

Redmond  
*Senior Center*

Facility Rentals



[www.redmond.gov](http://www.redmond.gov)

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# Welcome to the Redmond Senior Center

*The Redmond Senior Center (RSC) welcomes the opportunity to serve individuals and groups by providing facility space for meetings and special events. This packet has been prepared with special thought to helping you plan a successful event.*

*While every effort is made to provide a wide variety of amenities to rental groups, there are a few restrictions and rules that must be followed. Please be sure to read all the information in this packet.*

*For additional information, email [FacilityRentals@redmond.gov](mailto:FacilityRentals@redmond.gov) or call our rental line at 425-556-2386.*

## **About the Redmond Senior Center**

The RSC, a 21,000 square foot facility, located on the Redmond Municipal Campus is adjacent to the Sammamish River. The result of a bond issue, it was dedicated in 1990 and is part of the City of Redmond's Parks and Recreation Department. Its many amenities allow seniors from Redmond, and surrounding communities, to participate in a wide variety of programs and activities.

## **Availability:**

The RSC may not be available for rental on the following City holidays: New Year's Eve, New Year's Day, Martin Luther King Day, Presidents' Day, Easter, Memorial Day, Fourth of July, Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day. Rentals will depend on staff availability and holiday surcharge may apply.

# Rental Rates

## ■ North End – Large Multi-purpose Room

<u>Hourly Rate</u>	<u>Resident</u>	<u>Non-Resident/Commercial</u>
<b>Multi-purpose Room</b>	<b>\$85</b>	<b>\$102</b>
<b>Multi-purpose Room w/kitchen</b>	<b>\$105</b>	<b>\$127</b>

*The above rental includes the use of a social hall, stage, meeting room, kitchen (optional) and adjoining garden plaza. This space is rented for a minimum number of hours during prime rental times.*

### **Availability**

Monday - Thursday	5:00 pm–10:00 pm
Friday	5:00 pm–12:00 am
Saturday	8:00 am–12:00 am
Sunday	8:00 am–12:00 am

### **Security Deposit**

Without alcohol	\$200 per booking
When alcohol is served	\$400 per booking

Alcohol Impact Fee—\$200 per event - nonrefundable

Liability insurance is mandatory when alcohol is being sold/served.

## ■ South End – Classrooms/Small Meeting Rooms

<u>Hourly Rate</u>	<u>Resident</u>	<u>Non-Resident/Commercial</u>
	<b>\$35</b>	<b>\$42</b>

*Rooms hold from 15–30 people.*

### **Availability**

Monday–Thursday	5:00 pm - 10:00 pm
Friday–Sunday	Rentals depend on North End usage and will be granted on a case by case basis.

<b>Security Deposit</b>	\$100 per booking
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### **Definition of Redmond Resident:**

Redmond residents are individuals and their families that live or work within Redmond City Limits. Proof of residency/employment is required. Work is defined as being currently employed at least twenty (20) hours per week or more by a business or public agency located within the Redmond City Limits. Resident individuals, groups and organizations may schedule the RSC up to 15 months in advance. Non-Resident individuals, groups, and organizations may schedule the RSC up to 12 months in advance.

# Rental Areas

## ■ North End – Large Multi-purpose Room

### **Maximum Capacity: 200 (including children)**

The north end of the building is rented as a unit:

- Carpeted meeting room
- Social hall with hardwood floor
- Stage (20' x 40') with curtains and dressing room
- Kitchen with use of designated equipment
- Landscaped garden plaza

### **Equipment Available**

- 60" round tables (22 – Eight per table, maximum 176 persons)
- 72" x 30" tables (10)
- Stacking chairs (200)
- Piano (1)
- Podium
- Projector (\$50)
- Projection screen (20 x 20 motorized screen)
- Public address system with two microphones

### **Kitchen Equipment**

- Reach-in refrigerator
- Steam table
- Convection ovens
- Standard ovens
- Portable coffee makers (110 cup & 30 cup)
- Stovetop with two burners
- Serving carts
- Sinks
- Small microwave oven

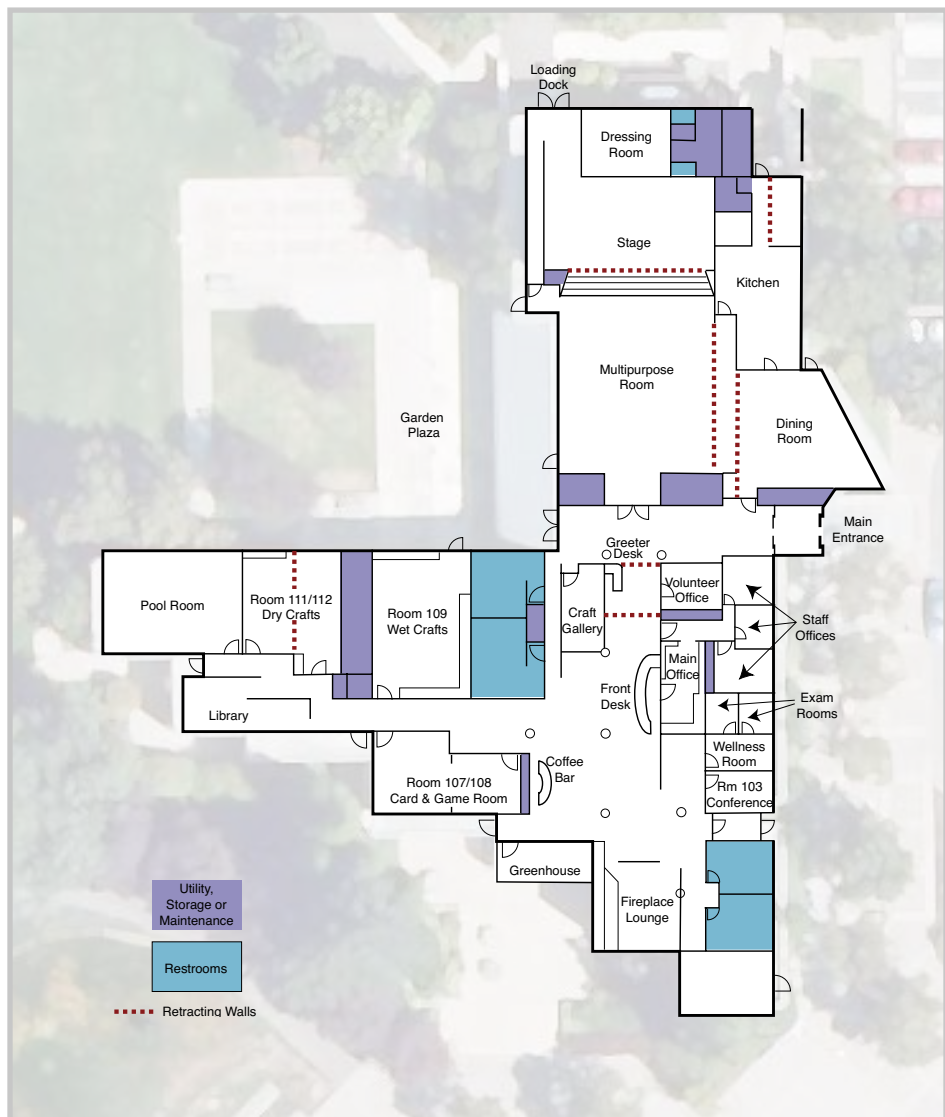
## ■ South End – Classrooms/Small Meeting Rooms

### **Maximum Capacity: 15–30 dependent upon room size**

### **Equipment Available**

Tables and chairs for maximum capacity of room; other amenities vary by room, please consult staff.

# Floorplan of the Facility



# Cancellation



Notice of cancellation must be received in writing. Refunds for cancellation are as follows:

- Six months or more notice, prior to reserved date – \$150 withheld or 25% of total rental fees whichever is less.
- One to six months notice, prior to reserved date – 50% withheld of total rental fees.
- Less than one month prior to reserved date – No refund.

# Deposit

The RSC is a do-it-yourself facility. Rental groups using the facility are responsible for arranging the setup and cleanup of equipment and the areas used. The facility needs to be left in the same condition as prior to the rental group's arrival.

The required security deposit (credit card) for a rental event is in place for the following reasons:

- Damage/theft to the facilities/equipment resulting from the rental. The rental group is responsible for the entire amount, even if it exceeds the deposit amount.
- Non-compliance with rules and guidelines during the event. (See the section on Restrictions/Limitations).
- Non-compliance with agreed upon rental hours.
- Non-compliance with clean up arrangement (refer to the Rental Cleanup Agreement).

Be aware that some items and equipment in the kitchen are unavailable for use (refer to the section: For the Caterer for detailed information). Use of these items will result in the deposit being forfeited.

# Application Procedures

## ■ North End – Large Multi-Purpose Room

### Reservations and Payments

To reserve a date, complete and submit an Application for Use form with half of the total rental. The balance is due the first day of the previous month prior to the reservation date, as is the deposit. If reserving the facility less than one month prior to event, full payment of rental fees, deposit and all forms are due at the time the Application for Use is submitted.

### Processing Reservation Requests

Upon receipt of the request and payment, the City will tentatively reserve the date(s), pending final approval. The City shall review all applications and has the right to grant or deny use, or to grant use subject to certain conditions.

Requests will be processed within ten days of receipt of the Application for Use. If alcohol is to be served, appropriate permits are to be submitted one month before the rental date (see Alcohol Use). For certain rentals, public liability insurance may be required. Parties will be notified before approval of an application if the event warrants this criteria.

### Responsible Party

One individual is to be designated as the responsible party for the requesting group, and will sign the Application for Use, the Rental Cleanup Agreement, and all forms pertaining to alcohol use. The person signing these forms is assuming responsibility for the cleanup, as well as any damage, loss, disturbances, or non-compliance to any ordinances during the rental period. The Rental Cleanup Agreement is due with the deposit (one month prior to event).





## Alcohol Use

Alcohol use is permitted in the North End of the building only. The service and consumption of alcoholic beverages are allowed and governed by the Alcohol Use Policy, available from RSC Staff. Please note: beer, wine, and champagne only. No keg beer. Homemade beer and wine are not permitted. Alcohol consumption is not allowed outside of the building.

A copy of a Washington State Banquet Permit and a City of Redmond Alcohol Use Permit must be on file one month prior to your event. The original banquet permit is to be posted during the event by the responsible party. Both permits must be in the name of the responsible party whose name is on the "Contract for Use of Facilities".

If your event involves a no-host bar of approved alcohol, this may entail the application for and purchase of a Special Occasion License. Please discuss the details with staff to determine if this is the case. Allow plenty of time as the processing time for a Special Occasion License can be lengthy.

Serving alcohol at an event brings additional responsibility and the potential for greater impact on the facility. Therefore the following are additional guidelines.

1. The deposit is twice the amount (\$400).
2. An Alcohol Impact Fee of \$200 per event which is not refundable is charged.
3. Liability Insurance for \$2,000,000 is mandatory. Additional information is available from the staff.
4. Fees for additional staffing may be charged to rental parties when alcohol is being served/sold.



# Application Procedures

## ■ South End – Classrooms/Small Meeting Rooms

### Reservations and Payments

To reserve a date, complete and submit an Application for Use form with full payment for rental and deposit.

### Processing Reservation Requests

Requests for use must be submitted at least one month prior to the requested date. Upon receipt of the request, payments, and the Rental Cleanup Agreement, the date(s), if available, will be tentatively reserved pending final approval by the City. The City shall review all applications and has the right to grant or deny use, or to grant use subject to certain conditions.

Requests will be processed as soon as possible after receipt of Application for Use. For certain rentals, public liability insurance may be required. Parties will be notified before approval of the application if the event meets this criteria.

### Responsible Party

One individual is to be designated as the responsible party for the requesting group, and will sign the Application for Use, and the Rental Cleanup Agreement. The person signing these forms is assuming responsibility for the cleanup, as well as any damage, loss, disturbances, or non-compliance to any ordinances during the rental period. The Rental Cleanup Agreement is due one month prior to event.

### Alcohol Use

Alcohol service is not allowed in the south end of the RSC.



# Restrictions/Limitations

***Any violation of the following restrictions/limitations may result in forfeiture of the deposit and/or closure or discontinuation of the event\****

- Although traditionally guests have thrown rice or other substances on newlyweds, we must prohibit the throwing of any material of any kind at the RSC or about the grounds. Due to safety concerns, the use of bubbles is also prohibited. No sparklers are allowed.
- The use of dance wax on the social hall floor is prohibited.
- Only free-standing decorations are acceptable. Do not attach anything to any surface with tape, tacks, nails or other devices.
- No open flames allowed. All use of candles must be disclosed and approved in advance. All candles must meet the criteria established by the Fire Marshall. The pertinent Fire Code will be sent to you upon confirmation of your reservation. The renter may be subject to additional City permit requirements.
- Compliance with the City of Redmond's noise curfew is required. Restrict music volume from 10 pm–7 am. Please remember that this is a residential neighborhood.
- The RSC is unable to receive deliveries prior to the rental period. Deliveries and pickups must be arranged during the rental period, as the City is not responsible for the storage of articles or supplies, or for loss or theft of personal articles during rentals.
- Only those rooms specified on the approved application will be available. None of those spaces are to be "sublet" during the rental period.
- All alcohol must remain within the building at all times.
- Smoking not permitted inside the building.
- Facility capacity is 200 which includes all participants - adults and children. This is strictly adhered to and enforced by the Redmond Fire Department.

## **Strictly Forbidden**

The use of illegal drugs and gambling, as well as the use of alcohol without the state and city permits, are not permitted in the facility or on the grounds.

\*All expenses incurred, if closure or discontinuation is necessary, will be paid by the renter.

# Facility Monitor

**The RSC facility monitor is on site to assist the rental party with the following:**

- Unlock the building and welcome the group at the scheduled time.
- Activate and deactivate the alarm system.
- Answer questions such as “Where is . . . ?” or “How do we . . . ?”.
- Ensure that the noise level does not become excessive and that the City of Redmond’s 10 pm–7 am noise curfew is enforced.
- Ensure that the event ends promptly as scheduled and the areas are cleaned, locked and secured by the agreed-upon time.
- Ensure safety and security of the building.
- Provide general custodial supervision by completing and signing the Rental Cleanup Checklist with the group’s responsible person.
- Assist with the setup of previously arranged special equipment.

**The facility monitor is not able to:**

- Act as guardian or security for wedding gifts or any other valuables.
- Act as a custodian for setup or cleanup.
- Direct traffic.
- Move tables, chairs, or other equipment.
- Clean bathrooms.



# Setup/Cleanup

***When renting the RSC, plan on sufficient time for setup and cleanup, as well as the hours for the event. We request that the facility be left in the same condition as it was found.***

- Groups are required to setup, take down, and cleanup the area(s) within the time reserved. Custodial service is not provided as a part of the rental agreement.
- All items brought into the facility for the event need to be removed by the end of the rental period. This includes food, materials, equipment, and decorations, as well as all rented equipment.
- Brooms, mops and buckets are stored at the back door to the kitchen. Garbage can liners and cleaning supplies are available from the facility monitor who is on site to help answer any questions about cleaning procedures.
- All trash must be taken to the dumpster located outside the kitchen door. Recycling containers are available. Reline garbage cans after emptying.
- Clean and return furnishings and equipment to their original positions.
- The kitchen must be left as clean as it was found. Wipe off all counters and appliances (including ovens), clean floors, and turn off all equipment used.
- Sweep and damp mop the hardwood floor at the conclusion of the event. Use only clear water on the hardwood floor, or if necessary a pre-approved cleaner as supplied by the Center.
- The facility monitor will complete the checkout sheet together with the responsible party. Any damage to the facility or carpet will be indicated at that time. This checkout sheet is used to determine the full or partial return of the renter's deposit.



# For the Caterer

## **Orientation**

***Renters and their caterers are encouraged to attend a kitchen orientation. Contact the office staff for an appointment at [FacilityRentals@redmond.gov](mailto:FacilityRentals@redmond.gov) or 425-556-2386.***

## **Utensils**

Renters are to provide cooking and serving utensils, dishes, paper products, and condiments.

## **Available Equipment**

The following equipment is available for the use of the rental groups, with directions provided at the kitchen orientation:

- reach-in refrigerator
- steam table
- convection oven (2)
- standard oven (2)
- portable coffee makers (110/30 cup)
- stove top with two burners
- serving carts
- sinks
- small microwave oven
- freezer

## **Restricted Equipment**

The following equipment is not available for rental groups (use of equipment below may result in loss of deposit):

- dishwasher
- walk-in cooler
- mixer
- steamer oven
- grill (can be used with special permission only)
- American brand two-spigot coffee maker
- ice machine

## **Storage**

We are unable to accept any items for storage prior to or following a rental period. All deliveries and pickups must be made during the designated rental period.

# Kitchen Clean-up

*Custodial services are not provided in the rental contract. Parties renting the facility are responsible for the cleanup of the kitchen. Please see the Setup & Cleanup section.*

## ■ General Kitchen Instructions

### Oven (In-Range)

- All items cooked in oven must be covered
- Turn on top oven control for low heat; turn on bottom oven control for medium heat.
- Set heat at preferred temperature.
- Cook on rack, not on bottom of the oven.

### Convection Oven

- All items cooked in oven must be covered
- Turn on switch.
- Set heat control at preferred temperature.
- Shelves may be adjusted.

### Stove Tops

- The stove with the burners has speed heat units. These should be turned down to low after the initial heating.
- The rectangular space on the stovetop is also a cooking surface and is not a grill top.

### Grill

Kitchen orientation is required for grill use; prior permission and special arrangements are necessary. Special cleaning instructions will be provided.

### Cleaning

Do not use SOS pads or metal scrapers to clean ovens and stovetops. Wipe out all ovens with soap and water when ovens are cooled. Do not use oven cleaner, only baking soda.



# Frequently Asked Questions

**Q. Can you just pencil me in to hold the date until I decide?**

A. The facility cannot be reserved without first payment.

**Q. How far in advance can I book the facility?**

A. 15 months for Redmond Residents,  
12 months for persons living outside of the City Limits.

**Q. How much does it cost to rent your facility?**

A. Without use of Kitchen:  
\$85 per hour for Redmond Residents,  
\$102 per hour for Non-Residents or Commercial Organizations  
With use of Kitchen:  
\$105 per hour for Redmond Residents,  
\$127 per hour for Non-Residents or Commercial Organizations

**Q. If we book the facility from 4pm until 12am, what time can we come in and what time do we need to be out?**

A. Reserved times are not flexible, if reservation is from 4pm-12am set up may start at 4pm and clean up must be complete by 12am. Any additional time will be billed at the rental rates and will be deducted from the deposit.

**Q. How many people does your facility hold?**

A. Events scheduled in the Redmond Senior Center are limited to 200 persons.

**Q. Can you hold a payment for a couple of days?**

A. All monies are deposited immediately.

**Q. How many tables do you have? What are the dimensions?**

A. 22 - 60" rounds, 10 - 72" x 30" rectangular tables

**Q. How many chairs do you have?**

A. 200

**Q. Can we use the dishwasher?**

A. Dishwasher is not available for rental groups.

**Q. Can we use the steam table?**

A. Yes, the steam table is available during rentals. Inserts for steam tables can be rented from any rental equipment provider. Disposal aluminum pans should only be used as inserts inside of stainless steel pans.

**Q. Do you supply table linens, dishes, glassware, or silverware?**

A. No. They are usually available through caterers, or can be rented.



**Q. Can we drop off some things before the event, or leave a few things after the event?**

A. No. Storage of personal items before or after event is not allowed, because we do not have storage space or insurance to cover loss of the items.

**Q. If we can only serve beer or wine, can we have champagne?**

A. Yes, champagne is considered a wine.

**Q. Can you recommend a caterer?**

A. Because the Redmond Senior Center is a publicly held building staff cannot recommend private businesses.

**Q. Where do I get a liquor permit?**

A. The correct term is a banquet permit not a liquor permit. This banquet permit can be purchased online at [www.wa.gov/licensing](http://www.wa.gov/licensing). The permit needs to be in the name of the responsible party.

**Q. Do you have someone that we can pay to come in and clean up after our event?**

A. Because the Redmond Senior Center is publicly held and a do it yourself facility we do not have a janitorial service that we can recommend.

**Q. How long does it take to set up?**

A. Depends on how many you have help and how organized the group is, and how extensive the decorations are.

**Q. How long does it take to take down and clean-up?**

A. Depends on how many people you have to help. It will usually take as long to take down as to set up.

**Q. Is Wi-Fi Internet available?**

A. Yes, Wi-Fi internet access is available at no cost.

**Q. Do you have a projector I can rent?**

A. Yes, the rental fee is \$50.

**Q. Is there a Sound System?**

A. A public address system with 2 microphones is available; the monitor will supply and set up microphones. There is a capability to send music through the main speaker, before the event, ask a rental coordinator about how.

# Facility Map

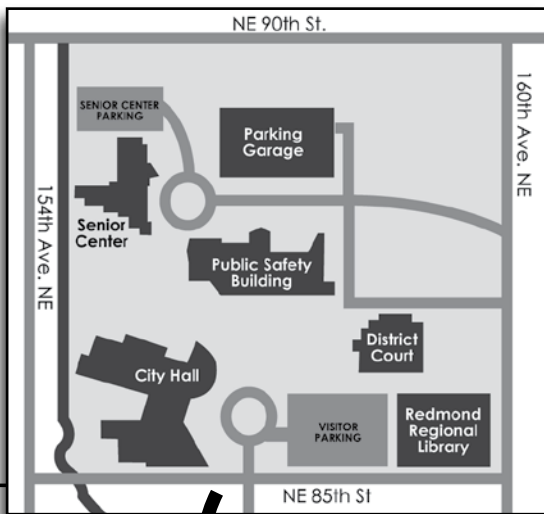


## Driving Directions

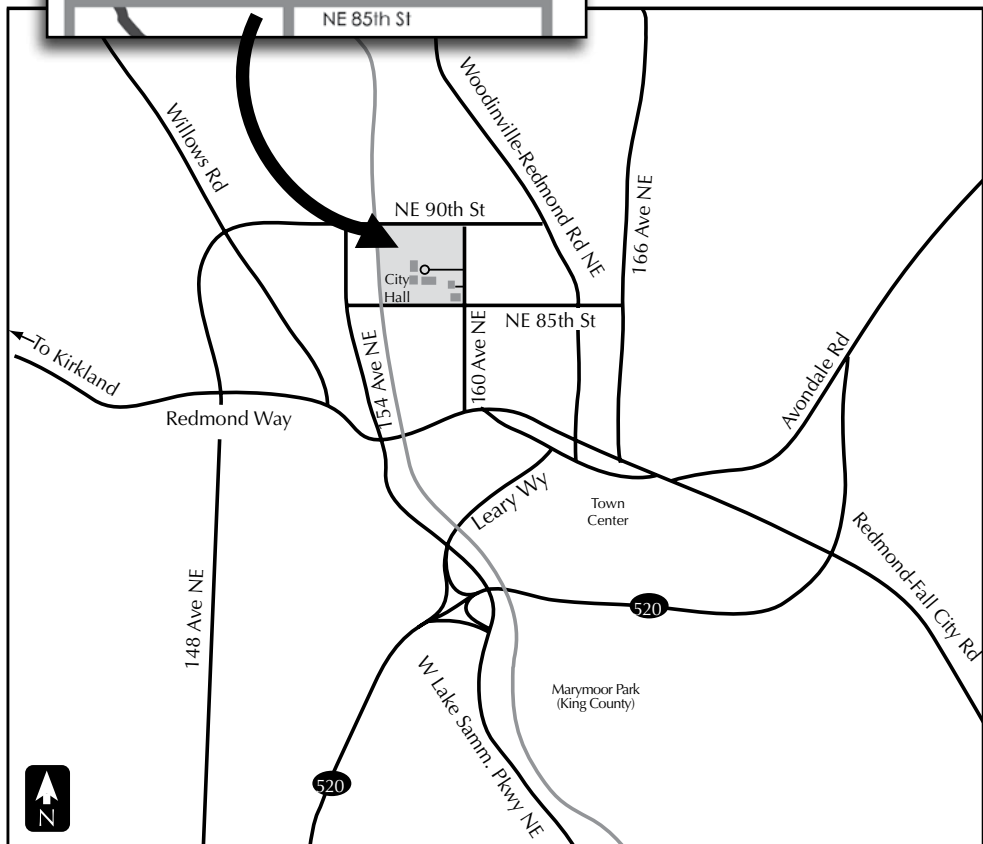
The Redmond Senior Center is located at 8703 160th Ave NE, Redmond WA 98052. It is on the Redmond Municipal Campus, adjacent to the Public Safety building.

If you are coming from Seattle, take highway 520 eastbound to the West Lake Sammamish Parkway exit, turn left at the traffic signal. Follow West Lake Sammamish Parkway to the traffic signal at NE 85th Street, turn right. Follow NE 85th Street to the traffic signal at 160th Avenue NE, turn left. The entrance to the RSC is the second driveway on the left at the Redmond Municipal Campus sign.

If you are traveling north or south on I-405, take the Kirkland/Redmond exit (#18). Drive east to Redmond on NE 85th which turns into Redmond Way. At the traffic signal at 160th Avenue NE (Jamba Juice on the corner), turn left. Follow 160th Avenue NE to the traffic signal at NE 85th Street, continue straight. The entrance to the RSC is the second driveway on the left at the Redmond Municipal Campus sign.



**INSET:**  
**Redmond**  
**Municipal**  
**Campus**





**Phone:**

425-556-2386

**Mailing address:**

Redmond Senior Center—CHSC  
8703 160 Ave NE  
PO Box 97010  
REDMOND WA 98073-9710

**Website:**

[www.redmond.gov/FacilityRentals](http://www.redmond.gov/FacilityRentals)  
[FacilityRentals@redmond.gov](mailto:FacilityRentals@redmond.gov)