



CITY OF KIRKLAND PARKS & COMMUNITY SERVICES

NORTH KIRKLAND COMMUNITY CENTER RENTAL GUIDELINES

12421 – 103rd Ave Ne, Kirkland, WA 98034 / 425-587-3350
Monday – Friday 8am – 5pm
kirklandwa.gov / kirklandparks.net / eparks@kirklandwa.gov

INTRODUCTION

Thank you for choosing the North Kirkland Community Center to celebrate your birthday party, family gathering or meeting. This rental guide provides the essential information needed for you to make a rental reservation.

WHEN TO RESERVE

Reservations can be made up to nine (9) months in advance and a minimum of thirty (30) calendar days in advance is required.

HOW TO CHECK AVAILABILITY

You can check room availability via
Phone: 425.587.3350
Email: eparks@kirklandwa.gov

RENTAL DAYS AND HOURS AVAILABLE

Rentals can occur on:
Monday – Friday 5pm to 11pm (Multi Purpose Room)
Monday – Thursday 5pm to 11pm (Classroom 1)
Saturday 12pm to 11pm
Sunday 8am to 11pm

The Community Center is not available for rental on: President's Day, Martin Luther King, Jr Day, Memorial Day, 4th of July, Thanksgiving Day, the Day After Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day.

FEES & PAYMENTS

Three fee categories apply - the Rental Fee, Booking Fee and Damage Deposit

Booking Fee - A non-refundable Booking Fee is **due at the time a reservation is made** and is applied toward the rental fee. The Booking Fee is:

Birthday Party Package: \$25 Non-Refundable Booking Fee,

Rentals under \$250: \$50 Non-Refundable Booking Fee,

Rentals over \$250: \$250 Non-Refundable Booking Fee,

Rental Fee – The rental fee is **due in full for rentals under \$250 at the time the reservation is made**. For **rentals above \$250, the rental fee is due in full, 60 days before the event date**. Fees are charged in full hour increments as follows:

Birthday Party Package - 2 Hours (15 children maximum)

\$140 – Kirkland Resident

\$168 – Non-Kirkland Resident

Multi-Purpose Room & Kitchen (max. occupancy 245)

3 hour minimum rental

\$100/hour – Kirkland Resident

\$120/hour – Non-Kirkland Resident

Classroom 1 (max occupancy 32 / 2 hour minimum)

\$30/hour – Kirkland Resident

\$40/hour – Non-Kirkland Resident

Damage Deposit – The damage deposit is **due in full, 60 days before the event date**. A damage deposit will be required for the rental of the Multi-Purpose Room and the Birthday Party Package*. The City of Kirkland reserves the right to require a damage deposit for other room rentals based on the nature of the activity. Damage deposits will be fully refunded if clean up is acceptable, no damage is noted to the facility or equipment, and all policies have been followed. The renter must sign a rental checklist before leaving the facility in order for the deposit to be returned.

- \$300 Damage Deposit for events without alcohol
- \$200 Additional for events with alcohol (\$500 total Damage Deposit if alcohol)
- ***\$100 Damage Deposit for Birthday Package due at time of reservation**

REQUIREMENTS NEEDED TO MAKE RESERVATION

1. Renters must be 18 years of age or older.
2. Create or have an account at www.KirklandParks.net
3. Reservation requests are accepted by phone or in person. Call 425-587-3350 or email eparks@kirklandwa.gov prepared with the following information:
 - Date
 - Time (please include all time needed from set-up through clean-up)
 - Type of Event (private, by invitation only required)
 - Attendance Size
 - If alcohol (beer or wine) will be served, additional requirements apply – see below
 - An event description
 - Payment (Visa, MasterCard, Check or Cash)

CANCELLATION & CHANGE POLICY

Cancellations must be made in writing (email is acceptable). Damage deposits are 100% refundable.

- **Birthday Party Package**
 - Notice received thirty (30) or more days in advance of party date will receive full refund less \$25 Non-Refundable Booking Fee.
 - Notice received less than twenty (29) days in advance of party will receive no refund of rental fees.
- **For rentals below \$250**
 - Notice received sixty (60) or more days in advance of rental date will receive full refund less \$50 nonrefundable booking fee.
 - Notice received less than fifty-nine (59) days of rental date will receive no refund of rental fees
- **For rentals above \$250**
 - Notice received sixty (60) or more days in advance of rental date will receive full refund of any rental fees or damage deposits (if paid ahead of time) less \$250 nonrefundable booking fee.

- Notice received less than fifty-nine (59) days of rental date will receive no refund of rental fees but will receive 100% refund of damage deposit.

Once a reservation is processed and confirmed, changes must be made in writing (email is acceptable) and include a \$25 rescheduling fee. A minimum of 10 business days' notice is required in order to be considered a reschedule. A new rental confirmation will be issued. **For birthday party package:** No changes to party hours or dates are allowed less than five (5) business days prior to the rental.

CONFIRMING A RESERVATION

Once the waiver form, fees and any additional requirements are processed, a rental confirmation (including payment details) will be sent by email to the account address provided.

ALCOHOL

If seeking approval to serve beer and wine (Beer kegs and hard liquor are not allowed), additional requirements apply and are due 60 calendar days prior to your event date. The renter must:

- Post a signed Washington State Liquor Control Board Banquet Permit in the facility during the rental. (Can be purchased at <https://lcb.wa.gov/licensing/online-banquet-permit>) Please provide permit number.
- Have insurance (general liability coverage with host liquor liability, \$2m general aggregate, \$1m per occurrence with City of Kirkland listed as additional insured)

Renters with alcohol disclosed can request more detailed instructions or visit www.KirklandWA.gov (search for Insurance Purchasing Options). Past customers have used their personal/homeowners insurance or a company called One Beacon Entertainment, <http://www.onebeaconentertainment.com>

LICENSES, PERMITS AND CATERING

Renters shall be responsible for obtaining and maintaining at no cost to the City, all licenses, permits and other authorizations required to legally conduct rental activities.

SITE AMMENITIES AND ADDITIONAL EQUIPMENT

Multi-Purpose Room with Kitchen

- Twenty (20) six foot tables
- Twelve (12) five foot round tables
- 175 chairs
- Kitchen includes: oven, convection, oven, stove, microwave, dishwasher, small freezer and large refrigerator

MULTI-PURPOSE ROOM



MULTI-PURPOSE ROOM



RENTER'S RESPONSIBILITY

- Applicant must be in attendance at the event and assumes responsibility for all activities conducted during the rental.
- Renter and guests only have access to the room(s) reserved on the rental agreement and for the times specified on agreement. Renter's exceeding the rental time will be charged at 1 ½ times the hourly rate, which will be deducted from the deposit.
- Renter is responsible for setting up and taking down folding tables, and for returning tables and chairs to their original location. Furniture is for indoor use only.
- All food, decorations and supplies brought into the center by renter are to be removed by the end of the rental period. All rooms must be left arranged as they were at the beginning of the rental.
- All decorations must be flame-proof or fire retardant. Decorations must be applied with masking tape only and may not be hung from light fixtures, ceiling, heat detectors, or emergency lights. Helium balloons must be secured and not allowed to float freely.
- Smoking is strictly prohibited, None of the following are allowed: candles or open flames; rice, birdseed or confetti, whether inside or outside of the building. Any infractions will result in full loss of your damage deposit.

CITY CODES, POLICIES & ORDINANCES

All City of Kirkland codes and ordinances are in effect and enforced at all City of Kirkland facilities. Regulations govern sound and noise levels, pets, animals, parking, vehicle access, etc. per the City of Kirkland Municipal Code and Chapter 11.80 Park Rules. During the rental of city facilities, renter agree to comply with all local, state and federal non-discrimination laws, regulations and policies.

The following activities are prohibited:

- Sound may not be amplified or travel beyond 50 ft. of its origin for private events
- Dunk tanks, pony rides, trackless trains, inflatables (bouncy houses, hamster ball, bubble soccer), laser tag, are activities not permitted in any park or facility for private functions.
- Business use of a park requires a formal contract with the City and is not an option through the Facility Use Permit process.
- Solicitations and advertising are not allowed

BIRTHDAY PARTY ROOM



BIRTHDAY PARTY ROOM

