

Modern.
Central.
Superb.



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

Open 7 days a week

Monday - Thursday

7:00am – 9:00pm

Friday

7:00am – 7:00pm

7:00pm – 12:00am*

*(Extended hours) Mercer Room only

Saturday

8:00am – 9:00pm

9:00pm – 12:00am*

*(Extended hours) Mercer Room only

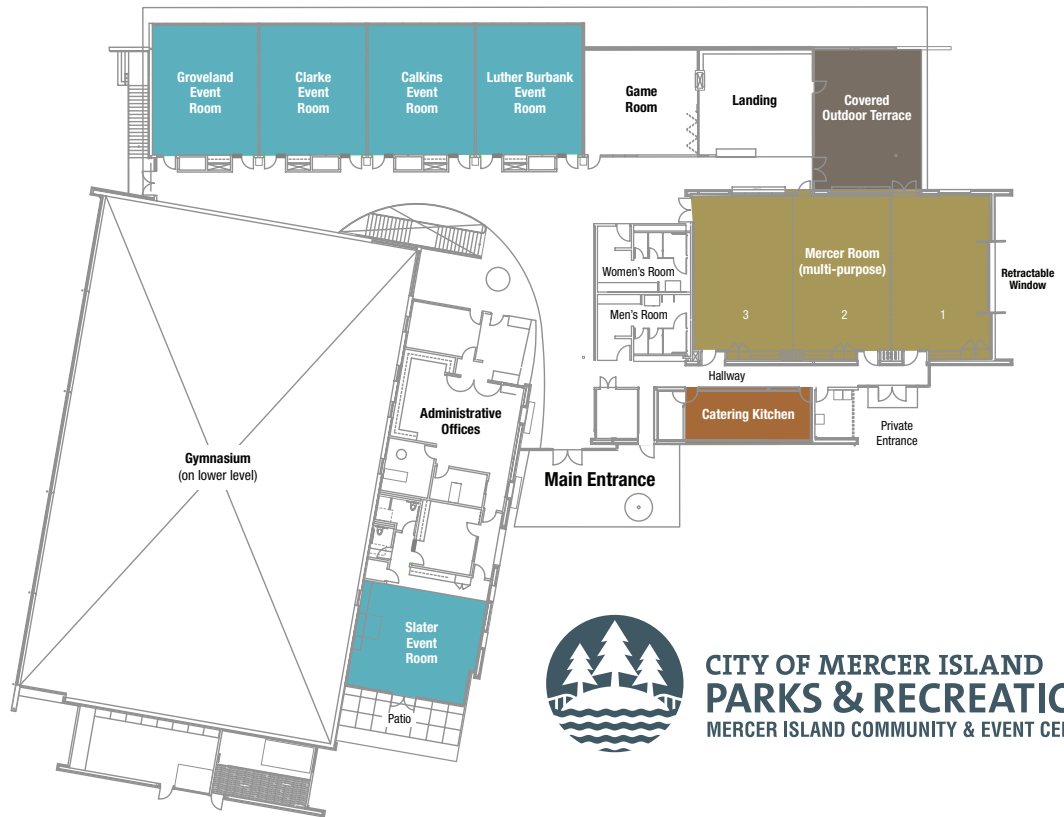
Sunday

11:00am – 5:00pm

8:00am – 11:00am**

5:00pm – 10:00pm**

** (Extended hours) Mercer Room only



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

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	Tables & chairs in rooms, stacked	Open-air, covered patio; Outdoor tables & chairs 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; 90 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 projectors w/ sound system; MP3 input; DVD player; Tables & chairs; Sink	Monument steps; Tables & chairs; Outlets; Lighting	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	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

Call or visit for a personal tour!

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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Mercer Room (Multi-Purpose Room)	4
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Rate Classifications

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

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.

Corporate: Available to business and corporate clients renting the facility for functions such as teambuilding, trainings, board/staff meetings, conferences and celebrations where the goal is to benefit your corporate organization. This group 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, 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 non-resident rate.

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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.

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:	\$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 fee:	\$100 per event

MERCER ROOM OPTIONAL SERVICE & EQUIPMENT RENTALS

Coffee service:	\$6.50 pot (72 oz. pot)
A/V rental:	\$75
Food/Beverage:	\$40
Stage rental:	\$40 (per stage)

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 is conveniently located near the entrance of the MICEC, and 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 or lapel mic system when making your reservation.

Decorations - What Is Allowed:

- Free-standing floor & table decorations
- Candles, if enclosed in a hurricane vase
- Electrical equipment, lights, ladders etc, with written pre-approval by Reservations Coordinator

What Is Not Allowed:

- Affixing anything to ceiling, walls, doors, columns or windows (no tacks)
- Free-standing tiered candles
- Glitter, rice, birdseed, confetti, rose petals (inside or outside)
- Dance wax
- Personal Grill/BBQ

Event End Time:

Everyone 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.

Call or visit for a personal tour!



WEEKDAY Rental Rates

Mon - Thr 7:00am - 9:00pm 7:00am - 7:00pm (Fri)	Mercer Island Community Service	Resident & Non-Island, Non-Profit	Non-Resident & Corporate
Mercer Room (all sections)	\$95 per hour	\$120 per hour	\$175 per hour
Mercer Room (2 sections)	\$75 per hour	\$100 per hour	\$115 per hour
Mercer Room (1 section)	\$37.50 per hour	\$60 per hour	\$75 per hour

WEEKEND Rental Rates

7:00am - 7:00pm (Fri) 8:00am - 9:00pm (Sat) 11:00am - 5:00pm (Sun)	Mercer Island Community Service	Resident & Non-Island, Non-Profit	Non-Resident & Corporate	Extended Hours are an additional rate per hour
Mercer Room (all sections)	\$95 per hour	\$120 per hour	\$175 per hour	\$40 per hour
Mercer Room (2 sections)	\$75 per hour	\$100 per hour	\$115 per hour	N/A
Mercer Room (1 section)	\$37.50 per hour	\$60 per hour	\$75 per hour	N/A

Extended Hours:

Friday & Saturday until midnight, Sunday: 8:00am - 11:00am & 5:00pm - 10:00pm
Please contact Reservations Coordinator at least 3 weeks in advance to make request.

Add-On Rental Options



Outdoor Terrace	Terrace Rental Rates		
Adjacent to the Mercer Room, guests enjoy open-air, panoramic views.	Mercer Island Community Service \$55 per hour	Resident & Non-Island, Non-Profit \$55 per hour	Non-Resident & Corporate \$55 per hour
* Lawn: Outside of Mercer Room, 100 guests maximum: \$55 per hour Ceremonies only. No alcohol on grounds.			
Catering Kitchen	Catering Kitchen & Food Truck Rental Rates		
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.	Mercer Island Community Service \$50 per hour	Resident & Non-Island, Non-Profit \$50 per hour	Non-Resident & Corporate \$50 per hour
5-hour minimum Food Trucks: Must be cleared by Reservations Coordinator at least 30 days prior to rental.			

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Room Details

Square Footage:	860
Configuration:	Tables & chairs in rooms
Seating:	49 max. theater-style; 30 max. classroom-style
Amenities:	Free WiFi Sound system; MP3 input Ceiling-mounted projector 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 and Luther Burbank. 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, and the Cascade Mountains.

Room Rental Rates

Mon - Thr 7:00am - 9:00pm 7:00am - 7:00pm (Fri) 8:00am - 9:00pm (Sat) 11:00am - 5:00pm (Sun)	Mercer Island Community Service	Resident & Non-Island, Non-Profit	Non-Resident & Corporate
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Meeting Rooms	\$22.50 per hour	\$45 per hour	\$60 per hour
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Extended hours:	Sunday: 8:00am - 11:00am - \$40/per hour Please contact Reservations Coordinator at least 3 weeks in advance to make request.		
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MEETING ROOM RENTAL FEES & REQUIREMENTS

Reservations:	Up to 12 months in advance;
Deposit upon booking:	\$50
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:	\$50 per event \$100 per year

MEETING ROOM OPTIONAL SERVICE & EQUIPMENT RENTALS

Coffee service:	\$6.50 pot (72 oz. pot)
A/V rental:	\$35
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.



Call or visit for a personal tour!



Gymnasium & Dance Room Rentals

Available for athletic events, our full-sized Gym 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 Rental Rates

Mon - Thr 7:00am - 9:00pm 7:00am - 7:00pm (Fri) 8:00am - 9:00pm (Sat) 11:00am - 5:00pm (Sun)	Mercer Island Community Service	Resident & Non-Island, Non-Profit	Non-Resident & Corporate
Gym 1/2	\$55 per hour	\$55 per hour	\$55 per hour
Dance Room	\$22.50 per hour	\$40 per hour	\$50 per hour

*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 Reservations Coordinator at least 3 weeks in advance to make request.

"I play Pickleball, pool, read and have used the fitness facility. I also rented a room for my niece's baby shower. I always find the facility to be very well managed and maintained, and the staff to be efficient, courteous, and professional. BRAVO!! A model facility."

— Shawn A.



Call or visit for a personal tour!

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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:** \$150 (Business), \$400 (Party/Event). For \$400 deposits, \$350 will be refundable after event, granted all policies are followed. \$150 deposits are fully refundable, granted all policies are followed.
- **Meeting Room Deposit:** \$50.00, fully refundable, granted all policies are followed.

Payments

Mercer Room:

- 75% due 9 months prior to event date.
- Balance due 4 months prior to event date.

Meeting Rooms:

- A postdated deposit and payment 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. Postdated payment will be applied at that time.

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.

Alcohol & Smoking Policy

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

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

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.

A Certificate of General Liability Insurance naming the City of Mercer Island as an additional insured is required. You may obtain 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 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://liq.wa.gov/licensing/banquet-permits>. 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.

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 75% 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 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:

Certain rentals and vendors require a Mercer Island Business License to rent at MICEC. Please ask staff for information on whether your rental requires an MI Business License.

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.

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 www.liq.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. Special occasion licensees may not advertise or sell alcohol below cost. 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.

- If you choose to serve any hard alcohol besides beer, wine or champagne, a Washington State Licensed Bartender is required for service. Bartender will be required to sign a form 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.

Call or visit for a personal tour!