



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 as your event venue for your celebration or gathering. 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 months in advance and no later than 30 calendar days prior to your event.

HOW TO CHECK AVAILABILITY

You can check room availability via

Phone: 425.587.3350 **Email:** eparks@kirklandwa.gov

RENTAL DAYS AND HOURS AVAILABLE

Rental hours (subject to availability):

Friday	5pm-11pm (Multi-Purpose Room)
Saturday	11am-11pm (Multi-Purpose Room)
Sunday	9am-11pm (Multi-Purpose Room)
Monday – Friday	5pm-9pm (Classroom 1)
Saturday	11am-11pm (Classroom 1)
Sunday	1pm-11pm (Classroom 1)

The Community Center is not available for rental on:

MLK Jr. Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
4 th of July	New Year's Eve
Labor Day	New Year's Day
Veteran's Day	

FEES, DEPOSITS & PAYMENTS

Multi-Purpose Room	Kirkland Resident	Kirkland Non-Resident
Fri – Sun (4hr min) 245 max occupancy	\$125/hour	\$150/hour
Classroom 1	Kirkland Resident	Kirkland Non-Resident
Mon - Thurs (2hr min) Fri - Sun (2hr min) 35 max occupancy	\$30/hour	\$40/hour

Rental Fee – 50% of the rental fee is due at booking for the Multi-Purpose Room. The remaining balance and damage deposit are due in full, 60 days prior to event date. For reservations made within 60 days of the event date, 100% of the rental fees and damage deposit is due immediately. **100% of the rental fee is due at booking for the Classroom 1.**

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 Classroom 1. Damage deposits will be fully refunded within one week 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
- \$50 Damage Deposit for Classroom 1

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 (**reservation time includes set-up and clean-up** additional fees will be charged for additional time)
 - Type of Event (private, by invitation only required)
 - Attendance (max occupancy varies by room)
 - If alcohol (beer or wine) will be served, additional requirements apply – see below
 - 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.

- 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 may not be made within 10 business days of reservation

Changes are subject to a \$25 administrative fee. If a rescheduled rental is cancelled, original reservation date is used for cancellation policy above.

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, seltzers, or 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 conduct rental activities.

SITE AMMENITIES AND ADDITIONAL EQUIPMENT

- Multi-Purpose Room with Kitchen
- Eighteen (18) six-foot rectangle tables
- Twelve (12) five-foot round tables
- 175 chairs
- Kitchen includes: oven, convection oven, stove, microwave, small freezer and large refrigerator

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 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 and may not be moved without prior written approval by NKCC staff.
- **ALL** food, decorations and supplies brought into the center by renter are to be removed at 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 **painter's tape only** and may not be hung from light fixtures, ceiling, heat detectors, or emergency lights. Helium balloons must be secured; not allowed to float freely.
- Smoking, open flames including propane, BBQ's or stenos, candles, rice, birdseed, glitter, and confetti is strictly prohibited, whether inside or outside of the building.
- No sound or AV systems available are available for the rental.
- Food trucks are allowed by special permits only.
- Any infractions of the above items 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 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 50 ft. of its origin for private events.
- Dunk tanks, smoke machines, 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

Note: Use of projector requires connection to your device via HDMI cable (i.e., your laptop). It is the renter's responsibility to test the projector with their personal device in advance if they so choose. Call ahead to arrange time with NKCC staff. The projector does not include use of any sound equipment