

## Making the Reservation

We make room rentals available on a first-come, first-serve basis. Please allow 5 business days for rentals without alcohol and 15 business days 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 keep in mind that your rented time needs to include your set up and clean up time. Most 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. Staff will be happy to answer any questions you have over the phone by calling 206.684.7524

## Room Rates

**Multipurpose Room \$50/hour**  
This large room is a great spot for banquets, weddings, receptions, birthdays, or any occasion. The room is bright and spacious with large window with an 180 degree view of the lake and green space. This room adjoins the Kitchen. Standing capacity is 150.

**Large Kitchen Additional \$40/hour**  
With plenty of surfaces and commercial grade appliances, it will make your event a breeze. No cooking utensils or coffee makers provided.

**Art Rooms \$30/hour**  
Perfect for small meetings, clubs and birthday parties.

**Gymnasium (Athletic Use) \$40/hour**  
**Non-Athletic Use \$110/hour**  
Our full size gym is available for your sporting and non-sporting needs. Bring your basketball buddies, volleyball group or large party to enjoy this space. **This space can only be rented during non-operating hours. Tables and chairs are not provided.** Standing capacity is 450.

**Party Room \$65 Fee**  
This room is available to host a party for you and your friends. Enjoy a private room during our fun Friday Skate Night. This room is only rentable during Friday night skate from 6:30-8 pm. Entry to Skate Night included.

## Rental Charges

**Damage Deposit \$50-\$500**  
A damage deposit is taken 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 10-15 business days after the event. Ask staff for more details.

**Booking Fee \$20**  
There is a one time booking fee charge for all rentals and is non-refundable.

**Staffing Fees Additional \$20staff/hr**  
If your rental occurs **outside normal operating hours or on the weekend** you will be charged a staffing fee. Rental staff are also **paid for a 1/2 hour before and after the event;** this extra hour is included in the staffing charges. \*Any party expecting over 100 guests will be charged for a second staff person; \$40/hr. \*\*Holiday staffing fees are \$30/hr.



Bitter Lake  
Community Center  
13035 Linden Ave North  
Seattle WA, 98133  
206-684-7524

# Facility Information

Bitter Lake Community Center is located near the Broadview and Bitter Lake neighborhoods. It is surrounded by green space, a scenic lake and a quiet residential neighbor. It is just moments from Highway 99 and I-5.

The Bitter Lake Community Center features an elegant, bright, and spacious Multipurpose Room with a commercial grade kitchen that adjoins it. With fresh, green and beautiful views it is a great spot to hold your wedding, party, meeting or special event.



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

# Cancellations

Any person who reserves a room and requests a refund 14 days or more before the start will receive a refund minus the booking fee and a \$50 or 10% service charge (whichever is greater). Any person who reserves a room and cancels fewer than 14 days before the date of rental will receive no refund. Damage Deposits and staffing fees are returned in full.



# Serving Alcohol?

Rentals with alcohol must be scheduled outside of operating hours, involves \$310 in additional charges, require renter to have \$1 million in liability coverage, a banquet license, and a letter of intent must be written and approved by the Parks' Director. Please inquire further about our alcohol policy by calling (206) 684-7524.



# Bitter Lake Community Center



# Rental Brochure

13035 Linden Ave North  
Seattle WA, 98133  
Phone: (206) 684-7524  
Fax: (206) 684-0858