

Cascade Bicycle Club Space Rental

7787 62nd Ave. NE Seattle, WA. 98115 www.cascade.org

Cascade Bicycle Club is a 501(c)(3) non-profit organization located in Washington State. Our mission is to improve lives through bicycling. Cascade is known for producing top-notch cycling event experiences, engaging in statewide-advocacy efforts, and serving as an educational hub for community and school based bicycle programming.

Our Magnuson Park location serves as a work space for 35+ full time staff, but also hosts community and private events for an array of for-profit and non-profit organizations. We offer a variety of rooms and spaces that can accommodate a plethora of event space needs- from professional meetings of 5 to 15, up to wedding receptions or presentation space for 150. Among many things, the facility offers friendly & knowledgeable event professionals, AV capabilities, equipment rental, and stunning waterfront views.

The mellow, lakeside ambience of our space and the expertise of our dedicated event staff makes Cascade Bicycle Club a unique and ideal location for your next workshop, fundraiser, or social gathering.

RATE INFORMATION

ROOM	SIZE	WEEKDAY 4HRS/8HRS	SAT & SUN 4HRS/8HRS	MAX CAPACITY	THEATER	BANQUET	CLASS- ROOM	CONFER ENCE
Auditorium	25'x60' + 10' x 14'	\$325/ \$550	\$550/ \$950	253	150	100	50	N/A
Conference B	11' x 30'	\$250	\$350	35	35	N/A	24	14
Conference C	12' x 10'	\$125	\$200	5	N/A	N/A	N/A	5
Conference D	12' x 11'	\$125	\$200	6	N/A	N/A	N/A	5
Member Room	19' x 17'	\$125	\$200	35	50	N/A	50	N/A
Front Reception & Kitchen	19' x 38' 14' x 9'	\$250/ \$400	\$300/ \$475	50	N/A	N/A	N/A	N/A
Ride Leader Pavilion & Loading Area	32' x 69' 47' x 81'			varies	N/A	N/A	N/A	N/A
Traffic Garden**	193'x25'	Price varies	Price varies	varies	N/A	N/A	N/A	N/A

\$2250/\$3000 full space rental Saturday/Sunday

Non-profits are eligible for a discounted rate - please contact us for more details.

Furniture and/or pre-existing equipment included in cost of room.

**=conditions apply & additional permitting required

EQUIPMENT INFORMATION

Equipment must be set up and taken down by renter.

ITEM	QUANTITY	PRICE
6' White Plastic Tables	Check for availability	Included
Round Plastic Cocktail Tables	5	\$20
Folding Black Plastic Chairs	Check for availability	Included
Blue Tablecloths	20	\$10 each
Podium	1	Included
Raised Stage	1	Included
Auditorium Projector	1	Included
Cordless Microphone	1	Included
DVD Player	1	Included
Extension cords	N/A	Included
Portable Projector	1	\$25.00
Flipchart easel (w/o paper)		Included
Flipchart paper (ea.)	N/A	\$15.00
Whiteboard & Markers	1	Included
Kitchen Supplies- Plates, mugs, glasses, utensils & dishwasher, microwave & toaster oven use, Refrigerator / Freezer Use, coffee & tea (no stove/oven)	N/A	Use of all supplies included for \$100.00, a la carte negotiable (renter is responsible for washing all supplies)
4' White Plastic Coolers	4	\$10.00 each
5 or 10 gallon water coolers	Check for availability	\$10.00 each

Generator (includes fuel)	1	\$50.00
Orange plastic cones	10	Included
Garbage/Compost/Recycle bins	10	\$10.00 each
Bike Racks	Check for availability	\$20 per full rack (2 long)
EZ Up pop-up tents	Check for availability	\$20.00 each
Coat racks	2	Included
Lawn Games- Corn Hole, Connect 6	3	\$30.00 each
Additional speakers	3	\$20.00 each

CASCADE BICYCLE CLUB FACILITY POLICY, RULES AND TERMS

BUILDING POLICY

1. Music must be kept at a reasonable volume.
2. Posting of signs or decorations in the halls, common area or exterior of the building must be cleared by facilities manager.
3. Clients will be responsible for the actions of their guests/attendees.
4. Clients will be held responsible for the loss or damage of Cascade Bicycle Club property.
5. Use of birdseed, glitter, sparkle, confetti, serpentine, rice or hay is not allowed.
6. Use of candles must be approved.
7. The use of tape on walls or floors must be cleared with the facility manager prior to the event.
8. All items used for decorations must be removed ENTIRELY from the room.
9. Client is expected to adhere to the times on the contract. Overtime rates are charged at 1 hour increments.
10. Cascade Bicycle Club is not responsible for lost or stolen articles. Lost items will not be kept for more than 30 days.
11. Clients who contract for service of alcoholic beverages must adhere to all requirements and policies of the Washington State Liquor Board and Cascade Bicycle Club, including permits when required.
12. All governing laws, regulations and ordinances with jurisdiction over this property must be complied with.
13. Smoking inside the building is prohibited.
14. In line with state law prohibiting marijuana use in public view, Cascade Bicycle Club prohibits use of marijuana in it's facilities.
15. If food is being served it is the client or caterers responsibility to ensure that all garbage and recycle is disposed of at the end of the event.
16. The kitchen is not fully-equipped, but we can provide some cold storage for food, sink & dishwasher for cleanup, and microwave, toaster, and toaster oven for heating food.

TERMS AND CONDITIONS

1. A deposit must be made within one (1) month of the contract date and a credit card number left on file to confirm the reservation. The credit card acts as a security deposit in case payment is not made within the required time period.
2. Deposits for cancelled events, within 120 days of the event date, will be forfeited. Deposits for events which are cancelled more than 120 days of the event date will receive a refund less an administration fee.
3. Client is responsible for full payment of the rooms listed on the contract if cancelled within 60 days of event date.
4. Full payment of the room rental fee and any anticipated charges must be received by Cascade Bicycle Club within (10) business days after the event date. Cascade Bicycle Club reserves the right to cancel agreements for non-payment or for non-compliance with policies, terms and conditions.
5. Reassignment or subleasing of contracted space is prohibited.
6. In accordance with Cascade Bicycle Club's lease with Magnuson Park/City of Seattle, it is required to provide 10% gross revenue on merchandise sales that take place in the park to the City of Seattle. If the client is selling merchandise for profit, they will provide Cascade Bicycle Club with 10% of the gross profit from total sales after taxes.
7. Final information on room set-up and AV needs is required (7) working days prior to the event date.
8. Following the evaluation of the condition of the property by authorized staff additional charges may be added for additional services or damage to the property. *The room must be left clean as delivered to you or a cleanup fee will be charged.* Client agrees to pay reasonable costs for damages to or loss of Cascade Bicycle Club property, for excessive cleanup or use of space beyond the contracted time.
9. The client will be given a final invoice post-event for any remaining charges. A payment is required within 10 days of the receipt of the invoice. Client agrees to pay a finance charge of 1.5 percent per month on any past due balance.
10. All legal actions instituted with regard to this contract shall be resolved in King County, Washington. The Client agrees to pay reasonable attorney's fees, court costs and collection fees.