

Modern amenities.
Central location.
Spectacular views.



RENTAL INFORMATION PACKET



CITY OF MERCER ISLAND
PARKS & RECREATION
MERCER ISLAND COMMUNITY & EVENT CENTER

(206) 275-7609

www.EventsOnMercer.com

Mercer Island Community & Event Center

Facility Hours:

Monday-Thursday

9:00am- 7:00pm*

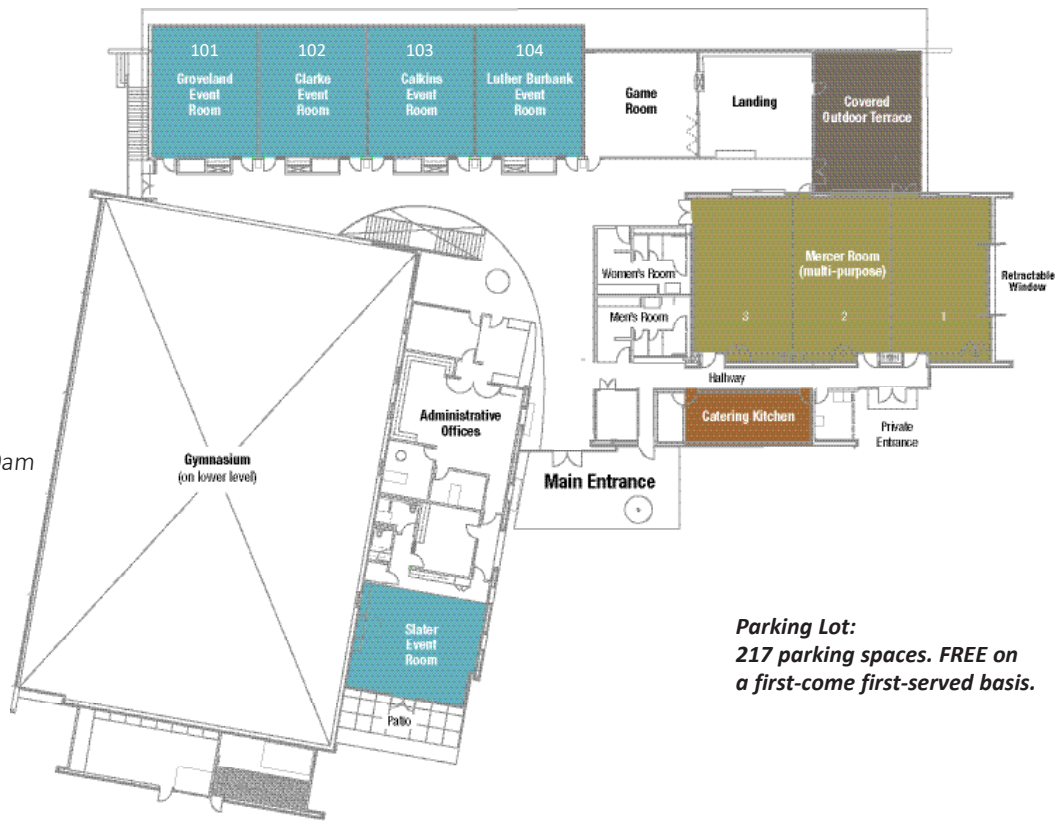
Friday & Saturday

9:00am- 5:00pm*

Sunday

Available for rentals*

*Rentals are available daily from 7:00am- 12:00am



Parking Lot:
217 parking spaces. **FREE** on a first-come first-served basis.

Rooms	Mercer Room	Meeting/Event Rooms	Outdoor Terrace	Catering Kitchen
Square Footage:	2,940	860	1,280	520
Configuration:	Multi-purpose room; Dividable into 3 rooms	Rectangle tables & chairs in rooms	Open-air, covered patio; Outdoor furniture on patio	Linens, dishware/cookware not provided
Seating:	225 max theater-style; 200 max banquet-style	49 max theater-style; 36 max classroom-style	50 max banquet-style; 80 max ceremony-style	N/A
Amenities:	Free WiFi; Ceiling-mounted Full HD projectors w/ HDMI inputs; Modern sound system w/ wireless mics; Audio inputs; Blu-ray/DVD player; Assisted listening devices; A/V Podium; Darkening shades; Tables & chairs	Free WiFi; Ceiling-mounted 1080p HD projectors w/ HDMI inputs; Modern sound system; MP3 input; Blu-ray/DVD player; Tables & chairs	Monument steps; Outdoor furniture; Outlets; Lighting	Ice-maker; Gas range; Commercial fridge & freezer; Convection oven; Garbage disposal; Restaurant-style hot rinse station
Reservations:	Up to 24 months in advance; Packages available	Up to 12 months in advance	Mercer Room rental has priority; Can be rented alone, or open to public	Mercer Room rental has priority; Can be rented alone

Ask about renting the Landing, Game Room, Lobby, Lawn, Gymnasium, Dance Room, or the entire facility!

Ask for additional amenities!

Welcome!

Thank you for your interest in the Mercer Island Community & Event Center.

We are committed to providing the highest quality facilities and services, in partnership with the community. It is our goal to make your event one to remember.



A look inside:

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“Gorgeous location. Sweeping views of Lake Washington, the Cascade Mountains and Mercer Island parks.”
- Jordan H.

“Situated on Mercer Island just off of I-90, it is readily accessible and is as easy to reach from the Eastside as it is from Seattle. Many will also appreciate the pleasant view enjoyed from the meeting rooms of the East Channel of Lake Washington.” - Kimm V.

“Always enjoyed having events at the Mercer Island Community Center! Very friendly people, beautiful new building, and affordable!” - DA Productions



Call or visit for a personal tour!

Mercer Room (multi-purpose room)

“Where else can you find a sunset location at a city facility rate? Only a few places in Seattle, but none have the clean, professional, and high-end look of the Center. A helpful staff from start to finish, you can have a gorgeous event!” - The Invisible Hostess

Elegant.
Affordable.
Functional.

Room Details

Square Footage:	2,940
Configuration:	Dividable into 3 rooms
Equipment included:	225- black chairs; 30- 72"x24" 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, MP3 inputs; Audio outputs (XLR & 1/8" RCA) Blu-ray/DVD player Free WiFi A/V Presenter's Podium Motorized darkening shades Assisted listening devices Cork board Sink
Reservations:	Up to 24 months in advance
Alcohol:	With permit & insurance
Set-up/break-down/ clean-up available for an additional charge	

Mercer Room Rentals

Our spacious, elegant Mercer Room comes complete with scenic views and modern technology. It is capable of banquet seating for up to 200, and it can be divided into as many as three rooms for smaller groups or breakout sessions. The Mercer Room occupies the southern wing of the MICEC, adjacent to the Outdoor Terrace and Catering Kitchen. Insurance is required.

A modern sound system and HD projectors are a few of the amenities that this room has to offer. Ask about other extras, like the A/V Presenter's Podium and wireless handheld microphone, smart board or lapel mic system when making your reservation.



MERCER ROOM RENTALS MONDAY- THURSDAY

Reservations:	Up to 24 months in advance
Deposit upon booking:	\$500
Full Room:	\$180 per hour
Partial Room:	\$150 per hour
Room set-up/breakdown:	\$300 (optional)
Food/Alcohol fee:	\$200
Stage:	Included (2)

ADDITIONAL ROOM ADD ONS

Catering Kitchen:	\$100 per hour
Outdoor Terrace:	\$100 per hour
Outdoor Lawn:	\$60 per hour
Food Trucks:	\$100/truck (with permit)

Ask about outdoor venue options!



THE MERCER ROOM PACKAGE

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.

Package is required for Friday, Saturday, Sunday rentals in the Mercer Room.

OTHER PACKAGES

Do you have an event that has more than 200 people, or just needs a little more room?

Talk to our rental team about Gymnasium Event rentals and Full Facility rentals!



Our Rental Assistants Are Here To Help



Room Details

Square Footage:	860
Configuration:	Rectangle tables & chairs provided
Seating:	49 max. theater-style; 36 max. classroom-style
Amenities:	Free WiFi; Ceiling-mounted 1080p HD projectors w/ HDMI inputs; Alcohol; Modern sound system; Blu-ray/ (include DVD player Cork & white boards; Sink; Smartboard
Reservations:	Up to 12 months in advance
Alcohol:	With permit and insurance

Set-up/break-down/ clean-up available for additional charge

Meeting/Event Room Rentals

Choose from our versatile, modern rooms: Groveland, Clarke, Calkins, and Luther Burbank. Each room accommodates up to 49 people for programs, meetings and special events. Windows provide plenty of light and views to Luther Burbank Park, Lake Washington, the Cascade Mountains and more.



MEETING ROOM RENTAL FEES

Reservations:	Up to 12 months in advance;
Deposit upon booking:	\$60
Hourly Rate:	\$60

MEETING ROOM OPTIONAL SERVICE & EQUIPMENT RENTALS

Set-up/Clean-up:	\$75
A/V rental:	Included
Food/Beverage fee:	Included
Alcohol fee:	Included

“Excellent place for meetings. Staff are friendly and the space is modern and open. Tons of art splash the walls in the lower and upper levels.

Gorgeous meeting rooms with great views!”

– Sandie L.



Ask about our Outdoor Terrace!



Gymnasium & Dance Room Rentals

Our full-sized, 10,230 sq. ft. Gymnasium can be divided in two, and is equipped with electronic score boards. Rentals are assigned per the Gym Use Guidelines as posted on the website. Insurance is required for athletics, including the Dance Room.

The Dance Room is a beautifully finished, 1,385 sq. ft. room featuring two mirrored walls, ample natural light and gorgeous wood flooring. This room is the perfect setting for dance.

GYM CONFIGURATIONS

- 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

Gym & Dance Room Rental Rates & Hours

Full Gym	\$130 per hour
Half Gym	\$75 per hour
Dance Room	\$75 per hour

*Rentals are available daily from 7:00am- 12:00am



“The Mercer Island Community & Event Center is a beautiful and very functional venue. Our guests absolutely loved the high ceilings, the outdoor terrace, the large windows and the view of Lake Washington. You definitely get great value for your money!” -Megan M.



“This is an amazing community center with great meeting rooms, gym and fitness room. It is always clean. light and bright!” - Julie N.

Ask about full facility rentals for larger events!

How do I check room availability?

Give us a call at (206) 275-7609, or visit our front desk. You can also visit our website, www.EventsOnMercer.com for more information.

Is parking available?

Yes, there are 217 parking spaces. FREE on a first-come first-served basis. Additional parking is available at the Luther Burbank Park, and the Mercer Island Park and Ride is walking distance from the center.

Can I bring in my own caterer?

Absolutely! And our commercial Catering Kitchen is included in the Mercer Room package.

Can we serve alcohol?

Yes, with proper licensing and permits. Your Rental Assistant will be happy to provide you with more information.

Is there a view of the water?

Our outdoor Terrace and most of our meeting rooms have a lovely view of Lake Washington and Luther Burbank Park.

Is the Mercer Island Community & Event Center ADA accessible?

Yes, the entire facility is ADA accessible.

Can I decorate the rooms I am renting?

Yes, free standing floor and table decorations are allowed. See our Rental Information Packet for more details. Your Rental Assistant will be happy to provide you with more information.



Are we allowed to have a DJ or a band?

Yes, DJs are recommended and bands are allowed. Both DJs and bands need to bring their own equipment.

Is furniture included in our rental?

Yes, please see page 4 for more details.

Who can I talk to for venue needs on the day of my event?

There will always be a representative onsite during your function that can help you with your needs.

Do you require event insurance?

Insurance may be required depending on the type of event and if alcohol will be served.

Does your staff help with the set up or clean up of my rental?

Yes. The Mercer Room Package includes set-up, break-down, and clean-up of the Mercer Room. The Catering Kitchen is the responsibility of the renter. Staff set up, break down, and clean up is available in all other rental spaces for an additional fee.



Our Rental Assistants are always available to help you through your rental booking process!

Call or visit for a personal tour!