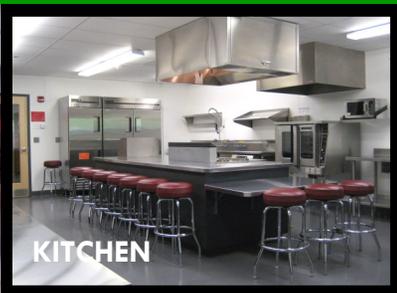


Making the Reservation

We make room rentals available on a first-come, first-served basis. Please allow at least **15 business days advance notice** to schedule rentals without alcohol, and **30 business days advance notice** 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 anytime 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. **Our staff are happy to answer any questions you have over the phone by calling (206)386-4283.**

Room Rates

MINIMUM RENTAL PERIOD OF 2 HOURS

Multi Purpose 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 prep surfaces and commercial grade appliances, you'll want to cook up a storm! No prep/ eating utensils, dinnerware, 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. Host a large party in this pristine open space! Registered sports teams may rent at a reduced rate! This space **can only be rented during non-operating hours. Tables and chairs are not provided.** Standing capacity is 948.

Rental Charges

Damage Deposit \$250- \$1,000

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 in as little as 10-15 business days.

Booking Fee/Restocking Fee \$25/\$25-\$100*

We charge a one-time booking fee of \$25. A restocking fee may be charged for high attendance. These are non-refundable.

*Restocking fee: 50-99 guests = \$25; 100-149 = \$50; 150-199 = \$75; 200 or more = \$100.

Staffing Fees \$25/hr +1hr**

Staffing is required when rentals occur **outside normal operating hours or on the weekend**. Rental staff require an additional hour (1/2 hr before and 1/2 hr after the event), to open and close the building. Renters are required to pay this extra staffing fee. ***Any party expecting 100 or more guests, or serving alcohol, requires a second staff person at \$25/hr.**

****Holiday staffing fees are \$37.50/hr.**



Northgate
Community Center

June 25th – Aug. 29th

M-F: 11:00am-7:00pm

Sat/Sun: Closed

Sept. 8th – June 24th

M-F: 1pm– 9pm

Sat/Sun: Closed

Facility Information

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

Northgate Community Center opened in 2006, as Seattle Parks and Recreation's premier

facility. It features a gorgeous, bright, and spacious Multipurpose Room adjoined by a commercial grade kitchen. Smaller meeting rooms can be rented for meetings or small parties. Hold your next sports practice or 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 **31 days** or more before the rental, will receive a refund of all fees minus \$75. Cancellations made **30-15** days before a rental will receive a refund of the damage deposit and 50% of all other fees, minus the \$25 Booking Fee.

NO REFUND is given for cancellations made 14 days or less before a rental.



Serving Alcohol?

Rentals with alcohol must be scheduled outside of operating hours, and require renters to: have \$1 million in liability coverage, pay a \$75.00 alcohol fee, pay a \$500 minimum damage deposit, get a Banquet Permit, and submit a Letter of Intent to the facility for approval by the Parks Department Director. Please inquire further about our alcohol policy by calling (206) 386-4283.



Northgate Community Center

2016 Rental Brochure



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