

.....

2024 RENTAL INFORMATION

**Mercer Island
Community &
Event Center**



Table of Contents

Mercer Room

- Packages..... Page 3
- Hourly Rentals..... Page 3
- Room Details..... Page 4
- Decoration Policy..... Page 4
- Cancellation Policy..... Page 4
- Clean-up..... Page 5

Meeting Rooms

- Rental Rates..... Page 6
- Room Details..... Page 7
- Decoration Policy..... Page 7
- Cancellation Policy..... Page 8
- Clean-up..... Page 8

Gym and Dance Room

- Rental Rates..... Page 9
- Request Timeline..... Page 10
- Priority Use Policy..... Page 10
- Room Details..... Page 11
- Cancellation Policy..... Page 11
- Gym and Dance Room Rules..... Page 11
- Insurance Requirements..... Page 12

General Information

- Alcohol Information..... Page 13
- Rental Insurance Requirements..... Page 14
- Extended Building Hours..... Page 15
- Business License Requirements..... Page 15
- Security Deposit Return Policy..... Page 15

Mercer Room Rentals

Mercer Room Rental Packages

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

Includes 10-hour Mercer Room rental, use of Catering Kitchen, Terrace, media equipment, food/beverage/alcohol fee, room set-up/breakdown/clean-up by staff, and extended building hours. *Extended hours end at midnight.

Security Deposit upon booking:	\$500
Weekday (Monday - Friday):	\$2,600
Weekend (Saturday - Sunday):	\$3,700

Mercer Room Rentals Monday - Thursday

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

Security Deposit upon booking:	\$500
Partial Room (2 sections):	\$150/hr
Full Room (3 sections):	\$180/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
Game Room (conditions apply):	\$100/hr
Outdoor Lawn:	\$60/hr
Food Truck (per truck):	\$100

Mercer Room Rentals

Mercer Room Details

Square Footage: 2,940

Equipment included: 225 hard back black chairs, 30 2x6 ft rectangular tables; 25 60" round tables

Amenities: Modern sound system with wireless microphones, 2 ceiling-mounted full HD laser projectors, audio outputs available, A/V Presenter's Podium, Blu-ray player, motorized darkening shades, and free Wi-Fi.

Configuration: Dividable into 3 rooms

Seating: 225 max theater style, 200 max banquet style

Reservations: Up to 24 months in advance

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

A certificate of General Liability Insurance naming the City of Mercer Island as an additional insured is required.

Payment of deposit serves as acceptance of Terms & Conditions of rental contract. Rental deposit is due at time of booking and is refundable after the event, granted all policies are followed.

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.

Cancellation Policy

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 and fees are assessed accordingly.

- 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.

Decoration Policy

What is allowed:

- Free-standing floor and table decorations.
- Electrical equipment, lights, ladders, etc., with written pre-approval by Facility Supervisor.

What is not allowed:

- Affixing anything to ceiling, walls, doors, columns, fixtures, or windows.
- Candles with flame.
- Glitter, rice, birdseed, confetti, rose petals, silly string, hay (inside or outside).
- Dance wax, fob/dry ice/smoke machines.
- Inflatables and bouncy houses.
- Sparklers and bubbles must be used outdoors.

Mercer Room Rentals

Mercer Room Set-up/Breakdown/Clean-up Policy

Mercer Room setup, breakdown, and clean-up is available for additional charge unless booking a rental package.

If the Renter opts to do their own setup, breakdown, and clean up, the responsibility is as follows:

- Set-up and breakdown to occur within the hours rented.
- Chairs wiped down and stacked on chair holders.
- Tables wiped down and put back into storage.
- Mercer Room floor must be swept and wet mopped.
- All trash, cycling, and food waste needs to be emptied and taken to the dumpster outside in the parking lot.
- Hallways between the kitchen and Mercer Room and entry way into the Mercer Room needs to be vacuumed.
- All decorations used in the room must be removed.

All cleaning supplies are provided.

Rental Event End Time and Clean-up

Everything must be cleaned up, out of the room, and exited from the MICEC by the rental contract's stated end time. 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. The Mercer Room clean-up fee does not cover the catering kitchen.

- All food and drinks to be removed from the space.
- All surfaces (including behind and underneath prep tables, and sinks) must be wiped clean of all food residue and debris.
- All trash, cycling, and food waste needs to be emptied and taken to the dumpster outside in the parking lot.
- Pilot light on stove in OFF position.
- Dishwasher is in OFF position.
- Floor must be swept and mopped.
- All personal equipment and supplies removed from the facility.

Meeting Room Rentals

During extended building hours, there is a 2 hour minimum.

Tables and chairs provided.

Rental price includes the use of the media equipment.

Security Deposit upon booking:	\$60
Rooms 101-104:	\$60/hr
Multi-Purpose Room (non-athletic):	\$60/hr

Meeting Room Optional Add-ons & Fees

Room set-up/Breakdown/Clean-up:	\$75
Food/Beverage/Alcohol:	Included



Meeting Room Rentals

Meeting Room Details

Square Footage: 860

Equipment included: Black padded chairs, 15 2x6 ft rectangular tables

Amenities: Ceiling-mounted HD projector, 4k TV on rolling stand, audio outputs available, Blue-ray player, shades, and free Wi-Fi.

Seating: 49 max theater style, 30 max classroom style

Reservations: Up to 12 months in advance

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

Payment of deposit serves as acceptance of Terms & Conditions of rental contract. Rental deposit is due at time of booking and is refundable after the event, granted all policies are followed.

Payments:

- \$60 security deposit taken at time of booking.
- Payment is due no later than 14 days prior to rental date.
- A \$4 administrative fee is charged per rental room.

Cancellation Policy

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 and fees are assessed accordingly.

- A \$25 fee applies to each room and date cancellation with 14 days or more advance notice.
- A fee equal to 100% of daily room rental fee applies to each room and date cancellation with less than 14 days advance notice.

Decoration Policy

What is allowed:

- Free-standing floor and table decorations.
- Electrical equipment, lights, ladders, etc., with written pre-approval by Facility Supervisor.

What is not allowed:

- Affixing anything to ceiling, walls, doors, columns, fixtures, or windows.
- Candles with flame.
- Glitter, rice, birdseed, confetti, rose petals, silly string, hay (inside or outside).
- Dance wax, fob/dry ice/smoke machines.
- Inflatables and bouncy houses.
- Sparklers and bubbles must be used outdoors.

Meeting Room Rentals

Meeting Room Set-up/Breakdown/Clean-up Policy

Meeting Room setup, breakdown, and clean-up is available for additional charge.

If the Renter opts to do their own setup, breakdown, and clean up, the responsibility is as follows:

- Setup and breakdown to occur within the hours rented.
- Chairs wiped down and stacked on chair holders.
- Tables wiped down and stacked accordingly in the meeting room.
- Floor must be vacuumed.
- All trash, recycling, and food waste needs to be emptied and taken to the dumpster outside in the parking lot.
- All MICEC equipment and supplies must be returned to the front desk staff.
- All decorations used in the room must be removed.

All cleaning supplies are provided.

Rental Event End Time and Clean-up

Everything must be cleaned up, out of the room, and exited from the MICEC by the rental contract's stated end 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.



Gymnasium and Dance Room Rentals

During extended building hours, there is a 2 hour minimum.

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

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



Gymnasium and Dance Room Rentals

Gym and Dance Room Reservation Request Process

To ensure that the City is meeting its goals of facility allocation and usage Gymnasium Rental Requests will be submitted and reviewed, and contracts assigned based on Priority Level per Season of Use. Requests can still be received on a rolling basis and assigned, as available, beyond the priority request period.

Season of Use	Priority Request Window	Date Schedule Finalized
Winter/Spring (January-May)	October 1-15	November 1st
Spring/Summer (June-August)	March 1-15	April 1st
Fall (September-December)	June 1-15	July 1st

*Signed contracts must be returned to City no less than three (3) business days from disbursement to user. Failure to sign and return contract may result in release of requested dates to other users.

Priority Access and Use

With facility space as a finite resource, the following ranked order list indicates which organizations get first access to reservation scheduling and get priority when conflicts arise.

- **Level 1 Organizations:** City activity, event, service or program (i.e., planned, promoted, staffed and scheduled by the City); governmental agencies where one or more City staff members are taking part in a meeting.
- **Level 2 Organizations:** Mercer Island-based non-profit that provides services primarily for Mercer Island residents (residents constitute >75% of membership and service recipients) for non-commercial and non-fundraising events. Mercer Island School District.
- **Level 3 Organizations:** Non-profits with recurring programs, presence, services on Mercer Island, but who may not be based in Mercer Island or who may not primarily serve Mercer Island residents.
- **Level 4 Organizations:** For-profit businesses or organizations (not for commercial sales, not charging an entrance fee); individuals or groups renting the facility on a one-time basis for exclusive use; other non-profits; governmental agencies (for use that is not Level 1). Non-profits for fundraising.
- **Level 5 Organizations:** For-profit businesses or organizations for activities that include commercial sales or entrance fees.

Gymnasium and Dance Room Rentals

Gym Details

Square Footage: 10,230

Configuration: Dividable by 2

Equipment included:

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

Amenities: Electronic scoreboard, metal bleachers, access to locker rooms, and free Wi-Fi.

Reservations: Up to 12 months in advance

Payments:

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

Cancellation Policy

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 and fees are assessed accordingly.

- A \$25 fee applies to each room and date cancellation with 14 days or more advance notice.
- A fee equal to 100% of daily room rental fee applies to each room and date cancellation with less than 14 days advance notice.

Dance Room Details

Payments:

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

Square Footage: 1,385

Equipment included: 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

Gym and Dance Room Rules

- No food, gym 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 and 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.

Gymnasium and Dance Room Rentals

Rental Insurance Requirements for Athletic Events

For athletic events, the General Liability insurance shall also 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.



Alcohol and Insurance Policies

Alcohol

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.

Alcohol and Insurance Policies

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.

A certificate of General Liability Insurance naming the City of Mercer Island as an additional insured is required for all Mercer Room rentals.

Additional Information

Extended Building Hours

Rentals during extended building hours will incur an additional hourly rental fee of \$60/hr.

- Monday – Thursday before 8am or after 7pm.
- Friday – Saturday before 8am or after 5pm.
- Any time on Sunday.
 - 2 hour minimum for meeting room, dance room, and gym rentals.
 - 3 hour minimum for Mercer Room rentals

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

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>.

Security Deposit Returns for Rentals

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.