

What is the CRWEC? The Cedar River Watershed Education Center (CRWEC) is a regional education facility, operated by the City of Seattle, connecting people to the source of their water. The CRWEC's primary goal is education through programs, events, an exhibit hall, Heritage Library and sales area. Rentals are offered as a public service and to offset operating costs.

What rooms can I rent? The main rental room is the Auditorium (65 – 80 people at tables). It has a kitchen and audio-visual equipment. The Learning Lab (30 people) is a classroom with movable tables and chairs. It can be divided in half and just one side rented. The smallest rental room is the Friends Meeting Room (8 – 10 people).

How many people can the CRWEC accommodate? The facility can accommodate 120 people maximum, regardless of the number of rooms rented.

What are your operating hours? Operating week day hours are Tuesday – Friday, 8:00 AM – 5:00 PM. Weekend operating hours vary based on the season. Please contact CRWEC staff for the schedule.

What hours can I rent? Rentals can begin at 7:00 AM and can go no later than dusk. An off-hours fee applies for rental time outside our operating hours.

What is the off-hour fee? This \$50.00 per hour fee is for rental times outside our normal operating hours.

Are you open in the winter? How much snow do you get? We are open during the winter. The elevation is 920 feet above sea level, so we do get more snow than Seattle, North Bend or Issaquah. Much of the winter there is no snow, but there are times when it snows heavily. We make every effort to plow the parking lots and shovel sidewalks during rentals. The road leading to the Education Center climbs steeply, and

has sharp curves and can be slick.

How much parking is available? We strongly encourage carpooling. Parking availability varies; many people visit the CRWEC and Rattlesnake Lake. There are approximately 60 spaces. During the operating hours of the CRWEC, 12 marked spaces are reserved for visitors or program participants.

Who will setup the tables and chairs (inside & outside)? Your group is responsible for setup and takedown. Tables and chairs will not be setup and will need to be stacked before you leave. You must include this time in your rental. The room is to be left in the same condition it was found when you arrived.

What are your catering rules? Can we provide our own food? Can we have a potluck? You may have a potluck. You are responsible for all cleaning. Refrigerator space is limited. You may use any caterer. All caterers must have a current health certificate, business license and commercial liability insurance.

Are we required to use a specific caterer? No. We do, however, have a list of caterers whom are experienced with the Education Center and the list can be provided to you upon request.

Is alcohol allowed at the CRWEC? Groups officially sponsored and paid for by the business, during your work hours may have 2 servings of beer or wine per person for weekday events without requiring a licensed bartender. One million dollars in Liability Insurance including "Host Liquor Liability," is required. Rentals outside your work hours or serving more than 2 servings must hire a Class 12 Mixologist (licensed bartender <http://www.liq.wa.gov/licensing/mast-permits>). ALL EVENTS with alcohol must also purchase a banquet permit. You may order your banquet permit online at: <http://liq.wa.gov/licensing/banquet-permits> for \$10.00.

When and where can alcohol be distributed?

Alcohol service must not begin until the event/meeting start time and end 1 hour prior to your contractual end time. All alcohol must be consumed on and within the designated rental area. Request a map for details.

What about garbage and recycling? If you have a catered meal, the caterer is required to take garbage off-site. Tell your caterer in advance. You are required to recycle. We can recycle glass, tin/aluminum and mixed paper. We also recycle food waste.

What equipment comes with my rental? The CRWEC has 60 inch round tables, 30 x 72 inch rectangular tables, chairs, dishes, sound system, projector and flip chart easels. Ask for an inventory. Equipment availability varies.

Will there be staff on-site? Yes, there will always be a staff person on-site. During after-hours rentals the staff person is there to supervise your event and meet your needs. Staff are not responsible for setup, takedown or cleanup of your event.

When is the rental agreement due? The rental agreement is due when you make the reservation. Your rental reservation is not official until the rental agreement is received.

When are the rental fees due? Final payment is due two weeks before the event. We can accept purchase orders upon request.

My group is a 501(c)3 or government organization, do I get a discount? Yes, you do. There are discounts for 501(c)3 non profits and government groups. This discount only applies to events sponsored by your organization.