

Making the Reservation

We make room rentals available on a first-come, first-served basis. Please allow **15 business days** for rentals without alcohol and **30 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 note your rental time **MUST** include your set

up and clean up time. *Renters are responsible for their own clean up. 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 any-

time 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 206.386.4283.

Room Rates

Multipurpose Room \$60/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 walls looking into the trees. Projection screens are available. This room adjoins the Kitchen and the Patio. Standing capacity is 179. This room includes up to 14 round and 18 rectangular tables. and 179 chairs.

Large Kitchen Additional \$48/hour
This beautiful kitchen is a chef's dream. With plenty of surfaces and commercial grade appliances, you'll want to cook up a storm! No cooking utensils or coffee makers provided.

Patio Additional \$35/hour
Extend your party from the Multipurpose Room and enjoy the outdoors.

Meeting and Arts Rooms \$35/hour
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) \$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 pristine open space. This space **can only be rented during non-operating hours. Tables and chairs are not provided.** Standing capacity is 948.

Rental Charges

Damage Deposit \$50-\$1000
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 10-15 business days after the event.

Booking Fee/Restocking Fee \$25/*\$25-50
There is a one time booking and restocking fee charge for all rentals and is non-refundable. ***Restocking fee MP \$25, Gym non-athletic use \$50.**

Staffing Fees \$25 hr/staff
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 over 100 guests or serving alcohol require a second staff person at \$25/hr.** ****Holiday staffing fees are \$37.50/hr.**



Northgate
Community Center

September-May
M/W/F: 1:00-9:00pm
T/TH: 10:00-9:00pm
Sat: 10:00-5:00pm
Sun: Closed

June-August
M/W/F: 1:00-9:00pm
T/TH: 10:00-9:00pm
Sat/Sun: Closed

Facility Information

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

Northgate Community Center opened in 2006, it is Seattle

Parks and Recreation's premier facility. It features a gorgeous, bright, and spacious Multipurpose Room with a commercial grade kitchen that adjoins it. Meeting rooms can be rented for meetings or small parties. Hold your next practice or large event in our full court Gymnasium.



Parking is very limited and carpooling is highly encouraged.

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

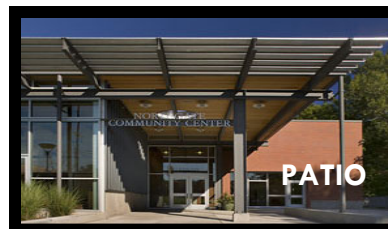
Cancellations

Any person who reserves a room and requests a refund 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 additional charges, requires renter to have \$1 million in liability coverage, a \$75.00 alcohol fee, a banquet permit, and a letter of intent must be written and submitted to your rental site, and then approved by the Parks' Director. Please inquire further about our alcohol policy by calling (206) 386-4283.



Northgate
Community
Center

2011
Rental
Brochure



10510 5th Ave NE
Seattle, WA 98125
Phone: (206) 386-4283
Fax: (206) 684-0990