



Mount Baker Community Club

Event Production Guide

Thank you for choosing the Mount Baker Community Clubhouse for your event. The Event Production Guide will outline accommodations, policies and expectations. The Clubhouse is operated by the Mount Baker Community Club (est. 1909), a non-profit neighborhood organization.

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Booking an Event

Contact: Megan Haile, Clubhouse Manager, rentals@mountbaker.org

Phone: 206-722-7209

Fax: 206-723-3069

Booking Process

- Schedule a Tour with Clubhouse Manager
 - Event Date Courtesy holds available for 2 weeks
 - Contracting and Invoice sent via email
 - Due with contract: Reservation Deposit of \$350 or ½ of the balance if the total balance is less than \$700. This is not an added fee. This is a non-refundable holding portion of the total balance.
 - Refundable Damage deposit required
 - Remaining Balance due 60 prior to the event
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Available Rental hours

Weekdays and Weekends 7am-11pm

The Rental Time Frame must include all amounts of time needed to load-in, decorate, and prepare food, event time and clean-up. The following rental time is recommended for large events:

- Minimum of 2 hours for preparation
 - 4-6 hours Event time
 - 1 hour for clean-up (see clean up details)
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Included Accommodations

Tables and Chairs set-up and taken down by Event Staff

Event Supervisor onsite for the entirety of the event

Optional Accommodations (at an additional fee)

AV equipment (including: 2 mics, high performance speakers, Mackie 802V mixer, Epson Projector, 8'x8' stand alone projector screen)



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Facility Specifications

Room Dimensions and Capacity

Conference Room (Upstairs): 40ft by 25ft (1040 sq ft) Capacity is 50 seated or standing

Ballroom (Downstairs): 45ft by 60ft (2700sq ft.) Capacity is 200 seated or standing

Parking

Residential Street Parking with no time limit. Parking available behind the building on Mt Baker Blvd and in front of the building on Mt Rainier Drive S. A 30-minute loading zone is available.

Window and Ventilation

Equipped with a ventilation system (no air conditioning onsite). Shades are kept down during the day to deflect heat. East and North windows may be opened. South and West windows will remain locked depending on noise levels.

Upstairs Conference Room Windows

- (7) West Side overlooks Ballroom 40" each (1 long stretch of windows not divided by wall space)
- (4) South Side 68" wide Frame
- (2) East Side 98" wide Frame

Downstairs Ballroom Windows (est.: 10' tall)

- (4) North Side 88" wide Frame
 - (5) South Side 88" wide Frame
 - (2) West Side 88" wide Frame
 - (1) 130" Frame to Frame (3 Panels)
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Kitchen Access

Upstairs Conference Room Kitchenette

- Residential Refrigerator and Freezer
- Microwave
- Electric Stove and Oven
- 2 Basin Sink
- 10-cup Coffee-maker
- 10-cup Electric Kettle
- Cleaning supplies
- No Ice Machine
- No Auto-Dishwasher
- No Utensils, Serve ware or Linens
- No Bistro tables available

Downstairs Ballroom Kitchen

- Residential Refrigerator and Freezer
 - Microwave
 - Wolf Gas Range, 4 burners, griddle and oven
 - 3 Basin Sink
 - 100-cup Coffee Brewer
 - 10-cup Electric Kettle
 - Cleaning Supplies
 - No Ice Machine
 - No Auto-Dishwasher
 - No Utensils, Serve ware or Linens
 - No Bistro tables available
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Facility Specifications (Continued)

Included with Rental: Kitchen, all tables and chairs with set-up and take-down by our staff

Equipment Included

Tables

- (20) 60" Banquet Rounds, wood mix - seats 8
- (24) 8'x30 Banquet Tables, wood mix - seats 8
- (1) 6'x30" Banquet Table, wood mix - seats 6
- (4) 5'x30" Banquet Tables, wood mix - seats 6
- (4) 3'x3' Card Tables, vinyl

Chairs

- (250) Burgundy, wired-frame, plastic seats
 - Ballroom Downstairs Only
 - Seat width: 18"
 - Seat length top of chair-back to floor: 31"
- (50) Turquoise, wired-frame, plastic seats
 - Conference Room Upstairs Only
 - Seat width: 18"
 - Seat length top of chair-back to floor: 31"

Audio Visual Equipment *(Available at an Additional Charge)*

Upstairs Conference Room

- 8'x8' Portable Projector Screen
- [Epson Home Theater Projector \(portable\)](#)
- 60" Flat Screen TV
- Sony Blu Ray
- Home Theater Sound System

Downstairs Ballroom

- 8'x8' Portable Projector Screen
- [Epson Home Theater Projector \(portable\)](#)
- Mackie High Performance Speakers (mounted)
- 2 Mics, one stand (wireless not available)
- [Mackie 802V mixer](#)

Decorations

Permanent hooks provided in each window frame, above the mirror and above entrance walkways. Ladder available upon Manager Approval. Extension Cords not provided.

Allowed

- Candles in Votive Holders
- Candles with flame at least 1" under the top of the candle
- LED candles/lights in the window sills and on the floor or banisters
- Fresh Flower Arrangements
- Floral Garlands
- Hanging items from the permanent hooks in windows (10' from floor)
- Lights hanging from permanent hooks on window frames or on valances and banisters
- Painters tape and gaffing tape (not provided)
- Helium Balloons (renter responsible for using the onsite telescope pole to remove strays)

Not Allowed

- Flame Candles in the window sills or directly on the floor or banisters
- Carrying lit candles (lighting ceremonies upon manager approval)
- Burning Incense
- Fresh Flower petals on the ballroom floor
- Confetti, glitter, birdseed, rice or potpourri
- Affixing hooks, nails, tacks, pins or anything to the walls and windows
- Smoke/Fog Machines
- Pyrotechnics
- Bales of Hay
- Berry Garlands



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Food and Alcohol

Open Catering policy. Alcohol allowed within guidelines (no additional insurance required)

Catering and Food Guidelines

- Onsite preparation time must be within contracted hours. (recommended at least 2 hours prior to guest arrival)
- 30-minute Loading zone located in front of building from 8am-6pm. Cannot guarantee reserved parking, however, we can provide sandwich boards to place “Reserved” signage (*renter responsible for creating signage*)
- Food Trucks allowed. Parking permits are not provided.
- No grilling or Frying allowed onsite (range hood will not support and smoke alarm will sound)
- Free-standing BBQs must be approved by MBCC
- Recommended to end food service 1 hour prior to contracted end time

Alcohol Guidelines

- Self service alcohol is not allowed
- Bar server does not need to be licensed or professional, however, renter is liable for all consumption
- Bar server is allowed to cork bottle for guests
- Keg buckets are not provided
- Buckets of ice not allowed on the ballroom floor
- Recommended to use designated bar area (on black vinyl floors)
- Required to use rubber mats under any Bar area on the hardwood ballroom floor
- Required to mop all Bar Areas prior to departure

Linens and Rentals

The following Event Rental Companies have key access to our building: *AA Party Rentals, Abbey Party Rentals, ABC Rentals, and Pedersen's Event Rentals.*



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Cleaning and End Time

An MBCC Building Representative will perform a walk-through at the beginning and end of the event. Renter Representative will be required to initial the [Event Check-list](#) upon departure. Recommended to contract a minimum of 1 hour for clean-up/load-out.

Cleaning Provisions

- Broom, Mop and Floor cleaner
- Paper Towels
- Garbage, Recycling and Compost bins and liners
- Dumpsters

Cleaning Requirements

- Refrigerator and Freezer must be emptied and wiped down
- Dishes, food and serve-ware removed (rentals may be stored overnight upon manager approval)
- Sink & Counters cleaned
- Kitchen floors swept and mopped
- Bar areas mopped
- Garbage, Recycle and Compost guidelines must be adhered to (signage available if needed)
- All garbage, recycling and compost brought out to onsite dumpsters (boxes must be flattened)
- Perimeter check for exterior garbage and cigarettes

End Time Recommendations

- Assign jobs to event assistants
- Food service should end 1.5-2 hours before the contracted end time to allow for guests to depart and cleaning to commence
- Bar should be closed 1-1.5 hour (s) before the contracted end time to allow for guests to depart and cleaning to commence
- Music and dancing should end 1 hour prior to contracted end time (See Music & Noise Policy)

Music & Noise Policy

Mount Baker Community Club is at the heart of the Mount Baker Neighborhood. We serve our neighbors' best interests and expect Renter to be considerate when using amplified or loud noise; including loud gatherings outside.

All Renter representatives, DJ's using amplified sound (Live Bands included) will be required to review the noise policy and agree to terms with the MBCC Event Supervisor on-site.

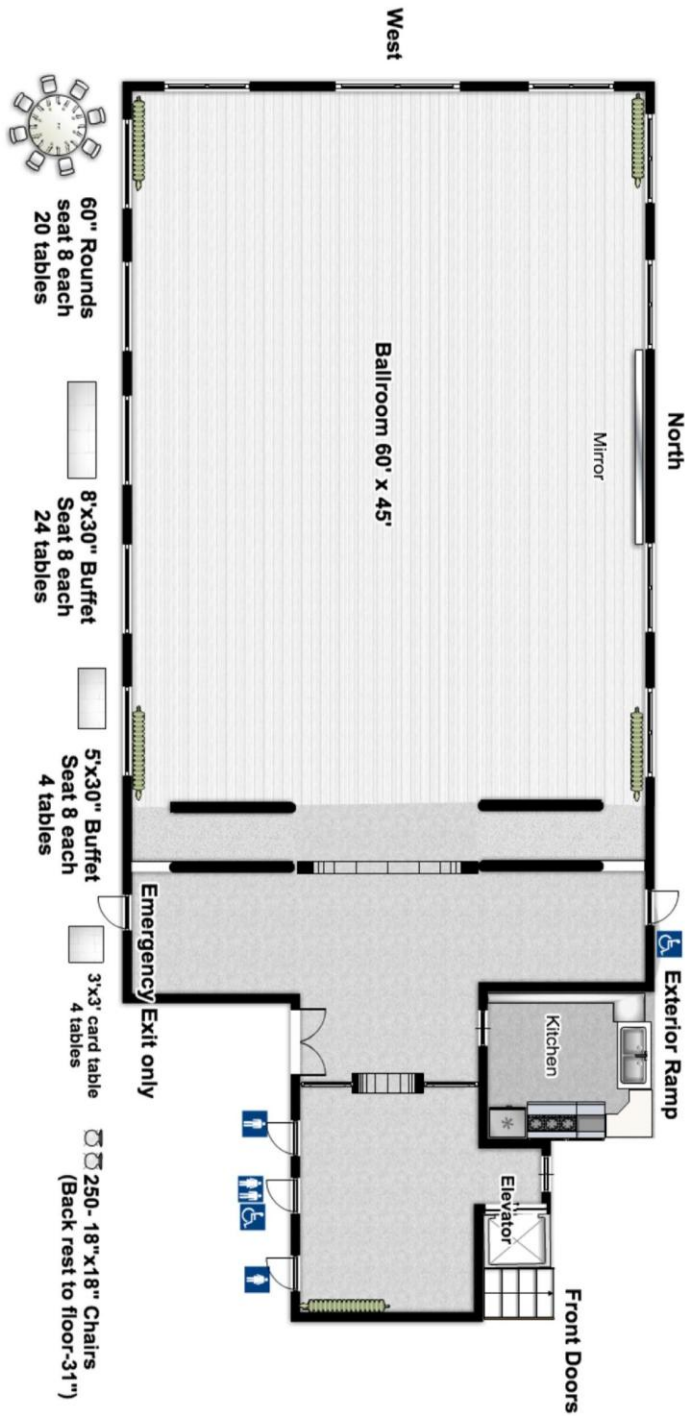
MBCC Event Supervisors reserves the right to terminate all amplified sound and discuss noise policies with any guests or vendors due to non-compliance. MBCC Event Supervisors may perform periodic assessments with a decibel meter in order to maintain appropriate levels of sound.

Music is allowed at normal amplified levels of 80 decibels inside until 10pm. Music must be turned down to 60 decibels at 10pm. Music is off completely by 11pm.



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