

# Making the Reservation

We make room rentals available on a first-come, first-served basis. Please allow at least **15 business days advance notice** to schedule rentals without alcohol, and **30 business days advance notice** for rentals with alcohol. **Full payment is due at the time of booking to reserve any room.**

Reservations can be made over the phone or in person.



Please note your rental

time must include your set up and clean up time. Renters are responsible for their own clean up. Rooms are provided

with tables and chairs. Staff do not provide set-up or clean-up services.



You may come visit the Community Center anytime during operating hours to look at rooms. At that time Center staff can check availability, give a quote, book an event or answer any questions you may have.

# Room Rates

## MINIMUM RENTAL PERIOD OF 2 HOURS

### **Multi Purpose Room** **\$72/hr**

This large room is a great spot for banquets, weddings, receptions, birthdays, or any occasion. The room is bright and spacious with large window walls looking into the trees. Projection screens are available. This room adjoins the Kitchen and the Patio. Standing capacity is 179. This room includes 14 round and 18 rectangular tables and 179 chairs.

### **Large Kitchen** **\$57.69/hr**

This beautiful kitchen is a chef's dream. With plenty of prep surfaces and commercial grade appliances, you'll want to cook up a storm! No prep/eating utensils, dinnerware, or coffee makers provided.

### **Patio** **\$35/hr**

Extend your party from the Multipurpose Room and enjoy the outdoors.

### **Meeting and Arts Rooms** **\$42/hr**

Large scenic windows make these rooms perfect for small meetings, clubs and birthday parties. Standing capacities are 20-35. Includes chairs and tables.

### **Gymnasium (Athletic Use)** **\$48/hr** **Non-Athletic Use** **\$132/hr**

Our full size gym is available for your sporting and non-sporting needs. Host a large party in this pristine open space! Registered sports teams may rent at a reduced rate! This space **can only be rented during non-operating hours.** Standing capacity is 948.

# Rental Charges

### **Damage Deposit** **\$250- \$1,000**

A damage deposit is required and is fully refundable as long as no damage has occurred, if the space is clean, and your group is out on time. Refunds are received in as little as 10-15 business days.

### **Booking Fee** **\$30**

We charge a one-time booking fee of \$30. This is non-refundable.

### **Staffing Fees** **\$30/hr\* + 1hr**

Staffing is required when rentals occur **outside normal operating hours or on the weekend**. Rental staff require an additional hour (1/2 hour before and 1/2 hour after the event) to open and close the building. Renters are required to pay this extra staffing fee. **Any party expecting 100 or more guests, or serving alcohol, requires a second staff person at \$30/hr. \*Holiday staffing fees are \$45/hr.**



Northgate  
Community Center

10510 5th Ave NE  
Seattle, WA 98125

# Facility Information

Northgate Community Center is located in the heart of the Northgate area, just east of the Northgate Mall, I-5, and the Northgate Transit Center. It is a beautiful and energy-efficient building—a great choice for your business or personal events!

Northgate Community Center opened in 2006, as Seattle Parks and Recreation's premier

facility. It features a gorgeous, bright, and spacious Multipurpose Room adjoined by a commercial grade kitchen. Smaller meeting rooms can be rented for meetings or small parties. Hold your next sports practice or event in our full-court Gymnasium.

Parking is limited and carpooling is encouraged.

Visit us to see the facility or book an event, no appointment necessary.



# Cancellations

Any person who reserves a room and requests a refund **31 days** or more before the rental, will receive a refund of all fees minus \$75. Cancellations made **30-15** days before a rental will receive a refund of the damage deposit and 50% of all other fees, minus the \$25 Booking Fee.

**NO REFUND** is given for cancellations made 14 days or less before a rental.



# Serving Alcohol?

Rentals with alcohol must be scheduled outside of operating hours, and require renters to: have \$1 million in liability coverage, pay a \$75 alcohol fee, pay a \$500 minimum damage deposit, get a Banquet Permit, and submit a Letter of Intent to the facility for approval by the Parks Department Director. Please inquire further about our alcohol policy by calling (206) 386-4283.



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# Rental Brochure



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