

Modern amenities.
Central location.
Spectacular views.



RENTAL INFORMATION PACKET



CITY OF MERCER ISLAND
PARKS & RECREATION
MERCER ISLAND COMMUNITY & EVENT CENTER

(206) 275-7609

www.EventsOnMercer.com

Mercer Island Community & Event Center

Facility Hours:

Monday - Thursday

8:00am - 7:00pm*

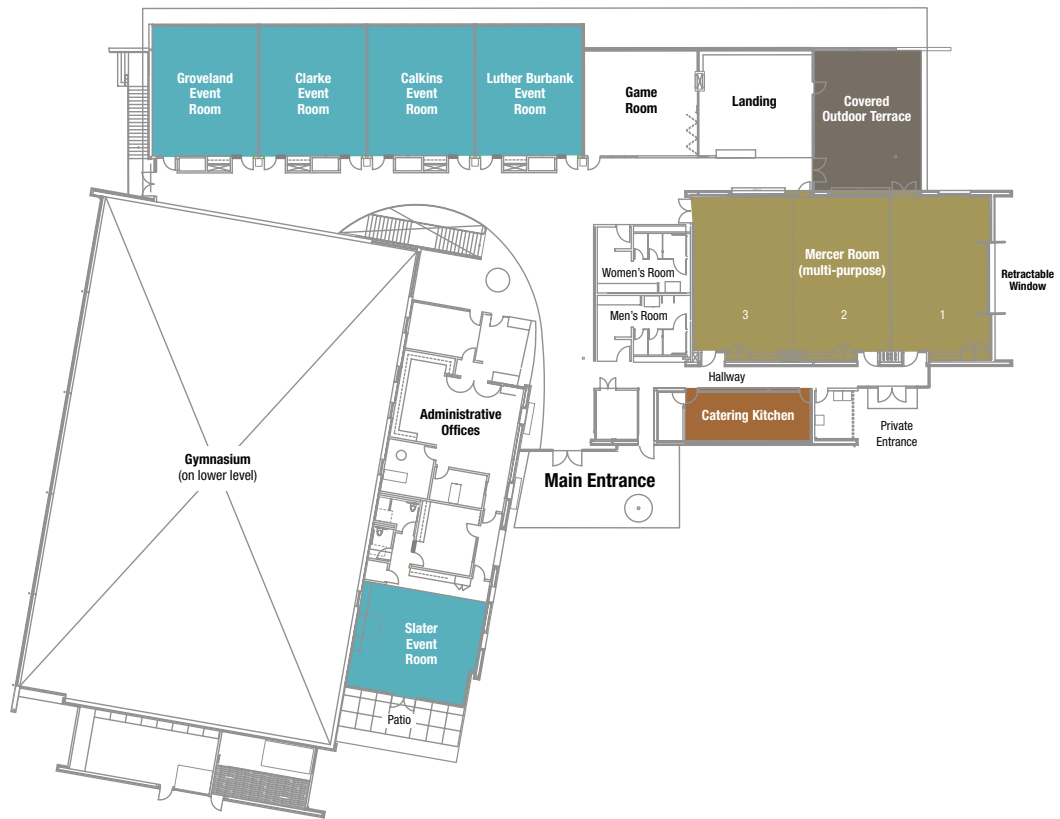
Friday & Saturday

8:00am - 5:00pm*

Sunday

Closed*

*Extended hours for rentals are available daily from 7:00am - 12:00am for an additional charge.



Rooms	Mercer Room	Event Rooms (5)	Outdoor Terrace	Catering Kitchen
Square Footage:	2,940	860	1,280	520
Configuration:	Multi-purpose room; Dividable into 3 rooms	Rectangle tables & chairs in rooms	Open-air, covered patio; Outdoor furniture on patio	Linens, dishware/cookware not provided
Seating:	225 max theater-style; 200 max banquet-style	49 max theater-style; 30 max classroom-style	50 max banquet-style; 80 max ceremony-style	N/A
Amenities:	Free WiFi; Ceiling-mounted 1080p HD projectors w/ HDMI inputs; Modern sound system w/ wireless mics; MP3 inputs; Audio outputs Blu-ray/DVD player; Assisted listening devices; A/V Podium; Darkening shades; Tables & chairs; Sink	Free WiFi; Ceiling-mounted 1080p HD projectors w/ HDMI inputs; Modern sound system; MP3 input; Blu-ray/DVD player; Tables & chairs; Sink	Monument steps; Outdoor furniture; Outlets; Lighting; BBQ	Ice-maker; Gas range; Commercial fridge & freezer; Steamer; Convection oven; Garbage disposal; Restaurant-style hot rinse station
Set-up/ Break-down/ Clean-up:	Customer responsible for: clean-up; Set-up/break-down available for additional charge	Set-up/break-down/clean-up available for additional charge	Customer responsible for clean-up; Set-up/break-down available for additional charge	Customer responsible for clean-up
Reservations:	Up to 24 months in advance; 5-hour min rental Fri, Sat, Sun	Up to 12 months in advance	Mercer Room rental has priority; Can be rented alone, or open to public	5-hour min rental Fri, Sat, Sun; Mercer Room rental has priority; Can be rented alone

Ask for additional amenities!

Welcome!

Thank you for your interest in 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.



A look inside:

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Rate Classifications

Residents: To receive the resident rate, contract holder must have a Mercer Island address, and it must be for a personal or social event (not for business). P.O. boxes do not qualify as residency. Individuals without a Mercer Island address will be booked at the general rate.

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.

General: Available to non-resident and corporate clients renting the facility for functions such as teambuilding, trainings, staff meetings, birthdays, weddings and social celebrations. This group includes any individual or business that may be holding a function where the goal is to sell, promote or increase potential business.

Check room availability at EventsOnMercer.com!

Call or visit for a personal tour!

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

Mercer Room (multi-purpose room)

“Where else can you find a sunset location at a city facility rate? Only a few places in Seattle, but none have the clean, professional, and high-end look of the Center. A helpful staff from start to finish, you can have a gorgeous event!”

– The Invisible Hostess

Elegant.
Affordable.
Functional.

Room Details

Square Footage:	2,940
Configuration:	Dividable into 3 rooms
Equipment included:	225 - black chairs; 30 - 72"x24" rectangular tables; 22 - 60" round tables
Seating:	225 max theater-style, 200 max banquet-style
Amenities:	Modern sound system; wireless mics Ceiling-mounted 1080p HD projectors; HDMI inputs MP3 inputs; Audio outputs (XLR & 1/8" RCA) Blu-ray/DVD player Free WiFi A/V Presenter's Podium Motorized darkening shades Assisted listening devices Cork board Sink
Set-up/Break-down:	Set-up/break-down available for additional charge
Clean-up:	Client responsible for clean-up
Reservations:	Up to 24 months in advance; 5-hour min rental Fri, Sat, Sun
Alcohol:	With permit & insurance (licensed bartender required for liquor)

MERCER ROOM RENTAL FEES & REQUIREMENTS

Reservations:	Up to 24 months in advance; 5 hour min rental Fri, Sat, Sun
Deposit upon booking:	\$250 or \$500 (Business vs. Social Event)
Cancellation fee:	See page 8
Room set-up fee:	\$40 per section (\$120 max)
Room break-down fee:	\$40 per section (\$120 max) (Does not include clean-up)
Alcohol fee:	\$150 per event

MERCER ROOM OPTIONAL SERVICE & EQUIPMENT RENTALS

A/V rental:	\$150
Food/Beverage:	\$50
Stage rental:	\$50 (per stage)
BBQ:	\$75 (gas included)
Outdoor Heat Lamps	\$150 (includes 2 lamps & propane)

Mercer Room Rentals

Our spacious, elegant Mercer Room comes complete with scenic views and modern technology. It is capable of banquet seating for up to 200, and it can be divided into as many as three rooms for smaller groups or breakout sessions. The Mercer Room occupies the southern wing of the MICEC, adjacent to the Outdoor Terrace and Catering Kitchen.

A modern sound system and HD projectors are a few of the amenities that this room has to offer. Ask about other extras, like the A/V Presenter's Podium and wireless handheld, smart board or lapel mic system when making your reservation.

Decorations - What Is Allowed:

- Free-standing floor & table decorations
- Electrical equipment, lights, ladders etc, with written pre-approval by Reservations Team
- Ask about BBQ rental!

What Is Not Allowed:

- Affixing anything to ceiling, walls, doors, columns, fixtures or windows (no tacks)
- Candles with flame
- Glitter, rice, birdseed, confetti, rose petals, silly string, hay (inside or outside)
- Dance wax, fog/dry ice/smoke machines
- Personal Grill/BBQ
- Tape - other than blue painter's tape
- Inflatables
- Sparklers and bubbles must be used outdoors

Event End Time:

Everything must be cleaned up, out of the room and exited from the MICEC by the rental contract's stated end time. Therefore, events need to end no later than 1 hour before the rental end time so that renters or other individuals have time to complete cleaning and be vacated from the MICEC on time. Failure to be cleaned up and vacated by the rental end time will result in additional fees being assessed. The MICEC does not provide clean-up services for Mercer Room.

Ask about outdoor venue options!



Daily Rental Rates & Hours

Mon - Thur 8:00am - 7:00pm
Friday 8:00am - 5:00pm
Saturday 8:00am - 5:00pm

Resident & Non-Profit

General

Mercer Room
 (all sections)

\$130 per hour

\$180 per hour

Mercer Room
 (2 sections)

\$110 per hour

\$120 per hour

Mercer Room
 (1 section)

\$60 per hour

\$75 per hour

Extended Hours:

Extended hours are available daily from 7:00am - 12:00am.
 Contact the Reservations Team for extended hour fees and details.

NEW IN 2020
ALL INCLUSIVE
ROOM RENTAL
BLOCKS!

Saturdays
May - September

Includes:

9 HOUR MERCER ROOM RENTAL

MEDIA

KITCHEN

EXTENDED HOURS

SET UP & BREAKDOWN

CLEAN UP

ALCOHOL FEE

Resident & Non-Profit Rate
 \$3060

General Rate
 \$3400

Additional hours available for \$275 per hour.

Ask the Reservations Team for details today!

Add-On Rental Options



Outdoor Terrace

Adjacent to the Mercer Room, guests enjoy open-air, panoramic views & outdoor furniture.

Terrace Rental Rates

Resident & Non-Profit

General

\$100 per hour

\$100 per hour



Catering Kitchen

Bring your own caterer!
 Catering Kitchen comes with ice-maker, gas range, commercial fridge & freezer, steamer, convection oven, garbage disposal & restaurant-style hot rinse station.

Catering Kitchen Rental Rates

Resident & Non-Profit

General

\$50 per hour

\$50 per hour

5-hour minimum; Mercer Island Business License is required for all caterers.

Food Trucks: \$200 Food Truck Permit Fee.

Must be cleared by the Reservations Team at least 30 days prior to rental.

Ask about our extended hours!

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Room Details

- Square Footage:** 860
- Configuration:** Rectangle tables & chairs in rooms
- Seating:** 49 max. theater-style;
30 max. classroom-style
- Amenities:** Free WiFi; Ceiling-mounted 1080p HD projectors w/ HDMI inputs; Modern sound system; Blu-ray/DVD player
Cork & white boards; Sink
- Set-up/Break-down:** Set-up/break-down available for additional charge
- Clean-up:** Clean-up services available for additional charge
- Reservations:** Up to 12 months in advance
- Alcohol:** With permit and insurance
See page 8 for details
- Decorations:** Refer to page 4

Meeting Room Rentals

Choose from our versatile, modern rooms: Groveland, Clarke, Calkins, Luther Burbank and Slater. Each room accommodates up to 49 people for programs, meetings and special events. Windows provide plenty of light and views to Luther Burbank Park, Lake Washington, the Cascade Mountains and more.

Room Rental Rates & Hours

	Resident & Non-Profit	General
Mon - Thur 8:00am - 7:00pm		
Friday 8:00am - 5:00pm		
Saturday 8:00am - 5:00pm		

Meeting Rooms \$50 per hour \$65 per hour

Extended hours:

Extended hours are available daily from 7:00am - 12:00am.

Contact the Reservations Team for extended hour fees and details.

MEETING ROOM RENTAL FEES & REQUIREMENTS

- Reservations:** Up to 12 months in advance;
- Deposit upon booking:** \$75
- Cancellation fee:** \$25 - Rental fee with 2 weeks or more notice (see pg. 8)
- Room set-up fee:** \$25
- Room break-down fee:** \$25
- Room clean-up fee:** \$50 (includes break-down)
- Alcohol fee & Insurance:** \$75 per event

MEETING ROOM OPTIONAL SERVICE & EQUIPMENT RENTALS

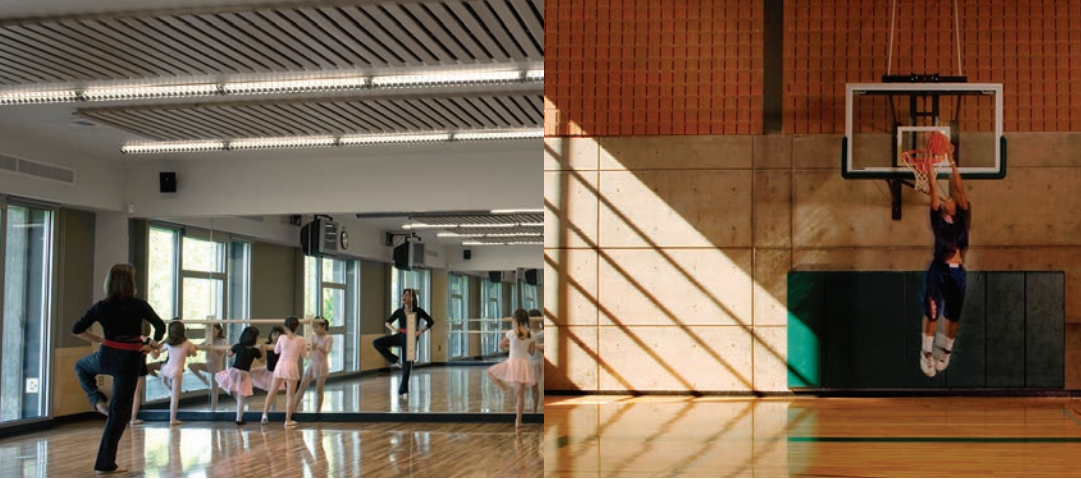
- A/V rental:** \$25
- Food/Beverage fee:** \$20

“Excellent place for meetings. Staff are friendly and the space is modern and open. Tons of art splash the walls in the lower and upper levels. Gorgeous meeting rooms with great views!”

– Sandie L.



Ask about our outdoor terrace!



Gymnasium & Dance Room Rentals

Our full-sized, 10,230 sq. ft. Gymnasium can be divided in two, and is equipped with electronic score boards. Please complete the online application, at www.mercergov.org/gym. Rentals are assigned per the Gym Use Guidelines as posted on the website.

The Dance Room is a beautifully finished, 1,385 sq. ft. room featuring two mirrored walls, ample natural light and gorgeous wood flooring. This room is the perfect setting for dance.

GYM & DANCE ROOM ROOM RENTAL FEES & REQUIREMENTS

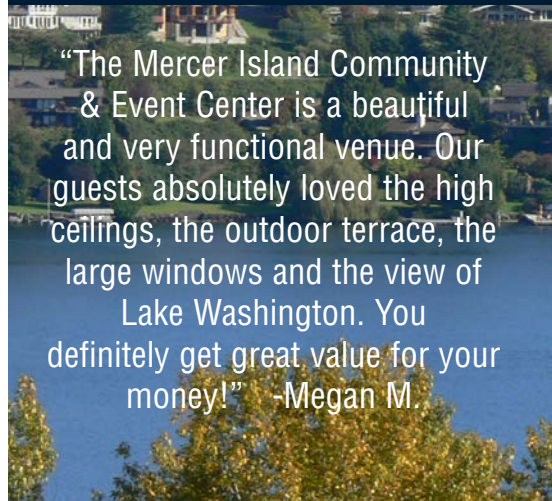
Reservations: Up to 12 months in advance
Deposit upon booking: \$75 Dance Room
 \$150 Gymnasium
Cancellation fee: \$25 - Rental fee with 2 weeks or more notice (see pg. 8)

Gym & Dance Room Rental Rates & Hours

	Resident & Non-Profit	General
Mon - Thur 8:00am - 7:00pm		
Friday 8:00am - 5:00pm		
Saturday 8:00am - 5:00pm		
Gym 1/2	\$65 per hour	\$75 per hour
Dance Room	\$50 per hour	\$65 per hour

Extended hours are available daily from 7:00am - 12:00am.
 Contact the Reservations Team for extended hours fees and details.

Extended Hours



“The Mercer Island Community & Event Center is a beautiful and very functional venue. Our guests absolutely loved the high ceilings, the outdoor terrace, the large windows and the view of Lake Washington. You definitely get great value for your money!” -Megan M.



Ask about full facility rentals for larger events!

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Rental Procedures & Deposit Policy

Payment of deposit serves as acceptance of Terms & Conditions listed in this packet.

Rental deposit is due at time of booking.

- **Mercer Room Deposit:** \$250 (Business), \$500 (Social Event). Deposits are refundable after event, granted all policies are followed.
- **Meeting Room Deposit:** \$75, refundable, granted all policies are followed.

Payments

Mercer Room:

- 50% due at the time of booking in addition to deposit.
- Balance due 3 months prior to event date.
- A \$4 administrative fee is charged per rental room.

Meeting Rooms, Dance Room & Gymnasium:

- Deposit is taken at time of booking. Cancellation fees will be applied against it.
- Payment is due no later than 14 days prior to rental date.
- A \$4 administrative fee is charged per rental room.

*payment plans available for long term rentals. Ask the Reservations Team for details.

Refunds

Deposits will be refunded, less the costs of any repairs due to damages, extra time used in space, clean-up issues or unpaid balances owed by Renter. If Renter is entitled to a refund of deposit or rental fee in accordance with the terms of the contract, refund will be processed for payment within 30 days of the end date of the last rental specified on the contract.

A rental deposit will be refunded if:

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

Clean-up

Mercer Room: Clean-up is Renter's responsibility. MICEC staff does not provide clean-up. Clean-up must begin at least 1 hour prior to end of contracted time. Meeting Rooms: Clean-up available for additional charge. Otherwise, clean-up is Renter's responsibility.

Cancellation

Notices of rental cancellation **must** be sent in writing to miparks@mercergov.org. Cancellation fee is assessed for each room and date reserved. Date changes are considered a cancellation; fees are assessed accordingly.

Mercer Room cancellation fees are calculated as follows:

- Fee equal to full rental deposit applies to a cancellation with 9 months or more advance notice.
- Fee equal to full deposit or 50% of rental fee, whichever is greater, applies to a cancellation with 4 – 9 months advance notice.
- Fee equal to 100% of rental fee applies to cancellation with 4 months or less advance notice.

Meeting room, Dance room and Gymnasium cancellation fees are calculated as follows:

- If 14 days or more advance notice is provided, \$25 fee applies to each room and date cancellation.
- If less than 14 days advance notice is provided, fee equal to 100% of daily room rental fee applies to each room and date cancellation.

Mercer Island Business License:

Per City code, all clients – including vendors (caterers, DJs, photographers, etc.) – conducting business during their rental at the MICEC will need a Mercer Island Business License. Your Business License numbers will need to be provided to MICEC staff at least 3 weeks prior to your event. MI Business Licenses can be purchased for \$30.00 at our City Hall Finance counter, located at 9611 SE 36th St, Mercer Island. More information on MI Business Licenses can be found at <https://www.mercergov.org/Page.asp?NavID=2851>.

Additional fees & overage charges will be assessed for contracts that extend beyond contracted times, failure to break down/clean up and/or damage to property or equipment. All applicable fees and charges will be first deducted from deposit, and Renter will be billed and required to pay any remaining balance. See contract for more information.

Alcohol & Smoking Policy

Mercer Room: A \$150 alcohol fee will apply to each rental for alcohol service.

Meeting Room: A \$75 alcohol fee will apply to each rental for alcohol service.

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

- If you choose to serve any hard alcohol besides beer, wine or champagne, a Washington State Class 12 Licensed Bartender is required for service. Bartender will be required to sign a waiver upon arrival the day of rental and must have bartending license on site.
- Alcohol service must stop at least 1 hour before designated end of rental time. You are responsible for conduct and behavior of your guests; please make sure they drink responsibly and you provide options for alternative transportation. Underage drinking is strictly prohibited.

A Certificate of General Liability Insurance naming the City of Mercer Island as an additional insured is required. An option for insurance may be purchased online at <https://www.onebeaconentertainment.com/OneBeaconEntertainment/pages/products/tulip.page> using our facility code: 0465-097. The amount of this one-time insurance must offer \$1,000,000 in coverage. We must receive a copy of permit and insurance at least 3 weeks prior to rental.

A Banquet Permit allows serving and consumption of liquor at private, invitation-only banquets or gatherings held in a public place or business. Examples of these events: Holiday banquets, retirement parties/weddings. Permit must be completed online, at <https://lcb.wa.gov/licensing/online-banquet-permit>. We must receive copy 3 weeks prior to rental. License is available for for-profit businesses, societies, organizations/individuals, however, retail liquor licensees may not obtain banquet permits. Liquor must be provided free of charge or brought by individuals attending event. Liquor must be purchased from a retail store at full retail price.

A Special Occasion License is required for a bona fide non-profit organization to sell liquor at a specific time, date and place. Examples of these events: Fundraising dinners, auctions/wine tastings. License can be applied for online, at <https://lcb.wa.gov/licensing/special-occasion-licenses> or at a state liquor store. License must be applied for 45 days prior to event. Licensing allows for the sales of spirits, beer/wine by individual serving for on-premises consumption. All proceeds from the sale of alcohol must go directly back into the non-profit organization. Spirits must be purchased at retail from a state liquor store, however, beer/wine may be purchased retail or wholesale. We must receive a copy 3 weeks prior to rental.

Call or visit for a personal tour!