



# CITY OF KIRKLAND PARKS & COMMUNITY SERVICES

## PETER KIRK COMMUNITY CENTER RENTAL GUIDE

352 Kirkland Avenue, Kirkland, WA 98033 / 425-587-3360

Monday – Friday 8am – 5pm

[kirklandwa.gov](http://kirklandwa.gov) / [kirklandparks.net](http://kirklandparks.net) / [eparks@kirklandwa.gov](mailto:eparks@kirklandwa.gov)

### INTRODUCTION

Thank you for choosing the Peter Kirk 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. (Use for commercial purposes or activities that involve fundraising, advertising, promoting, or selling of merchandise or services may be restricted at the discretion of the Director or designee. Additional insurance requirements and fees may apply. In addition, business meetings, seminars or events that are advertised as being “open to the public” will need further review and may have additional requirements and fees.)

### 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:** 425.587.3360 **Email:** [eparks@kirklandwa.gov](mailto:eparks@kirklandwa.gov)

### RENTAL DAYS AND HOURS AVAILABLE

#### Rentals can occur on:

Monday – Friday\* 8am to 12am  
Saturday 8am to 12am

\*Time may not be available before 5pm on weekdays due to community center programming.

#### Minimum Rental Hours:

Monday – Thursday 2 hours  
Friday – Saturday 4 hours

#### The Community Center is not available for rental on:

- President’s Day
- Martin Luther King, Jr Day
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving Day
- The Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Eve
- New Year’s Day

### 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](http://www.KirklandParks.net)
3. Reservation requests are accepted by phone or in person. Call 425-587-3360 or email [eparks@kirklandwa.gov](mailto: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 (maximum occupancy varies by room)

- If alcohol (beer or wine) will be served, additional requirements apply – see below
- Payment (Visa, MasterCard, Check or Cash)

### FEES, DEPOSITS & PAYMENTS

Multi-Purpose Room	Kirkland Resident	Kirkland Non-Resident
150 max occupancy	\$100/hour	\$120/hour
Meeting Rooms or Classrooms	Kirkland Resident	Kirkland Non-Resident
16 – 32 max occupancy	\$30/hour	\$40/hour

#### Rental Fee – 50% of the rental fee is due at booking.

The remaining balance of the rental fee and damage deposit is due in full 60 days prior to event date. For reservations made within 60 days of event date, 100% of rental fees and 100% of damage deposit is due immediately.

**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. 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)

### CANCELLATION & CHANGE POLICY

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

- Cancellation 61+ days prior to rental will receive a refund of 100% of rental fees minus a \$25 administrative fee
- Cancellations 30 – 60 days prior to rental will receive a refund of 50% of rental fees
- Cancellations 0 – 29 days will receive no refund of rental fees

Changes are subject to a \$25 administrative fee. No changes to rental hours and/or dates are allowed less than 10 business days prior to rental. If a rescheduled rental is cancelled, original booking date is used with cancellation policy above.

### CONFIRMING A RESERVATION

Once the waiver form, fees and 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 rental. (<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](http://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

Renter's 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
- 160 chairs
- Use of oven, stove, steam table and small refrigerator **with preapproval only**. Renter must make arrangements for a kitchen orientation for the renter and/or caterer at least one (1) week prior to rental date.

### MULTI-PURPOSE ROOM



### SUN ROOM



### CLASSROOM



## 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 exceeding the rental time will be charged at double (two 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 the 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 building. Any infractions will result in full loss of the 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 agrees 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 50ft of its origin for private events.
- Dunk tanks, pony rides, trackless trains, inflatables (bouncy houses, hamster ball, bubble soccer), and laser tag are activities not permitted in any park 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.