.

Decorations:

What's Allowed:
- Free standing floor and table decorations
- Candles if enclosed in a hurricane vase
- Special electrical equipment, lights, lifts, platforms, ladders etc. with written pre-approval by Reservation Specialist.

What's Not Allowed:
- Affixing anything to ceiling, walls, doors, columns or windows (no tape)
- Free standing tiered candles
- Glitter, rice, birdseed, confetti (inside or outside of facility)
- Dance wax
- Personal Grill or BBQ

Event End Time:
All Event attendees are required to be out of the room and exited from the Center by the rental contract’s stated end time. Therefore, events need to end no later than one (1) hour before the rental end time so that renters or other individuals have time to complete the cleaning and be vacated from the Center on time. Failure to be cleaned up and vacated by the rental end time will result in additional rental fees being assessed. The Community Center does NOT provide clean-up services.

MERCHANT RENTAL FEES & REQUIREMENTS:
Reservations: Up to 24 months in advance; 5 hour min. rental on weekends
Deposit upon booking: $150 or $400 (Business vs. Party)
Cancellation fee: See page 8
Room set-up fee: $30 per section ($90 max)
Room Break down fee: $30 per section ($90 max) (does not include clean-up)
Alcohol: $100 per event

MERCHANT OPTIONAL SERVICE & EQUIPMENT RENTALS:
Coffee Service fee: $6.50 per pico (4 oz. pico)
Audio Visual rental fee: $50
Food/Beverage fee: $20
Gas BBQ rental fee: $60
Stage rental fee: $40
Tele-Conference phone fee: $15

See page 8 for additional details on facility rental requirements, policies and procedures.

Elegant & affordable.

WEEKDAY Rental Rates:

<table>
<thead>
<tr>
<th>Day</th>
<th>Start Time</th>
<th>End Time</th>
<th>Mercer Island Community Service</th>
<th>Resident &amp; Non-Island Non-Profit</th>
<th>Non Resident &amp; Corporate</th>
<th>Extended Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>7:00am – 9:00pm</td>
<td>9:00pm</td>
<td>$95 per hour</td>
<td>$120 per hour</td>
<td>$150 per hour</td>
<td>$40 per hour</td>
</tr>
<tr>
<td>Fri</td>
<td>7:00am – 7:00pm</td>
<td></td>
<td>$95 per hour</td>
<td>$120 per hour</td>
<td>$150 per hour</td>
<td></td>
</tr>
<tr>
<td>Mercer Room (all sections)</td>
<td>$75 per hour</td>
<td>$100 per hour</td>
<td>$115 per hour</td>
<td>$75 per hour</td>
<td>$115 per hour</td>
<td>$75 per hour</td>
</tr>
<tr>
<td>Mercer Room (2 sections)</td>
<td>$37.50 per hour</td>
<td>$60 per hour</td>
<td>$75 per hour</td>
<td>$75 per hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mercer Room (1 section)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

WEEKEND Rental Rates:

<table>
<thead>
<tr>
<th>Day</th>
<th>Start Time</th>
<th>End Time</th>
<th>Mercer Island Community Service</th>
<th>Resident &amp; Non-Island Non-Profit</th>
<th>Non Resident &amp; Corporate</th>
<th>Extended Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>7:00am – 7:00pm</td>
<td>9:00pm</td>
<td>$75 per hour</td>
<td>$100 per hour</td>
<td>$115 per hour</td>
<td>$40 per hour</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00am – 9:00pm</td>
<td>9:00pm</td>
<td>$95 per hour</td>
<td>$120 per hour</td>
<td>$150 per hour</td>
<td>$40 per hour</td>
</tr>
<tr>
<td>Sunday</td>
<td>11:00am – 5:00pm</td>
<td></td>
<td>$95 per hour</td>
<td>$120 per hour</td>
<td>$150 per hour</td>
<td></td>
</tr>
<tr>
<td>Mercer Room (all sections)</td>
<td>$95 per hour</td>
<td>$120 per hour</td>
<td>$150 per hour</td>
<td>$150 per hour</td>
<td>$150 per hour</td>
<td>$150 per hour</td>
</tr>
<tr>
<td>Mercer Room (2 sections)</td>
<td>$75 per hour</td>
<td>$100 per hour</td>
<td>$115 per hour</td>
<td>$115 per hour</td>
<td>$115 per hour</td>
<td>$115 per hour</td>
</tr>
<tr>
<td>Mercer Room (1 section)</td>
<td>$37.50 per hour</td>
<td>$60 per hour</td>
<td>$75 per hour</td>
<td>$75 per hour</td>
<td>$75 per hour</td>
<td>$75 per hour</td>
</tr>
</tbody>
</table>

Extended hours:
Friday & Saturday until midnight,
Sunday - 8:00am to 11:00am & 5:00pm to 10:00pm
Considered on a case by case basis. Please contact Reservation Specialist at least 3 weeks in advance to make request.

Add-on Rental Options:

Outdoor Terrace:
Adjacent to the Mercer Room, guests will enjoy the panoramic views from outside when you rent the adjoining 803 sq. ft Terrace.

Terrace Rental Rates:
- Mercer Island Community Service: $55 per hour
- Resident & Non-Island Non-Profit: $55 per hour
- Non Resident & Corporate: $55 per hour

- Year-round: Outside of Mercer Room, 100 guests maximum – $55 per hour
- Off-peak weeks: 25% discount with a 10% non-refundable deposit

- Non-Island Non-Resident: $55 per hour
- Non-Profit: $55 per hour
- Non-Resident: $55 per hour
- Non-Lake Washington: $55 per hour
- Non-Resident & Corporate: $55 per hour

Catering Kitchen & Food Truck Rental Rates:
- Mercer Island Community Service: $50 per hour
- Resident & Non-Island Non-Profit: $50 per hour
- Non Resident & Corporate: $50 per hour

- Year-round: Outside of Mercer Room, 100 guests maximum – $50 per hour
- Off-peak weeks: 25% discount with a 10% non-refundable deposit

- Non-Island Non-Resident: $50 per hour
- Non-Profit: $50 per hour
- Non-Resident: $50 per hour
- Non-Lake Washington: $50 per hour
- Non-Resident & Corporate: $50 per hour

See page 9 for additional details on facility rental requirements, policies and procedures.
Mercer Room (multi-purpose room)

Mercer Room Rentals
The Mercer Room boasts 3,335 sq ft of space for your event. It is capable of banquet seating for up to 200. This room can also be divided into as many as three rooms for smaller groups. It is conveniently located near the entrance of the Mercer Island Community & Event Center, and adjacent to the Outdoor Terrace and Catering Kitchen.

A modern sound system and ceiling-mounted projector are a couple of the amenities that this room has to offer. Ask about other extras, like the Sony DVD/VCR, Wireless handheld or lapel mic system when making your reservation.

Decorations:
What’s Allowed:
- Free standing floor and table decorations
- Candles if encased in a hurricane vase
- Special electrical equipment, lights, lift, platforms, ladders etc. with written pre-approval by Reservation Specialist

What’s Not Allowed:
- Affixing anything to ceiling, walls, doors, columns or windows (no tape)
- Candles if enclosed in a hurricane vase
- Free standing tiered candles
- Glitter, rice, birdseed, confetti (inside or outside of facility)
- Dance wax
- Personal Grill or BBQ

Event End Time:
All Event attendees are required to be out of the room and exited from the Center by the rental contract’s stated end time. Therefore, events need to end no later than one (1) hour before the rental end time so that renters or other individuals have time to complete the cleaning and be vacated from the Center on time. Failure to be cleaned up and vacated by the rental end time will result in additional rental fees being assessed. The Community Center does NOT provide clean-up services.

ROOM DETAILS:
- Sq. Feet: 3,335
- Configuration: Divisible into 3 sections
- Equipment & Set-up:
- Tables & Chairs: Tables & chairs listed below are included in your rental: Chairs: 225 black; Tables: 30-72” x 24” rectangles, 22-60” rounds
- 225 max. theater-style
- 200 max. banquet-style
- Seating:
- Free WiFi
- Sound system
- Ceiling mounted LCD eqiq
- DVD/VCR
- Wireless handheld or lapel mic system
- Assisted listening devices
- iPod Port

AMENITIES:
- A modern sound system and ceiling-mounted projector are a couple of the amenities that this room has to offer. Ask about other extras, like the Sony DVD/VCR, Wireless handheld or lapel mic system when making your reservation.

PHOTOGRAPHS:
- Our daughter got married this past August and we held the reception at the Community Center. We found the venue absolutely perfect and the staff was fabulous. We loved the sweeping view of Lake Washington, the big garage door-style window and the outdoor covered terrace. The steps provided excellent opportunities for family pictures. We would highly recommend this location for any kind of celebration.” – Dave and Kathy D.

MERCER ROOM RENTAL FEES & REQUIREMENTS:
- Reservations:
- Up to 24 months in advance; 5 hour min. rental on weekends
- Deposit upon booking:
- $150 or $400 (Business vs. Party)
- Cancellation fee:
- See page 8
- Room set-up down fee:
- $30 per section ($90 max)
- Room Break down fee:
- $30 per section ($90 max) (does not include clean-up)
- Alcoholic fee:
- $100 per event

MERCER ROOM OPTIONAL SERVICE & EQUIPMENT RENTALS:
- Coffee Service fee: $6.50 per (4 oz. pot)
- Audio Visual rental fee: $50
- Food/Beverage fee: $20
- Gas BBQ rental fee: $60
- Stage rental fee: $40
- Tele-Conference phone fee: $15

See page 8 for additional details on facility rental requirements, policies and procedures.

Add-on Rental Options:
- Outdoor Terrace rental:
- Terrace Rental Rates:
- Mercer Island Community Service: $55 per hour
- Resident & Non-Island Non-Profit: $55 per hour
- Non Resident & Corporate: $55 per hour
- Catering Kitchen & Food Truck Rental Rates:
- Mercer Island Community Service: $50 per hour
- Resident & Non-Island Non-Profit: $50 per hour
- Non Resident & Corporate: $50 per hour
MEETING ROOMS RENTAL FEES & REQUIREMENTS:

**Reservations:**
- Up to 12 months in advance; Ongoing basis
- Deposit upon booking: $50
- Cancellation fee: $25 – Rental fee (see pg. 8)
- Room set-up fee: $25 per room
- Room Break down fee: $25 per room (does not include clean-up)
- Meeting Room Clean-up: $50 (includes break down)
- Alcohol fee: $50 per event
- $100 per year annual agreement (up to 12x per year, then $50 na addtl event)

MEETING ROOMS:

**Optional Service & Equipment Rentals:**
- Coffee Service fee: $6.50 pc (64 oz. pot)
- Audio Visual rental fee: $35
- Food/Beverage fee: $20
- Tele-Conference phone fee: $15

**Facility Main Level Floorplan & Rental Room Details**

222 FREE Parking Spaces
Easy access from I-90
Minutes from Seattle & Bellevue, WA
Modern Technology
FREE WIFI

**Room Details:**
- Sq. Feet: 893
- Configuration: Tables & chairs in rooms
- Seating: 49 max
- Amenities:
  - Free WiFi
  - Sound system
  - Ceiling-mounted LCD equipment
  - DVD/VCR
  - Tele-conferencing
  - White-board
  - iPod Port
  - Sink
- Views:
  - Lake Washington, Cascades & Territorial
- Set-up:
  - Set-up / Break-down available for additional charge.
- Clean-up:
  - Clean-up services are available for additional charge.
- Reservations:
  - To 12 months in advance
- Alcohol:
  - With permit & insurance. See page 8 for complete details
- Decorations:
  - Refer to page 7.

**Meeting Room Rentals**

There are four separate 893 sq ft meeting rooms adjacent to the lobby: Groveland, Clarke, Calkins and Luther Burbank. Each room will accommodate up to 49 people for programs, meetings and special events. Windows provide plenty of light and views to Luther Burbank Park, Lake Washington, and the Cascades.

**Room Rental Rates:**

<table>
<thead>
<tr>
<th></th>
<th>Monday - Thursday: 7:00am – 9:00pm</th>
<th>Fri: 7:00am – 7:00pm</th>
<th>Sat: 8:00pm – 9:00pm</th>
<th>Sun: 11:00am – 5:00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mercer Island Community Service</td>
<td>$22.50 per hour</td>
<td>$45 per hour</td>
<td>$55 per hour</td>
<td></td>
</tr>
<tr>
<td>Resident &amp; Non-Island Non-Profit</td>
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<td>Non Resident &amp; Corporate</td>
<td></td>
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</tr>
</tbody>
</table>

**Extended hours:**
- Sunday: 8:00am to 11:00am
- $40 per hour
- Considered on a case-by-case basis. Please contact the Reservation Specialist at least 3 weeks in advance to make request.

"As a local career coach who constantly needs space to host various group training sessions and networking events, I’ve found the Community Center to be the best kept secret in town. Not only are their rental rates incredibly reasonable, compared to hotels and other potential venues, but my clients constantly rave about the friendliness of the staff, the beauty of the facility, the ease of the parking, and the convenience of the location given that they may be coming from either side of the lake. The Center truly is one of a kind and an absolutely great addition to the community. And while I suppose I've just created more competition for myself, in terms of securing available rental dates, I can't help it – I'm a raving fan of the place!" — Matt Youngquist

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See page 8 for additional details on facility rental requirements, policies and procedures.
Rate Classifications:

Mercer Island Community Service: Available to Mercer Island, non-profit organizations whose focus is about improving the local community. To qualify for the Community Service Rate, the group contract holder must present proof of current 501c3 status.

Non Island Non-Profit: Available to non-profit organizations that are not based on Mercer Island. To qualify, the group must present proof of current 501c3 status.

Corporate: Available to business and corporate clients renting the facility for functions such as team building, trainings, board/staff meetings, conferences and celebrations where the goal is to benefit your corporate organization. This group also includes any individual or business that may be holding a function where the goal is to sell, promote or increase potential business.

Residents / Non-Residents: To receive the resident rate, contract holder must have a Mercer Island address. P.O. Boxes do not qualify as residency. Any individual without a Mercer Island address will be booked at the non-resident rate.

Residents / Non-Residents:

To receive the resident rate, contract holder must have a Mercer Island address. P.O. Boxes do not qualify as residency. Any individual without a Mercer Island address will be booked at the non-resident rate.

Island. To qualify for the Resident Rate, the group must present proof of current 501c3 status. This classification also includes government entities.

Non Island Non-Profit: Available to non-profit organizations that are not based on Mercer Island. To qualify, the group must present proof of current 501c3 status. This classification also includes government entities.

Gymnasium Rentals

The full-sized Gym is 10,000 sq ft. It is available for athletic events only, and can be divided in two. It is equipped with a sound system and electronic score board. Please complete the online application at www.mercergov.org/gym. Rentals will be assigned per the Gym Use Guidelines as posted on the website.

Dance Room Rentals

The Dance Room is a beautifully finished 1,485 sq. ft room. Dance room rentals can be made in person, or over the phone with a MasterCard or VISA.

We’re Open 7 Days a Week:

Monday - Thursday: 7:00am – 9:00pm
Friday: 7:00am – 7:00pm (extended hours)
7:00pm – 12:00am
Saturday: 8:00am – 9:00pm (extended hours)
9:00pm – 12:00am
Sunday: 11:00am – 5:00pm (extended hours)
8:00am – 11:00am
5:00pm – 10:00pm

Ideal venue for:

- Business Meetings & Events
- Weddings & Receptions
- Special Events
- Family Celebrations & More

Overview on Rental Requirements and Fees. See page 8 for additional details on facility rental requirements, policies and procedures.

Gymnasium & Dance Room

Gym & Dance Room Rental Rates:

<table>
<thead>
<tr>
<th></th>
<th>Gymnasium 1/2</th>
<th>Dance Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident &amp; Non-Island Non-Profit</td>
<td>$55 per hour</td>
<td>$40 per hour</td>
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Gymnasium 1/2

Monday - Thursday: 7:00am – 9:00pm
Fri: 7:00am – 7:00pm
Sat: 8:00am – 9:00pm
Sun: 11:00am – 5:00pm

Dance Room

Monday - Thursday: 7:00am – 9:00pm
Fri: 7:00am – 7:00pm
Sat: 8:00am – 9:00pm
Sun: 11:00am – 5:00pm

See page 8 for additional details on facility rental requirements, policies and procedures.

DECORATIONS: Only free-standing floor and table decorations are permitted. Affixing anything to ceiling, walls, doors, columns or windows is prohibited. If decorations are found attached in the room, it will result in the forfeiture of your rental deposit funds. Candles may be used if they are enclosed in a hurricane or vase, flame not higher than glass. No free-standing tiered candles are allowed.

RICE, BIRDSEED, CONFETTI, GLITTER, DANCE WAX (etc.): Use of such materials is not permitted inside the building or on the grounds and will result in forfeiture of the entire rental deposit. Any additional equipment brought in by the renter must be pre-approved by the Community Center Reservation Specialist (i.e., special electrical equipment, lights, lifts, platforms, ladders, etc.).

“This is one of the nicest, cleanest, best community centers I have ever had the pleasure to use. The gymnasium is really beautiful. The exercise room is very clean, quiet and nice (and surprisingly never crowded). The equipment is of really good quality, and the TVs and personal tuners are in great working order. Classrooms and facilities are very modern, clean and maintained. The staff is always very friendly too.” – Anna W.

* Clean-Up is the responsibility of the renter. You may bring in your own vendor, or be responsible for clean-up yourself.

Overview on Rental Requirements and Fees. See page 8 for additional details on facility rental requirements, policies and procedures.
Rental Procedures & Rental Deposit Policy:

You may make your rental request in person, over the phone or by using our online inquiry form at https://www.mercergov.org/FormPage?FormID=31 for Mercer Room Rentals and Meeting Rooms. Payment of the deposit serves as acceptance of the Terms and Conditions listed in this information packet.

The Rental Deposit is due at the time of booking:
- Mercer Room Deposit: $150 (Business Rentals), $400 (Party/Event Rentals).
- For 30/60 day deposits, $350 will be refundable after your event, granted you are properly cleaned up, out on time and have followed all other policies.
- $150 deposits are fully refundable.
- Meeting Room Deposit: $50.00 fully refundable deposit.

Payments:
- Mercer Rooms:
  - Deposit is taken at time of booking.
  - 75% due nine (9) months prior to event date.
  - Balance due four (4) months prior to event date.
- Meeting Rooms:
  - A postdated deposit is taken at time of booking, and all cancellation fees will be applied against postdated payment.
  - Payment is due no later than 14 days prior to rental date. Postdated payment will be applied at that time.

Refunds:
- Deposits will be refunded, less the costs of any repairs due to damages to the facility or unpaid balances owed by the Renter. If Renter is entitled to a refund of the deposit or rental fee in accordance with the terms of this contract, the refund will be processed for payment within 30 days of the end date of the last rental specified on this contract.
- For payments that were made by credit card: The refund will be credited back to the credit card charged. If credit card on record expires and client does not update that information, a check refund will be issued.
- For payments that were made by check: The refund check will be mailed payable to: 1) The named Renter, if for a personal rental; or 2) the “Organization”, if for an organization rental.

A rental deposit will only be refunded if:
- Rental fees and/or tax in accordance with payment terms.
- A signed copy of this contract has been received by MICEC.
- All clean-up is completed as outlined in clean-up form and signed off by Customer Service staff.
- Renter has vacated the room(s) by the designated time.
- Renter has signed invoice with Customer Service staff.
- No damage to the facility or equipment has been incurred during the rental.
- All other terms of this contract are met.

Additional Fees & Overage Charges will be assessed for contracts that extend beyond their contracted times, failure to breakdown and clean up and/or damage property or equipment.

Alcohol & Smoking Policy:

Mercer Room: A $100 alcohol fee will apply to each rental for alcoholic service.

Meeting Room: A $50 alcohol fee will apply to each rental for alcoholic service. (See page 6 for details).

Alcohol is permitted with proper licensing in the rental rooms and outside on the terraces when rented, but is prohibited in all other areas of the facility, including the lobby, the front/rear grounds, the parking lot, and the entire lower level of the facility.

A Certificate of General Liability Insurance naming the City of Mercer Island as an additional insured is also required. You may obtain the coverage through Entertainment Brokers International by applying online at www.insurancebroker.com, using our facility code: CHEC-035. The amount of this one-time insurance need is cited at $1,000,000 in coverage. We must receive a copy of this insurance at least 72 hours prior to your event.

A Banquet Permit allows the serving and consumption of liquor at private, invitation-only banquets or gatherings held in a public place or business. Examples of these events would be holiday banquets, retirement parties or weddings. The permit must be completed online at: https://www.mpwps.org/licensing/banquet-permits. We must receive a copy 3 weeks prior to your event.

Mercer Island Community & Event Center

Rental Information Packet

(206) 275-7609   •   www.EventsOnMercer.com