

# Rental Information



Welcome and thank-you for your interest in rental facilities at the Community Center at Mercer View. 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 at 206-275-7609.

Reservations may be made a maximum of twelve (12) months prior to your desired date for the use of the Mercer Room (Multi-Purpose Room), and 3 times a year for the program/meeting rooms and terrace: The 3rd Thursday in November for dates Jan - Mar, 3rd Thursday in February for dates Apr-Aug, and 3rd Thursday in July for dates Sept-Dec.

At no time shall any rental function occur past 9:00 pm Monday – Thursday, 12:00 am on Friday and Saturday, and 10:00 pm on Sunday. If you are renting past our regular operational hours you must book three weeks in advance (additional fees may apply).

## Community Center Operational Hours:

Monday-Thursday	6:30am-9:00pm
Friday	6:30am-9:00pm ( <i>extended rental hours until 12:00am</i> )
Saturday	8:00am-10:00pm ( <i>extended rental hours until 12:00am</i> )
Sunday	11:00am-6:00pm ( <i>extended rental hours until 10:00pm</i> )

**Mercer Room Tours: Wednesday evening (by appointment) and Saturday (self-guided w/room availability)**

Approved applications for the use of the Community Center at Mercer View shall be revocable at the discretion of the Parks & Recreation Department or its Director and shall not be considered a lease.

## RENTAL PROCEDURES & DAMAGE DEPOSIT

To reserve a date applicants must pay a damage deposit of \$50-\$400.00 for the Mercer Room (multi-purpose room) and \$50.00 for the meeting rooms (Calkins, Groveland, Clarke, Luther Burbank). Please note that the damage deposit is refundable, except for \$50.00 of the Mercer Room deposit which covers a custodial fee, as long as the room is left in the same condition as it was found and you do not go past your rental contract end time. Any party leaving without cleaning up could lose a portion of their deposit. The damage deposit is also meant to cover expenses related to additional costs for repair, replacement or damage as related to your event. Additional charges will apply should the amount exceed the damage deposit. Set up, take down and clean up time is not included in rental fees. You must book additional time to allow for this. Set up, take down and clean up time can be booked in as little as 15 minute increments.

Final payment and any room set-up requirements must be received by the staff at least two (2) weeks before the event.

Additional hours may be prearranged in 30-minute increments as available. Any additional increments incurred, but not prepaid, will be held from the damage deposit. Rental fees will not be returned to renters leaving early.

For payment, cash, checks, and VISA/MasterCard are accepted. Rentals become final once the information has been entered into our rental system, and we have received a signed rental agreement.

## RENTAL FEES and EXTRA FEES

Our room rental fees are normally charged on a per hour basis for the room you are requesting. The Multi-Purpose room, during the peak rental days of Saturday and Sunday, require a 5 hour minimum rental period. The whole room must be rented (includes Mercer 1, 2 & 3). The rates that you are charged are based on what rental category you fall under – the Community Center at Mercer View offers the following rental categories:

**Non-Resident Rates** – Available to groups and families looking to hold private functions such as parties, club meetings, social events, and celebrations. These functions primarily involve family, friends, and acquaintances. No business can be transacted.

**Mercer Island Rates** - Available to groups and families looking to hold private functions such as parties, club meetings, events, and celebrations - where the rental applicant/payee has a verified Mercer Island address. These functions primarily involve family, friends, and acquaintances. No business can be transacted.

**Corporate Rates** - Available to business and corporate clients looking to hold business 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.

**Community Service Rates** - Available to Mercer Island based non-profit organizations and Mercer Island service groups who operate a not-for-profit type of organization, whose focus is about improving the local community. To qualify as a non-profit, the group must present proof of current 501c3 status.

**Non Mercer Island Non-Profit Rates** – Available to non-profit organizations that are not based on or affiliated with Mercer Island. Groups who operate a not-for-profit type of organization. To qualify the group must present proof of current 501c3 status. This also includes government, state and local city entities.

Your rental may incur additional charges for extra services that we provide during the event or as part of set-up. The following additional fees are currently charged as they apply to your rental:

**Alcohol/Banquet Fee** – Anytime a rental group is serving alcoholic beverages this fee will apply. \$100.00

**Non Kitchen Catering Fee** – Anytime food service is being offered within a rental room where the kitchen has NOT been reserved as part of the rental, this fee will apply. \$20.00

**Equipment Fees** – If you need additional equipment – sound, visual, speaking podium, etc please let us know. Price varies Per Item

**A rental surcharge of \$2 will be added to each room rental per day.**

## **CANCELLATIONS**

We do understand that many things can happen as you plan for your special event, and some cancellations will occur.

### **Mercer Room (Multi-Purpose Room)**

A \$75.00 cancellation fee for reservations canceled 90 days prior to the reservation date. Cancellations made less than 90 days before your reserved date, will result in the loss of your damage deposit.

### **Program/Meeting Rooms and Gymnasium**

A \$25.00 cancellation fee for reservations canceled prior to 14 days before the reservation date.

Cancellations made less than 14 days before your reserved date, will result in the loss of your rental fees or deposit, whichever is greater.

### **Date Changes**

Transferring your rental date will be treated as a cancellation. Please see cancellation policy above.

### **Inclement Weather Policy**

If your group needs to cancel due to inclement weather, the cancellation policy will apply. If inclement weather affects the ability of the Community Center to operate properly, and we need to cancel a room rental we will contact your rental group and either reschedule or provide a refund. Since we are ultimately responsible to the citizens of the City of Mercer Island there can be no exceptions to our cancellation policy.

## **TABLES AND CHAIRS**

A Rental Room set up sheet, based on your expected invitees, is available for your convenience in noting desired room arrangements. The pre-set designs are:

Banquet  Conference  Theater  U – Shape  Hollow Square  Classroom

## **DECORATIONS**

Only freestanding 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 forfeiture of your damage deposit funds. Candles may be used if they are enclosed in a hurricane or vase. No free standing tiered candles are allowed.

**RICE, BIRDSEED, CONFETTI, 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 damage deposit. Any additional equipment brought in by the renter must be pre-approved by the Community Center Operations Supervisor (i.e., special electrical equipment, lights, lifts, platforms, ladders, etc.).

## RENTAL ITEMS

If you need to rent any extra items from a rental company other than what we provide, the delivery and pick up of these items are as follows: **Delivery** must be done day of the event. **Pick up** must be done day of, or by 10:00 am morning after (Mon—Sat) or 11:00 am on Sundays.

## TERRACE/PATIO

The terrace furniture will remain on the terrace but may be moved to one corner (by staff only) to accommodate other set ups, or be moved from terrace completely for a **ceremony set up only**.

\*The center's indoor chairs, rectangular and round tables are prohibited on Terrace or grounds.

\*Chairs must be rented if needed for ceremony.

\*All decoration guidelines will simulate Mercer Room guidelines.

\*Heat lamps may be used, as long as the customer is following all manufacturer safety guidelines when in use.

\*Smoking is prohibited on the terrace, smoking is permitted below terrace, and cigarette butts must be discarded by smoker. (Reference RCW 70.160, the Washington Clear Indoor Air Act.)

\*Terrace rentals are on a quarterly basis.

## LIQUOR/SMOKING

Alcohol service and consumption is restricted to bottled or canned beer, wine and champagne. Liquor (gin, whiskey, rum, tequila, etc.) and drinks containing liquor are prohibited. The use of beer kegs is also prohibited. Alcohol is permitted in the rental rooms and outside on the patio area, but is prohibited on the front/rear grounds, the parking lot, and the entire lower level of the facility.

A Washington State Banquet Permit must be obtained and displayed in the room during your event, which you can acquire from a liquor store. In addition, Liquor Liability insurance naming the City of Mercer Island as an additional insured on your insurance is required. If your insurance can not add the City of Mercer Island to your policy for the event, you may obtain the coverage through Entertainment Brokers International by applying online at [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip) using facility code 0465-097. The cost of this additional insurance will vary. The amount of this one time insurance needs to offer \$1,000,000 in coverage. We must receive a copy of this permit and the insurance rider two weeks (2) before your rental. The Operations Supervisor can assist you with questions regarding this process.

Alcohol service *must* stop at least one hour before the designated end of your rental time.

Remember that you are responsible for the conduct and behavior of your guests; please make sure they drink responsibly. Underage drinking is strictly prohibited.

Serving alcohol without proper approval, outside the defined conditions, and/or in violation of any of the above rules or requirements, may result in a citation by Police, immediate shut down of your event, forfeiture of the damage deposit, and/or additional fees.

**SMOKING IS NOT PERMITTED ANY WHERE AT THE COMMUNITY CENTER AT MERCER VIEW OR WITHIN 25' OF ANY DOOR, WINDOW OR PASSAGE WAY.** (Reference RCW 70.160, the Washington Clear Indoor Air Act.)

## INSURANCE

Some special events and corporate hosted functions may be required to obtain a Certificate of Insurance evidencing General Liability Insurance written per rental with limits no less than \$1,000,000 single occurrence and \$2,000,000 aggregate for personal injury and property damage, naming the City of Mercer Island as an additional insured party. Your personal insurance agent or an insurance agency can assist you. Questions regarding specific requirements can be referred to the Community Center Coordinator.

## BEFORE YOU LEAVE

To insure the return of your damage deposit, make sure you simply leave the room in the same shape that you found it, clean and useable for the next guest. Make sure you follow the "Before you Leave" check list and have the staff person on duty check the rental room before you depart. He/she will point out any problem areas at that time. Any cleaning and/or repairs that require Community Center Staff attention will be deducted from your deposit.

## *Helpful Hints for a Successful Event*

### **Expecting children to attend your event? HINT: Rent an activity room just for kids.**

You may want to consider renting one of our meeting rooms for a movie or fun and games to keep the kids occupied. Most kids start to get restless during the evening hours and really need a place where they can relax and get away to enjoy more age appropriate activities.

You will need to arrange for adult supervision of some form of entertainment (i.e. Games, art supplies, videos, etc.). All children under 12 years must be accompanied by an adult.

### **Set-Up/Clean Up? HINT: Plan ahead and hire out if possible.**

Keep in mind that the time you need to set set-up your room and to take-down your room must be scheduled within the rental times as shown within your contract. This also applies to any set up time needed by the community center staff if you have contracted for this service. The same applies to the time you need to clean up your room after your event so be sure to plan ahead and allow extra time within your contract for both. In summary, your rental time needs to be adequate to allow enough time for all of your responsibilities and activities from the time your contract begins (when you enter the room) until the time your contract ends (when you leave the room). Additional unexpected hours of use will be deducted from your deposit as deemed necessary by the Community Center Management, which may include loss of your entire deposit.

Set-up time will vary depending on how elaborate your décor, type of dinner service, number of guests to be seated, etc. Give your set up crew and/or caterer plenty of time.

Clean up will normally take a minimum of one hour for the cleaning of the banquet room alone. Your caterer will normally be contracted for the clean up of the kitchen and bussing tables only. Some catering companies will extend their contract to include the banquet room clean up at an additional fee. Be sure to prearrange for this and supply them or other parties who will be doing the clean up with a copy of our "Before You Leave" checklist. Remember that family and friends have had a long day and don't always appreciate the grueling duty of cleaning up. It's best to hire out if possible.

### **Ending the evening? HINT: Let the music give the message.**

Use your DJ (or other entertainment group) as your tool in providing a smooth end to your event. Set a firm time for the last dance/song and arrange for him or her to give a subtle goodnight message to your guests. It's best to slowly turn up the lights at that point as well.

### **Underage guests? HINT: Underage drinking is strictly prohibited.**

If we suspect a problem, the Mercer Island Police will be phoned to access the situation. This could result in the immediate end to your event. No refunds are available if this occurs during your rental, forfeiture of damage deposit will result, and cleaning expenses will be billed to applicant whose signature appears on rental contract.



## *Mercer Room Events Clean-Up*

Please allow at least an hour for large event cleanup. The Community Center staff will unlock the Trash Room for you (located at the end of the hall next to the kitchen) where you will have access to cleaning materials. If you have any questions about cleanup procedures or the whereabouts of cleanup materials, do not hesitate to ask the front desk.

### Mercer Room

- Remove dishes, glassware, silverware, table centerpieces and linens from all tables
- Remove and properly dispose of balloons, candles, ribbons and any other decorations from room
- Wipe down all tables and countertops with all-purpose cleaners found under sinks and in the Trash Room
- Collect all garbage and recyclables in provided bins; additional garbage bags are located under sinks or the in Trash Room
- Move full garbage bags to large bin in Trash Room
- Sweep room using brooms and dust-pans located in Trash Room
- Mop up any and all spills, sticky spots and messes using mop located in Trash Room
- Vacuum hallway as needed
- Return any borrowed equipment or supplies to front desk
- Check patio and indoor landing area for glassware, dishes and trash

**If doing own set-up and/or take-down, please add the following to items above:**

- Clean and then stack chairs on metal wheeled racks; ask Center staff for help locating racks (Do not stack chairs more than 13 high on any single rack)
- Leave round tables for Center staff to put away - fold and nest rectangular tables in Southeast corner of room

### Kitchen

- Run all dishes and silverware through the dishwasher
- Turn off all equipment and appliances (oven, stove, steamer, dishwasher, pilot light, etc.)
- Wipe down all countertops and surfaces with all-purpose cleaners
- Move full garbage bags to large bin in Trash Room
- Remove and properly dispose of all food and ice from kitchen freezers and refrigerators
- Sweep and mop kitchen floor



# Room Rental Fees

	<i>Mercer Island Resident</i>	<i>Non-Resident</i>	<i>Community Service</i>	<i>Non-Island Non-Profit</i>	<i>Corporate</i>
	MON-SUN	MON-SUN	MON-SUN	MON-SUN	MON-SUN
	<i>Hourly Rates</i>	<i>Hourly Rates</i>	<i>Hourly Rates</i>	<i>Hourly Rates</i>	<i>Hourly Rates</i>
Mercer Room 1 1100 Sq.Ft. Up to 66 Guests	\$45.00	\$60.00	\$25.00	\$45.00	\$60.00
Mercer Room 1 & 2 2200 Sq.Ft. Up to 125 Guests	\$75.00	\$90.00	\$50.00	\$75.00	\$90.00
Mercer Room 1, 2 & 3 3300 Sq.Ft. Up to 225 Guests Total	\$90.00	\$120.00	\$65.00	\$90.00	\$120.00
<b>On the weekends, we require the whole Mercer Room (1, 2 &amp; 3) to be rented for a minimum of five hours.</b>					
Terrace <i>(after 3pm Fri.-Sun. only)</i>	\$40.00	\$55.00	\$20.00	\$40.00	\$55.00
Catering Kitchen	\$25.00	\$30.00	\$20.00	\$25.00	\$30.00
<b>The kitchen can be rented up to 2 hours prior to your room rental time for a minimum of five hours.</b>					
<b>Special Dates (i.e., 09/09/09, 10/10/10, 11/11/11 and other premium dates at our discretion) are an additional 20% for the Mercer Rooms, Kitchen and Terrace</b>					
Meeting Rooms 893 Sq.Ft. Up to 49 guests *Effective July 1, 2008	\$35.00	\$50.00	\$15.00	\$35.00	\$50.00
Gym 1/2 Recreational Activity	\$30.00	\$45.00	\$30.00	\$35.00	\$45.00
Dance Room	\$30.00	\$45.00	\$15.00	\$30.00	\$45.00

**Please note: If Set-up and clean-up time is not included in rental fees. Extra time must be booked. You can book as little as 15 minutes at a time.**

- o Assisted Listening devices and WiFi available.
- o Reservations for the Mercer Room are accepted twelve months prior to your event.
- o Rentals for classrooms are available quarterly.

**Corporate Rates** - Available to business and corporate clients looking to hold business 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.

**Community Service Rates** - Available to non-profit organizations and Mercer Island service groups who operate a not-for-profit type of organization, whose focus is about improving the local community. To qualify as a non-profit, the group must present proof of current 501c3 status. The Community Center Manager, in partnership with the Parks and Recreation Director, will determine service group eligibility.

**Non Mercer Island Non-Profit Rates** - Available to non-profit organizations that are not based on or affiliated with Mercer Island. Groups who operate a not-for-profit type of organization. To qualify the group must present proof of current 501c3 status. This also includes government, state and local city entities.

- *222 Free Parking Spaces*
- *Views of Lake Washington and Cascades*
- *Access to Luther Burbank Park*

## Additional Fees:

Deposit upon booking	\$50-\$400
Cancellation Fee	\$25 - \$75
Mercer Room Extended Hours	\$30.00 per hour
	Fri 9pm-12am, Sat 10pm-12am & Sun 6-10pm
Room Set-up Fees	
Mercer Rooms 1, 2 & 3	\$25.00 per room (\$75 max)
Meeting Rooms	\$25.00 each
Room Take-down Fees (does not include clean-up)	
Mercer Rooms 1, 2 & 3	\$25.00 per room (\$75 max)
Meeting Rooms	\$25.00 each
Alcohol Fee ( <i>Can/Bottle Beer, Wine, Champagne ONLY</i> )	
Mercer Room	\$100.00 per event
Meeting Rooms	\$50.00 per event
Meeting Room Annual Agreement	\$100 per year
<b>Up to 12 times per year, then \$50 each additional event</b>	
Food/beverage fee	\$20.00
Audio Visual Equipment	\$35.00
Coffee (64oz. Pot)	\$6.00 per pot
Gas BBQ Rental	\$60.00
Stage	\$40
Piano	\$75
Tele-Conference Phone	\$15

**8236 SE 24th St. Mercer Island WA 98040 For Information call 206.275.7609 [www.mercergov.org/ccmv](http://www.mercergov.org/ccmv)**

# Frequently Asked Questions



## **Where do I check in when I arrive to the 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**~ 225

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

## **Do you provide linens; serve ware, silver ware, and glass ware?**

We do not provide anything other than the above tables and chairs. You can get these items from your cater or from **ABC Rentals**; 425-774-9666, [www.abcrentals.com](http://www.abcrentals.com) Tell them your event is at the Community Center at Mercer View and receive 15% off!

## **Who sets up and takes down tables and chairs?**

Client is responsible for set-up and take-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 take-down, staff will take down our tables and stack our chairs.

Client is responsible for setting up and taking down any extra rented chairs and tables.

Client is responsible for all clean up.

## **Can I use my own caterer? Do you provide in house coffee?**

Yes, we welcome caterers and also have a list of those that are familiar with our kitchen.

Please visit our website for the list; [www.mercergov.org/ccmv](http://www.mercergov.org/ccmv)

We can provide coffee for up to 30 people at \$6 per pot.

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

Tele-Conferencing

WiFi

LCD projector

## **Can we serve alcohol at our event?**

Yes, you may serve beer, wine and champagne only.

Please refer to 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 after 3pm on Friday and Saturday and all day Sunday. Please see the Room Rental Rate Form for fee information and Rental Guidelines for the Terrace rules and information.

## **Directions to the Community Center? 8236 SE 24<sup>th</sup> St.**

### **From Seattle**

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

### **From Bellevue**

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

# Caterers

The following is a list of caterers familiar with the Community Center at Mercer View. This list does not constitute endorsement by the Community Center or City of Mercer Island

## **A Grand Affaire**

206.957.0037

catering@agrandaffaire.com

## **A Platinum Event**

Michael C. Toni

7683 SE 27th St #465

Mercer Island, WA 98040

206.240.8564

michael@aplatinumevent.com

## **Barker & Sons Catering**

Joseph Barker

5121 S. Ruggles

Seattle, WA 98178

206.721.0231

## **Chef Bertron**

206.459.0863

425.398.0994

bert@chefbert.com

## **Herban Feast**

B. J. Duft

2332 California Ave SW

Seattle, WA 98116

206.932.4717

marketfresh@herbanfeast.com

## **Kaspar 's**

Marie Louderback

19 West Harrison

Seattle, WA 98119

206.298.0123

marie@kaspars.com

## **Nola Nevers**

**Event Planner & Caterer**

206.550.0961

nolanevers@hotmail.com



## **Seasoned in Seattle**

Kai Schrade

5619 MLK Jr Way S.

Seattle, WA 98118

206.723.5596

kai@seasonedinseattle.com

## **Seattle Catering**

Patty Shanks-Dizard

Box 31911

Seattle, WA 98103

206.633.2156

www.myseattlecatering.com

## **The Upper Crust**

Jim Lustig

8420 Greenwood Ave N.

Seattle, WA 98103

206.783.1826

www.theuppercrustcatering.com

## **The Wandering Cafe**

Kristine Pottle

7533 Lake City Way

Seattle, WA 98115

206.367.3676

www.thewanderingcafe.com