



MERCER ISLAND COMMUNITY & EVENT CENTER RENTAL FEES & CHARGES

Mercer Room Rental Packages

Required for Friday, Saturday & Sunday or multi-day rentals; full room only.

Deposit upon booking\$500

Weekend (Saturday – Sunday)\$3,700

Includes 10-hour Mercer Room rental, use of Catering Kitchen, use of the Terrace, use of media equipment, alcohol fee, food & beverage fee, setup & breakdown by staff, room cleaning, and *extended building hours.

Weekday (Monday – Friday)\$2,600

Includes 10-hour Mercer Room rental, use of Catering Kitchen, use of the Terrace, use of media equipment, alcohol fee, food & beverage fee, setup & breakdown by staff, room cleaning, and *extended building hours.

**Extended Hours end at midnight*

Mercer Room Rentals Monday – Thursday

3-hour minimum. Tables and chairs provided. Includes the use of the media equipment.

Deposit upon booking\$500

Full Room (3 sections)\$180/hr

Partial Room (2 Sections)\$150/hr

Mercer Room Optional Add-ons & Fees

Room set-up/breakdown/clean-up\$300

Food/beverage/alcohol.....\$200

Additional Room Rentals

Catering Kitchen\$100/hr

Outdoor Terrace\$100/hr

Landing (conditions apply)\$100/hr

Outdoor Lawn\$60/hr

Game Room\$100/hr

Food Truck (per truck)\$100

Insurance Requirements for All Mercer Room Rentals

A certificate of General Liability Insurance naming the City of Mercer Island as an additional insured is required. The amount of this one-time insurance must offer \$1,000,000 in coverage.



Meeting Room Rentals

During Extended Building Hours, there is a 2-hour minimum. Tables and chairs provided.

Deposit upon booking\$60
Rooms 101-104.....\$60/hr

Meeting Room Add-ons & Fees

Room set-up/breakdown/clean-up\$75

Gymnasium & Dance Room Rentals

During Extended Building Hours, there is a 2-hour minimum.

Gym (Half)\$75/hr
Gym (Full)\$130/hr
Dance Room\$75/hr
Gym (non-athletic full gym; 10 hours)*\$6,000

*Approval is required by the Recreation Facility Supervisor for all non-athletic full gym rentals. Deposit upon booking is \$1,000.

Extended Building Hours\$60/hr

Monday – Thursday before 8am or after 7pm.

Friday – Saturday before 8am or after 5pm.

Any time on Sunday.

Events booked on State and Federal holidays available on a case-by-case basis.



Mercer Room Details

Square Footage: 2,940

Configuration: Dividable into 3 rooms

Equipment included: 225 - black chairs; 30 - 72"x 24" rectangular tables; 22 - 60" round tables

Seating: 225 max theater-style, 200 max banquet-style

Amenities: Modern sound system; wireless mics, Ceiling-mounted 1080p HD projectors; HDMI inputs, MP3 inputs; Audio outputs (XLR & 1/8" RCA), Blu-ray/DVD player, Free Wi-Fi, A/V Presenter's Podium, Motorized darkening shades, Cork board, Sink

Set-up/Break-down/Clean-up: available for additional charge

Reservations: Up to 24 months in advance

Alcohol: With permit & insurance (Licensed bartender required for liquor)

Payments:

- 50% due at the time of booking in addition to deposit.
- Balance due 3 months prior to event date.
- A \$4 administrative fee is charged per rental room.

Rental Procedures & Deposit Policy

Payment of deposit serves as acceptance of Terms & Conditions of rental contract

Rental deposit is due at time of booking.

- **Mercer Room Deposit:** Deposits are refundable after event, granted all policies are followed.
- **Meeting Room Deposit:** \$100, refundable, granted all policies are followed.

Meeting Room Details

Square Footage: 860

Seating: 49 max. theater-style; 30 max. classroom-style

Amenities: Free WiFi; Ceiling-mounted 1080p HD projectors w/ HDMI inputs; Modern sound system; Blu-ray/DVD player, Cork & white boards; Sink

Set-up/Break-down/ Clean-up: available for additional charge

Reservations: Up to 12 months in advance

Alcohol: With permit and insurance

Payments:

- Deposit is taken at time of booking. Cancellation fees will be applied against it.
- Payment is due no later than 14 days prior to rental date.
- A \$4 administrative fee is charged per rental room

Decorations

What Is Allowed:

- Free-standing floor & table decorations
- Electrical equipment, lights, ladders etc, with written pre-approval by Reservations Team

What Is Not Allowed:

- Affixing anything to ceiling, walls, doors, columns, fixtures, or windows (no tacks)
- Candles with flame
- Glitter, rice, birdseed, confetti, rose petals, silly string, hay (inside or outside)
- Dance wax, fog/dry ice/smoke machines
- Inflatables
- Sparklers and bubbles must be used outdoors



Gym Details

Square Footage: 10,230

Configuration: Dividable by 2

Equipment:

- Full Gym
 - 6 pickleball courts
 - 6 badminton courts
 - 3 volleyball courts
 - 2 amateur basketball courts
 - Or 1 NBA sized court
- Half Gym
 - 3 pickleball courts
 - 3 badminton courts
 - 1 volleyball court
 - 1 amateur basketball court

Amenities: Electronic score board, 5 metal bleachers

Set up and Break Down of equipment: Included with rental price

Reservations: up to 12-months in advance

Payments:

- Payment is due no later than 14 days prior to rental date.
- A \$4 administrative fee is charged per rental space

Gym and Dance Room Reservation Request Timeline

Requests will be submitted and reviewed, and contracts assigned on a quarterly basis to ensure that the City is meeting its goals of facility allocation and usage. Requests can still be received on a rolling basis and assigned, as available.

Dance Room Details

Square footage: 1,385

Equipment: 2 mirror walls with ballet bars

Amenities: Stereo system with Bluetooth capabilities, surround sound, and Free Wi-Fi

Reservations: up to 12-months in advance

Payments:

- Payment is due no later than 14 days prior to rental date.
- A \$4 administrative fee is charged per rental room

GYM and DANCE ROOM RULES

- No food, gum or drink other than water (contained)
- Kids under the age of 12 must be accompanied by an adult.
- Gym shoes must be worn at all times, street shoes not allowed.
- The use of tape is prohibited on the floor or walls.
- Appropriate clothing must be worn at all times.
- Dispose trash & water bottles into garbage.
- Report any damage, injuries, or emergencies to the front office.
- Please do not hesitate to call 911 in case of an emergency as well as notifying a staff member.



Alcohol Policy

Alcohol is permitted with proper licensing in rental rooms and outside on Terrace when rented but is prohibited in all other areas of MICEC including the Lobby, exterior grounds, parking lot, and entire lower level of MICEC. You are responsible for conduct and behavior of your guests; please make sure they drink responsibly, and you provide options for alternative transportation. Underage drinking is strictly prohibited.

- If you choose to serve any hard alcohol besides beer, wine, or champagne, a Washington State Class 12 Licensed Bartender is required for service. **Bartender will be required to sign a waiver upon arrival the day of rental and must have bartending license on site.**
- Alcohol service must stop at least **1 hour before** designated end of rental time.

A Banquet Permit allows serving and consumption of liquor at private, invitation-only banquets or gatherings held in a public place or business. Examples of these events: Holiday banquets, retirement parties/weddings. Permit must be completed online, at <https://lcb.wa.gov/licensing/online-banquet-permit>. **We must receive a copy of your permit 3 weeks prior to rental.** License is available for for-profit businesses, societies, organizations/individuals, however, retail liquor licensees may not obtain banquet permits. Liquor must be provided free of charge or brought by individuals attending event. Liquor must be purchased from a retail store at full retail price.

A Special Occasion License is required for a bona fide non-profit organization to **sell liquor** at a specific time, date, and place. Examples of these events: Fundraising dinners, auctions/wine tastings. License can be applied for online, at <https://lcb.wa.gov/licensing/special-occasion-licenses> or at a state liquor store. License must **be applied for 45 days prior to event.** Licensing allows for the sales of spirits, beer/wine by individual serving for on-premises consumption. All proceeds from the sale of alcohol must go directly back into the non-profit organization. Spirits must be purchased at retail from a state liquor store; however, beer/wine may be purchased retail or wholesale. **We must receive a copy of the license 3 weeks prior to rental.**

Mercer Island Business License

Per City code, all clients – including vendors (caterers, DJs, photographers, etc.) – conducting business during their rental at the MICEC will need a Mercer Island Business License. **Your Business License numbers will need to be provided to MICEC staff at least 3 weeks prior to your event.** MI Business Licenses can be purchased for \$30.00 online at <https://dor.wa.gov/>. More information on MI Business Licenses can be found at <https://www.mercerisland.gov/finance/page/business-licenses-0>.



Rental Insurance Requirements

General Liability insurance in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate may be required for events scheduled at the Mercer Island Community and Event Center. The General Liability Insurance must name the City of Mercer Island as an ADDITIONAL INSURED using ISO form CG 20 11 or coverage at least as broad. Higher limits may be required for certain uses. If alcohol will be available for consumption, Applicant/Organization shall procure and maintain for the duration of the agreement Liquor Liability insurance in an amount not less than \$1,000,000 each occurrence. The City of Mercer Island is to be named as an additional insured on Liquor Liability insurance. General Liability insurance may be available from GatherGuard Event Insurance through Intact. The liability policy automatically names the City of Mercer Island as an additional insured and includes host liquor coverage. For an additional fee, Liquor Liability coverage may also be available for purchase. As mentioned above, an option for event insurance can be purchased through GatherGuard through this link [GatherGuard](#). Our venue ID is: 0465-273.

The following items shall be included on the certificate of insurance:

- Location of activities must show on Certificate (City of Mercer Island)
- Type of Activities must show on certificate (Wedding, Birthday, Practice, Tournaments, etc.)
- Dates of coverage
- **Separate endorsement sheet (MUST HAVE)**
 - Suggested verbiage for inclusion of the endorsement page:
 - **One Time Event:**
The City, its officers, volunteers, and agents are named as an additional insured to the policy, as per the attached endorsement to the policy, for the (date) event.
 - **Ongoing or Multiple Date Events:**
The City, its officers, volunteers, and agents are named as an additional insured to the policy, as per the attached endorsement to the policy, for any and all events held on City of Mercer Island property or coordinated through City Programs.

Rental Insurance Requirements for athletic events

For athletic events, the General Liability insurance shall include coverage for “participant liability” with limits of not less than \$1,000,000 per occurrence. The insurance policy shall contain or be endorsed to reflect that the Applicant’s insurance coverage shall be primary insurance as respect the City of Mercer Island. Any insurance, self-insurance, or self-insured pool coverage maintained by the City of Mercer Island shall be excess of the applicant’s insurance and shall not contribute with it. The Certificates of Insurance and additional insured endorsements shall be furnished to the City of Mercer Island before use of the facility. GatherGuard from Intact does not offer participant liability and is not an option for athletic events where participant liability coverage is required.

A copy of all insurance documentation must be turned in at least 3 weeks prior to rental start date.



Rental Event End Time

Everything must be cleaned up, out of the room and exited from the MICEC by the rental contract's stated end time. Therefore, we recommend events end *no later than 1 hour before the rental end time so that renters or other individuals have time to complete cleaning and be vacated from the MICEC on time. Failure to be cleaned up and vacated by the rental end time will result in additional fees being assessed. **All rentals may not extend beyond midnight.**

Catering Kitchen Clean-up

The Renter is responsible the following work is completed by the end of the rental time:

- Refrigerator & Freezer -- All food and drink to be removed
- All surfaces (including behind & underneath prep tables, and sinks) must be wiped clean of all food residue/debris
- All food debris in garbage disposal/Compost Bins
- All trash/recycling/food waste must be emptied and taken out to the outside dumpster
- Pilot Light on stove in OFF position
- Dishwasher is in OFF position
- Floor must be swept & mopped
- All personal equipment/supplies removed from facility

Set-up/Break-down/Clean-up

Mercer Room –

Mercer Room Set-up, Break-down & Clean-up is available for additional charge unless booking a rental package.

If the Renter opts to do their own Mercer Room Set-up, Break-down & Clean-up, the responsibility is as follows:

- Room set-up/break-down to occur within hours rented
- Chairs wiped down and stacked 22 high on to chair holder
- Tables wiped down and put back into Mercer Room storage
- Entire floor must be 1) dry mopped/swept 2) followed by a wet mop
- All trash/recycling/food waste needs to be emptied and taken to the dumpster outside in parking lot
- Hallway between Kitchen/Mercer Room and entry way into Mercer Room needs to be vacuumed
- All MICEC equipment/supplies must be returned to the front desk staff
- All decorations used in Mercer Room must be removed



Meeting Rooms –

Meeting Room Set-up, Break-down & Clean-up is available for additional charge.

If the Renter opts to do their own Meeting Room Set-up, Break-down & Clean-up, the responsibility is as follows:

- Room set-up/break-down to occur within hours rented
- Chairs wiped down and stacked 12 high on to chair holder
- Tables wiped down and stacked accordingly in Meeting Room
- Floor must be vacuumed
- All trash/recycling/food waste needs to be emptied and taken to the dumpster outside in parking lot
- All MICEC equipment/supplies must be returned to the front desk staff
- All decorations used in the space must be removed

Refunds

Deposits will be refunded, less the costs of any repairs due to damages, extra time used in space, clean-up issues or unpaid balances owed by Renter. If Renter is entitled to a refund of deposit or rental fee in accordance with the terms of the contract, refund will be processed for payment within 30 days of the end date of the last rental specified on the contract.

A rental deposit will be refunded if:

- Rental fees are paid in full in accordance with payment terms.
- A signed copy of contract has been received by MICEC.
- All clean-up is completed as outlined in clean-up form and signed off by staff.
- Renter has vacated the room(s) by designated time.
- Renter has signed in/out with staff.
- No damage has been incurred during rental.
- All other terms of contract are met.

Additional fees & overage charges will be assessed for contracts that extend beyond contracted times, failure to break down/clean up and/or damage to property or equipment. All applicable fees and charges will be first deducted from the rental deposit, and the Renter will be billed and required to pay any remaining balance. See contract for more information.



Cancellation

Notices of rental cancellation **must** be sent in writing to rentals@mercerisland.gov. Cancellation fee is assessed for each room and date reserved. Date changes are considered a cancellation; fees are assessed accordingly.

Mercer Room cancellation fees are calculated as follows:

- Fee equal to full rental deposit applies to a cancellation with 9 months or more advance notice.
- Fee equal to full deposit or 50% of rental fee, whichever is greater, applies to a cancellation with 3 – 8 months advance notice.
- Fee equal to 100% of rental fee applies to cancellation with 3 months or less advance notice.

Meeting room, Dance room and Gymnasium cancellation fees are calculated as follows:

- If 14 days or more advance notice is provided, a \$25 fee applies to each room and date cancellation.
- If less than 14 days advance notice is provided, a fee equal to 100% of daily room rental fee applies to each room and date cancellation.