



# CITY OF KIRKLAND INDOOR FACILITY RENTALS



GATHER FOR WEDDINGS,  
PARTIES, MEETINGS, AND  
MEANINGFUL MOMENTS



# HERITAGE HALL & GARDENS



203 MARKET ST  
KIRKLAND WA 98033  
425-587-3330  
EPARKS@KIRKLANDWA.GOV

## RENTAL HOURS:

**Monday – Sunday: 8am-11pm**

**Monday – Thursday**  
**2 hour minimum required**

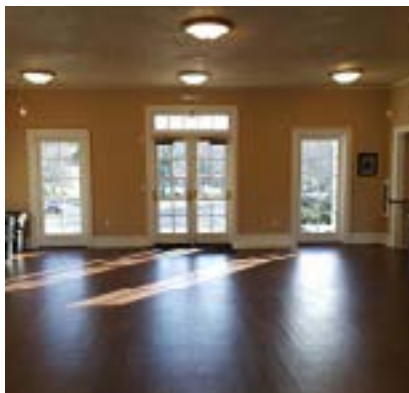
**Friday – Sunday**  
**4 hour minimum required**

## ALCOHOL:

Alcohol at Heritage Hall is allowed indoors and on the north terrace connected to the Hall. It cannot be served or consumed within the Centennial Gardens or Heritage Park.

## AMENITIES:

- 70 Indoor Chairs
- 15 Rectangle Tables (twelve tables - 6 feet by 30 inches and three tables - 4 feet by 2 feet)
- Microwave
- Mini Refrigerator
- Projection Screen (Projector not included)
- 2 Restrooms (1 ADA accessible)



## FACILITY CAPACITY LIMITS:

MEETING ROOM SPACES	CAPACITY	RESIDENT RATE/HOUR	NON KIRKLAND RESIDENT RATE/HOUR
Heritage Hall <i>October - April</i>	70	\$105/hour	\$125/hour
Heritage Hall & Gardens <i>May - September</i>	125	\$125/hour	\$150/hour

## NOTE:

- Rentals from October - April are limited to no more than 70 people.
- Rentals from May - September may increase to 125 people maximum by using both Heritage Hall and the Centennial Gardens (outdoor space)
- Equipment inside Heritage Hall is for indoor use only. For outdoor use, accommodations must be provided by the renter.

# KIRKLAND TEEN UNION BUILDING

## MULTI PURPOSE ROOM & MEETING SPACES



### FACILITY CAPACITY LIMITS:

MEETING ROOM SPACES	CAPACITY	RESIDENT RATE/HOUR	NON KIRKLAND RESIDENT RATE/HOUR
Kiwanis Lounge	16	\$30	\$40
Art Room	16	\$30	\$40
Multi Purpose Room & Cafe	100	\$125	\$150

348 KIRKLAND AVE  
 KIRKLAND 98033  
 425-587-3370  
 EPARKS@KIRKLANDWA.GOV

### MULTI PURPOSE ROOM AND CAFÉ AMENITIES:

- 14 Rectangle Tables (6 feet by 30 inches)
- 84 Chairs
- Stage
- Refrigerator
- Microwave
- Large Dining Table with 6 Chairs
- 4 Café-style Round Tables, 2 Chairs each
- Patio And Patio Furniture

### KIWANIS LOUNGE AMENITIES:

- 4 Rectangular Tables (6 feet by 30 inches)
- 16 Chairs
- Whiteboard And Markers

### ART ROOM AMENITIES:

- 4 Rectangular Tables (6 feet tall by 34 inches)
- 16 Stools
- Whiteboard And Markers

### RENTAL HOURS:

**Monday – Thursday: 8am-9pm**

**Friday and Saturday: 8am-11pm**

**Sunday: 9am-10pm**

**Monday – Thursday**  
 2 hour minimum required

**Friday – Sunday**  
 4 hour minimum required



# NORTH KIRKLAND COMMUNITY CENTER

## MULTI PURPOSE ROOM



### FACILITY CAPACITY LIMITS:

MEETING ROOM SPACES	CAPACITY	RESIDENT RATE/HOUR	NON KIRKLAND RESIDENT RATE/HOUR
Multi Purpose Room	245	\$125	\$150

12421 103RD AVE NE  
KIRKLAND 98034

425-587-3350

[EPARKS@KIRKLANDWA.GOV](mailto:EPARKS@KIRKLANDWA.GOV)

### AMENITIES:

- 175 Chairs
- 18 Rectangle Tables (6 feet by 30 inches)
- 12 Round Tables (5-foot diameter)
- Microwave
- Coffee Maker
- Warming Oven
- Stove
- Small Freezer
- Commercial Refrigerator
- Projection Screen (Projector available for \$50)
- 2 Restrooms (1 ADA accessible)

### RENTAL HOURS:

**Monday – Thursday: 8am-9pm**

**Friday and Saturday: 8am-11pm**

**Sunday: 9am-10pm**

**Monday – Thursday**  
2 hour minimum required

**Friday – Sunday**  
4 hour minimum required



# PETER KIRK COMMUNITY CENTER

## MULTI PURPOSE ROOM & MEETING SPACES



352 KIRKLAND AVE  
 KIRKLAND 98033  
 425-587-3360  
 EPARKS@KIRKLANDWA.GOV

### RENTAL HOURS:

**Monday – Thursday: 8am-9pm**

**Friday and Saturday: 8am-11pm**

**Sunday: 9am-10pm**

**Monday – Thursday**

**2 hour minimum required**

**Friday – Sunday**

**4 hour minimum required**

### PKCC SUN ROOM AMENITIES:

- 6 Rectangle Tables (6 feet by 30 inches)
- 25 Chairs

### PKCC MEETING ROOM 1 AMENITIES:

- 4 Square Tables (Card Tables)
- 16 Chairs

### PKCC MEETING ROOM 1 & 2 AMENITIES:

- 8 Square Tables (Card Tables)
- 32 Chairs

### FACILITY CAPACITY LIMITS:

MEETING ROOM SPACES	CAPACITY	RESIDENT RATE/HOUR	NON KIRKLAND RESIDENT RATE/HOUR
PKCC Sun Room	25	\$50	\$60
PKCC Meeting Room 1	16	\$30	\$40
PKCC Meeting Room 1 And 2	32	\$60	\$80
Multi Purpose Room	150	\$125	\$150

### MULTI PURPOSE ROOM AND KITCHEN AMENITIES:

- 150 Chairs
- 20 Rectangle Tables (6 feet by 30 inches)
- Steam Table
- Convection Oven
- Stove
- Microwave
- Small Refrigerator
- Stage
- Projection Screen (Projector not included)



## RENTAL POLICIES & INFORMATION

### PAYMENTS

Full payment is required at the time of confirmation.

### DAMAGE DEPOSIT INFORMATION

- \$300 Damage Deposit required for all rentals
- Additional \$200 Damage Deposit required for events serving alcohol

Damage deposits are fully refundable provided:

- The facility and equipment are left in acceptable condition
- No damage is identified
- All rental policies and procedures are followed

Prior to departure, renters are required to complete and sign a facility rental checklist with staff. Approved damage deposit refunds are processed within 10 business days following the event date.

### CANCELLATIONS & CHANGES

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

#### Cancellation Schedule

- 61+ days prior to rental: Full refund of rental fees, minus a \$25 administrative fee
- 30 – 60 days prior to rental: 50% refund of rental fees
- 0 – 29 days prior to rental: No refund of rental fees

Changes may not be made within 30 business days of reservation

Requests to change the date or time of a reservation must be made in writing (email is acceptable). Approval is subject to facility and staff availability. Any resulting additional rental fees must be paid in full at the time of the change.

Changes to rental date or time are subject to a \$25 administrative fee. If a rescheduled rental is cancelled, the original reservation date applies to the cancellation policy above.

### RENTAL AVAILABILITY

Heritage Hall and Gardens reservations can be rented directly via [kirklandparks.net](http://kirklandparks.net)

To request a reservation for Kirkland Teen Union Building, Peter Kirk Community Center, or North Kirkland Community Center, please contact the facility directly using the phone number listed on it's corresponding page or by submitting the online reservation request form:

<https://tinyurl.com/KirklandIndoorFacilityRental>

Submitting a reservation request does not guarantee approval. Rentals are accepted based on facility and staff availability. If your rental is accepted, staff will contact you to confirm the reservation.



## DECORATING

Decorations must be installed and removed within the reserved rental time.

### ALLOWED

- Freestanding decorations brought into the facility.
  - Painters' tape may be used to attach decorations but must be removed after use
  - Exception: At Heritage Hall painter's tape is only allowed on the wood trim and is NOT allowed on the walls.
- Helium balloons under the following conditions
  - Must be tied to a weight prior to entering the building
  - Balloons that float to the ceiling or activate the security alarm will result in loss of damage deposit



### ALLOWED WITH PRIOR STAFF APPROVAL

- Push pins on bulletin boards and portable partitions only

### NOT ALLOWED

- Staples, nails, or other kinds of tape (scotch, duct)
- Hanging decorations from light fixtures
- Removing facility displays, art or other items affixed to walls
- Confetti, glitter, or decorations containing these materials
- Candles or open flames; rice, birdseed, glitter, or confetti, whether inside or outside of building. Any infractions will result in full loss of the damage deposit.

## ALCOHOL

Alcohol is allowed at all indoor facilities, and outside on the patio at Heritage Hall. (see page 2)

The following policies apply when alcohol is served:

- Alcohol service is limited to beer, hard cider, wine, and champagne packaged in bottles or cans. Hard liquor and beer kegs are not allowed. Alcohol must be served and consumed in the area designated by the facility staff.
- An additional \$200 security deposit will be added to the cost of the rental for events with alcohol.
- A Washington State Liquor and Cannabis Board (WSLCB) Banquet Permit or Special Occasion License is required to serve alcohol. Original copies of these permits must be posted in a conspicuous location near the serving area during the reservation. See <https://lcb.wa.gov/licensing/banquet-permits>
- A copy of the permit must be submitted to Kirkland Parks and Community Services a minimum of 30 days' prior to your reservation.
- Additional Insurance is required for events serving alcohol:
  - General liability coverage with host liquor liability
  - \$2 million general aggregate
  - \$1 million per occurrence
  - This City of Kirkland listed as additional insured
- Renters can request more detailed instructions or visit [www.kirklandwa.gov](http://www.kirklandwa.gov) (search for Insurance Purchasing Options). <https://www.kirklandwa.gov/files/sharedassets/public/v/4/parks-amp-comm-services/recreation/insurance-purchasing-options-and-requirements-for-facility-use-permit-applications.pdf>

Serving alcohol without prior approval and/or permits are in violation of the above policies and may result in the immediate shut down of the rental and forfeiture of fees paid. Additional penalties may be assessed.





**PLAN AHEAD! RESERVE YOUR SPACE.  
INDOOR FACILITIES REQUIRE A MINIMUM OF 30 DAYS' ADVANCE BOOKING.  
FOR FULL SITE DESCRIPTIONS, PRICING, RENTAL POLICIES, AND AMENITIES  
VISIT [KIRKLANDWA.GOV/PARKRENTALS](http://KIRKLANDWA.GOV/PARKRENTALS) OR EMAIL US AT [EPARKS@KIRKLANDWA.GOV](mailto:EPARKS@KIRKLANDWA.GOV)**