

What type of equipment is available?

The Renton Community Center has banquet seating available for a maximum of 230 people banquet style and 300 people theater style. Your rental includes access to major appliances and the following:

- Stacking chairs
- Oval banquet tables
- Six-foot tables
- Serving carts
- Hot dish serving cart
- Serpentine tables
- Mobile buffet tables
- Coffee pots
- Microwave oven
- Ice machine
- Dishwasher

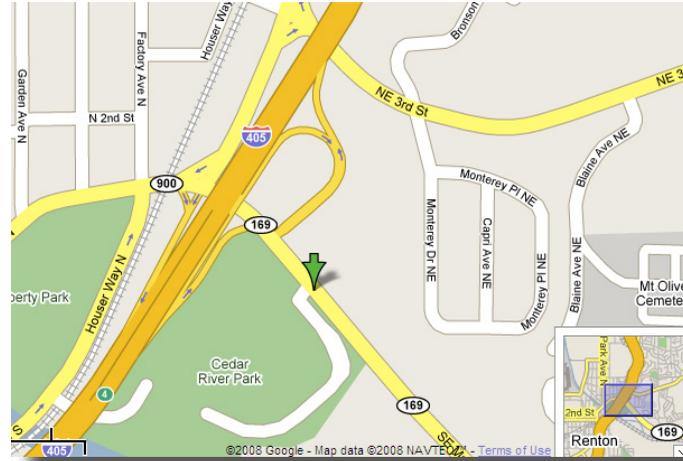
Audio/visual equipment available at no charge includes microphones (lapel and hand-held), podium/lecturn, stage, easel, TV/VCR/DVD, video screen, and extension cords. The building is equipped with wireless internet. Items listed below are available at the fee indicated and must be requested and paid for in advance.

LCD Projector	\$75.00/per day
Window Coverings	\$10.00/each

Note: The items listed above will be checked for damage on the first work day following your rental. If necessary, a fee will be deducted from the security deposit to cover the costs of any damages incurred. Banquet room rentals have exclusive use of the Renton Community Center's tables and chairs.

What if I need another space or would like to use the kitchen?

A rental fee of \$88 per hour will be charged for kitchen use (if available) when renting any other meeting space or the banquet room Monday through Thursday. Renters must provide all items not included in the rental. Additional rooms and rates can be found at rentonwa.gov or by calling 425-430-6700.



From points north or east of Renton, take southbound I-405 to the Renton/Enumclaw Exit #4. At the second signal, turn left under I-405 onto Maple Valley Highway. At the second light turn right into the Cedar River Park entrance and follow the driveway to the main parking area.

From points south or west of Renton, take northbound I-405 to Renton. Take Exit #4 and follow the signs to Maple Valley Highway. Turn right onto Maple Valley Highway. At the second light turn right into the Cedar River Park entrance and follow the driveway to the main parking area.



Event Planner

Renton Community Center Rules and Regulations for Banquet Room Rental

**Renton Community Center
1715 SE Maple Valley Highway
Renton, WA 98057**

For more information, call 425-430-6700 during normal business hours or visit rentonwa.gov.

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What You Need To Know When Using The Facility

Rental time reserved (i.e. 10 hours) includes time needed for set-up, decorations, deliveries, preparation, event and clean-up. Clean-up will require a minimum of one hour.

Setup time will vary depending on the decorator, caterer, etc. Rental time does not include table and chair setup which is provided by the Renton Community Center staff. When you gain access to your room at your rental start, tables and chairs will be set up for you.

Under no circumstances will the event be allowed to continue after the contracted time. Violations of the policy will result in immediate termination of the event and charges of \$150 for each additional hour or partial hour.

If available, additional hours may be prearranged on a per hour basis at least 90 days in advance. Rental fees will not be refunded to those leaving early.

Final payment is due 90 days in advance and floor plan set-up requirements must be received 30 days before the event.

What days and times are available and what are the fees?

Monday - Thursday	6:00 a.m. - 10:00 p.m. (3 hour minimum)
Friday	6:00 a.m. - 1:00 a.m. (5 hour minimum)
Saturday	8:00 a.m. - 1:00 a.m. (10 hour minimum)

Events for minors (under 21 years of age) must end at 10:00 p.m.

Note: Hours over the 10 hour minimum may be purchased, but use of the facility is restricted to no later than 1:00 a.m. on Friday and Saturday. Monday -Thursday rentals are available on a limited basis with a 3 hour minimum.

Fees will be determined by the resident status of the person signing the contract with current ID provided.

	Renton Residents	Non-Residents
Friday (5-hour minimum)	\$650	\$750
Saturday (10-hour minimum)	\$1,300	\$1,500
Weekend additional hours	\$130	\$150
Monday - Thursday	\$85/hour	\$90/hour
Kitchen (Monday-Thursday)	\$88	\$88
Security Deposit	\$550	\$550

Check-in prior to your event?

For your safety and convenience, there is always a staff person on duty during your event. Please check in with them when you arrive. If your event is scheduled during non-operating hours, the facility will open at the time agreed to on the rental application.

What type of decorations are permitted?

Only freestanding decorations are permitted. Affixing anything to ceiling, walls, doors, columns, or windows is prohibited. Tacks, nails, and staples are prohibited anywhere but in the gray wall area surrounding the room. Birdseed, rice, confetti, dance wax, etc., are not permitted in the building or on the surrounding grounds. Use of any of these items will result in forfeiture of the entire security deposit.

The Renton Fire Department regulates the use of flammable materials. In compliance with City Fire Code and the City of Renton Fire Marshall, **propane cooking appliances or any other type of open flame are strictly forbidden. Absolutely no candles can be used as decorations. We recommend battery operated tea lights.**

Do I need a liquor permit?

The use of beer kegs is limited to the outside patio. Liquor is permitted in the banquet facility and outside patio area **only**. It is not allowed anywhere else in the facility unless the event is co-sponsored by the City of Renton. A banquet permit is not required when all the following conditions are met:

- Function is personal and non-commercial.
- Function is sponsored and hosted by an individual.
- Function would normally be held in the individual's home but space restrictions apply.
- Function is held on a premise that does not hold a liquor license (such as a grange hall, community club, etc.)
- There is no charge for anything (no admission charge or donation for food, beverage, ice, mixer, snacks, etc.)
- No monetary gain to be realized by the host.
- All guests personally invited by the host.
- For more information, please contact the Washington State Liquor Control Board.

Note: Underage drinking is strictly prohibited. If a problem is suspected, the Renton Police will be called and this could result in an immediate end to your event and citations being issued. If this occurs, no refunds will be given, forfeiture of damage deposit will result and cleaning expenses will be billed to the applicant whose signature appears on the rental application.

What if I need to cancel?

There is a \$300 non-refundable cancellation fee for reservations canceled prior to 90 days before the reservation date. Cancellations not made prior to 90 days before the reserved date will result in the loss of the \$550.00 security deposit plus the entire rental fee.

Do I need insurance?

Special events and corporate hosted functions may be required to carry insurance naming The City of Renton as an additional insured party. Your personal insurance agent or an insurance agency can assist you. Questions regarding specific policy limits and requirements can be referred to the Community Center Coordinator.

Can I drop off items early and bring in additional materials?

Bringing items in early or bringing in additional equipment (i.e., special electrical equipment, lights, lifts, platforms, barbecues, ladders, etc.) must be pre-approved by the Community Center Coordinator. All items must be removed from the Renton Community Center at the conclusion of the event.

What if children are attending my event?

You may want to consider renting one of our meeting rooms for a movie or games to keep children occupied. You will need to arrange for adult supervision and some form of entertainment (i.e., games, art supplies, videos, etc.). Art supplies and materials must be pre-approved.

Is the lobby area part of the rental space?

The lobby area is not included as part of the rental agreement. Food and drink are prohibited in the lobby.

What if I need to change costumes or clothes during my event?

We have locker rooms complete with showers, lockers, and ample space with mirrors for makeup, etc. If you would like a more private room for quick changing or last-minute rehearsals, our meeting rooms are reasonably priced, spacious, and conveniently located adjacent to the Banquet Room.

What do I need to do before I leave?

To ensure the return of your security deposit, the staff person on duty must check the facility before you leave. He/she will point out any areas of concern. Any cleaning and/or repairs that require Community Center staff will be deducted from your deposit. It is helpful to use your DJ (or other entertainment) as a tool in providing a smooth end to your event. Set a firm time for last dance/song and arrange for your entertainment to give a subtle goodnight message to your guests. Liquor must stop being served and music must stop one hour before the end of your rental. If any additional clean-up must be done by the Renton Community Center staff, the person who signed the application will be billed for clean-up fees in addition to the non-refundable security deposit. The following are the renter's responsibility:

- Remove all garbage and place in the dumpsters located directly outside the kitchen door. This includes all the cans located in the Banquet Room and all garbage cans located in the kitchen.
- Pick up any garbage left on the patio.
- Empty and wash out coffee pots if used.
- A storage room is provided which includes brooms, dustpans, paper towels, garbage bags and disinfectant spray.
- Wipe down all kitchen countertops with disinfectant spray and a clean towel.
- Clean up any spills in the refrigerator/freezer and oven.
- Wipe down all banquet tables with the disinfectant spray and clean towel.
- Clean all floor surfaces. Sweep and mop as necessary.
- Any spills on the banquet room floor must be cleaned up immediately.
- Bring tables and chairs inside of the outdoor patio area.
- Remove everything brought to the facility.
- Chairs to be stacked along side tables.
- Check out with staff prior to leaving.

Note: Prior approval is needed from the Community Center Coordinator before leaving any items in the facility for future pickup. The Renton Community Center is not responsible for any equipment left in the facility.