



Mountlake Terrace Community Senior Center
23000 Lakeview Drive, Mountlake Terrace, WA 98043
(425) 672-2407 MLTCSCEvents@GMAIL.COM

MLTCS SC RENTAL POLICY PACKET

FREQUENTLY ASKED QUESTIONS AND GUIDELINES

Q: How can I check room availability?

A: You will need to call Mountlake Terrace Community Senior Center at 425-672-2407 or send an email to mltcscevents@gmail.com to check availability.

Q: How many people can you accommodate?

A: We have rooms that can accommodate group sizes from 10 – 175 people based on the type of event and seating requirements. Please see our room rate and occupancies sheet for details.

Q. How do I book a room?

A: Booking for event spaces is first come, first served. We accept applications by appointment or via email. Payment of Booking Fee must accompany completed application to reserve your event date and space.

Q: When do I need to pay for my event/room rental?

A: A non-refundable Booking Fee (25% of the hourly/rental fee) is due at the time of booking reserves your date and venue space. Final payment, including damage deposit and AV equipment fees, is due 60 days before your event or meeting date. If your event is <60 days from booking date, payment is due in full at the time of your reservation.

Q. What forms of payment may I use?

A: Fees may be paid by using cash, check, and all major credit cards. A fee of \$50.00 is charged for all returned checks. A 4% processing fee is applied to all credit card payments.

Q. Is my damage deposit refundable?

A: Damage deposits are 100% refundable provided all the conditions on your rental are met. Damage deposits are forfeit if you cancel your reservation at any time. Deposit will be returned within 15 business days if no damage occurs, space is properly cleaned and returned to original configuration and trash and personal items removed by end of rental. Should damage occur exceeding the \$500 deposit, you will be invoiced with payment due within 14 days.

Q: What facilities and equipment come with my rental?

A: Rental includes use of tables (5' round or 6' banquet) and chairs. Lakeview Room has a glowing sprung hardwood dance floor and may also include use of the following items: Sound system, projection screen, and cordless microphones. Kitchen with refrigerator, microwave, icemaker, coffeemaker, water pitchers and counter space may be used with LVR rentals. Please see complete list of available amenities for each room. Additional items may be available for additional fee.

Q: If I'm the renter/contract holder, what are my responsibilities?

A: Payment of deposit and rental fees must be paid by contract holder. The banquet permit and liability



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insurance (see Insurance Information) must be in the contract holder's name. The contract holder must agree to all MLTCSC guidelines and initial/sign appropriate places to accept responsibility for the rental. Cleaning, restoring to original set-up and removal of trash are the responsibility of the renter/contract holder.

Q: Can I decorate the facility rental space?

A: In Lakeview Room (LVR) only, decorations may be pinned to cork boards provided all tacks/pins are fully removed by end of rental. 3M/Command (brand-name) strips for string lights may be used but must be fully removed before exit. Affixing anything to ceiling, woodwork, painted walls, lights, doors, windows, tables and chairs other than as described above is not allowed. No tape, adhesives, nails, or staples. Use of fog machines, rice, birdseed, glitter, sparklers, confetti, or petals are not permitted. String-pull pinatas are allowed with prior approval. Bubbles may be used outside. Balloons must be tethered (i.e., balloon arch), and are allowed only in LVR. Every balloon must be removed by event end as they interfere with security system and can set-off fire sprinklers. Any additional equipment brought in by the renter must be pre-approved by MLTCSC staff and is subject to review.

Q: Who is responsible for set-up and clean-up of my event?

A: Please allow time for both set-up and clean-up when scheduling your event. Early arrival or next day clean-up is not allowed unless rented. Please remove all decor and items brought in for your event before exit time. Failure to complete Cleaning Checklist or leave venue in original condition will result in loss of damage deposit plus additional cleaning fees. Cleaning supplies, trash bins, liners and dumpsters are provided. Trash/recycling to be placed INSIDE dumpsters at the end of the event. Flatten boxes. Trash not fitting fully inside dumpster must be removed by renter. Event Monitor will attempt to document damages or inadequate cleaning at your event; however, MLTCSC reserves the right to have staff inspect during daylight business hours and consult with providers if service or cleaning is needed. No additional cleaning should be required by MLTCSC staff. Minimum \$250 cleaning fee assessed if space is not left clean.

Q: When do I need to finalize my set-up requirements for my event?

A: You may request and schedule a walkthrough to occur ~ 14 days before your event provided all fees have been paid in full. Time is limited to 60 minutes and subject to availability. Any special requests must be formalized with staff at this time.

Q: What type of alcohol can we have at our event at MLTCSC?

A: Beer, wine, and hard liquor may be served provided the proper permits are on file with the WSLCB or a bartender licensed with the State of Washington is serving the alcohol. Please see *alcohol information sheet* in this packet for specifics on permits, insurance and bartending requirements. Permits and insurance must be in the renter/contract holder's name. A copy of the permit and/or license must also be provided to MLTCSC 14 days before event.

Q: Are we allowed to have a DJ or a band?

A: Yes, DJs and bands are allowed. Please check with your DJ or band whether they use their own equipment or whether you need to rent the AV Sound System.

Q: How do I schedule a rehearsal?

A: You may contact the Rental Coordinator to schedule a rehearsal provided all rental fees have been paid in full. The time of the 1-hour courtesy wedding rehearsal is dependent on availability of staff and rental space.



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Q: When do you accept deliveries?

A: Deliveries may begin at the start-time on your contract. All outside items must be removed the day of your event. Storage overnight for next day pick up will incur an additional fee. All items left on site and not picked up within 48 hours may be donated or disposed of at MLTCSC's discretion.

Q: Is parking available?

A: Yes, we have ample free parking. MLTCSC has use of 3 lots shared with the City of MLT for those who access Ballinger Park.

Q: Is the Mountlake Terrace Community Senior Center accessible?

A: Yes, our facility is ADA accessible to persons with disabilities.

Q: Is the Mountlake Terrace Community Senior Center open on holidays?

A: MLTCSC is closed on the following holidays: New Year's Eve and Day, MLK Day, President's Day, Easter, Memorial Day Weekend, Juneteenth, Independence Day, Labor Day Weekend, Thanksgiving and day after, Christmas Eve and Christmas Day. Rentals on holidays are available at a holiday rate on a case-by-case basis subject to both staffing and availability.

Q: Is there any reason the Mountlake Terrace Community Senior Center would cancel my reservation?

A: It is very unlikely your reservation will be canceled by MLTCSC. In the rare event we are forced to cancel, your deposit and any rental fees paid will be refunded. MLTCSC will make every effort to reschedule your event at a mutually agreeable time. However, reservations may be denied or revoked, and all fees forfeit, if an applicant misrepresents or fails to disclose any pertinent information in connection with Agreement or type of event.

Q: What happens if our event is put on hold from "an Act of God"?

A: MLTCSC will make every effort to reschedule your event to a mutually agreeable date and time. All fees and deposits will be transferred over to the new event date. If you choose not to reschedule, a refund will be provided less a \$300 administrative fee.

Q: May I use space outside in Ballinger park for my wedding or reception?

A: Events extending outside into Ballinger Park are permitted but you may need to contact the MLT Parks Department for permission. (Please ask.) Events permits are often not necessary for small groups spilling into the park. Large events may need a [special event permit \(PDF\)](#).

Q: May I use the Patio/Deck area for my event?

A: We have a covered Patio/Deck area available right outside our banquet rooms. Please reserve the deck at time of application (may add later, if still available). Lakeview Room rentals have priority for patio/deck space for their event. Outside areas are available for use until 10PM both weekdays and weekends.



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MOUNTLAKE TERRACE COMMUNITY SENIOR CENTER DATE CHANGE & CANCELLATION POLICIES

DATE CHANGES

FRIDAY, SATURDAY, SUNDAY

- All date-change requests must be received in writing (email is acceptable).
- Approval of a date change is subject to MLTCSC facility and staff availability.
- Date changes received 60 days or more prior to rental: A \$300 Change Fee will be assessed and added to your final balance to cover administrative costs; your deposit and room fees will transfer to new date.
- Date changes received 59 days or less prior to rental: Forfeiture of all fees paid. The new date will be treated like a new booking.

MONDAY- THURSDAY (AND HOURLY BOOKINGS)

- All date-change requests must be received in writing (email is acceptable).
- Approval of a date change is subject to MLTCSC facility and staff availability.
- After booking a reservation, renter has 14 business days to change the date. All fees transfer to new date.
- Date changes made 15 business days or more after initial booking, renter will lose 100% of their deposit. The new date will be treated like a new booking.

CANCELLATIONS

- All cancellations by the renter must be made in writing (email is acceptable).
- Cancellations received 60 days or more prior to rental: Booking Fee is forfeit. All other fees paid will be refunded.
- Cancellations received 59 days or less prior to rental: No fees or deposits will be refunded.
- Force Majeure: In the case of catastrophic event including fire, flood, pandemic or other emergency, all fees will be refunded, minus the booking fee, or we will work with you to reschedule your event date.
- Should the Mountlake Terrace Community Senior Center have to cancel your event for reasons other than a catastrophic event, all fees will be refunded, or we will make every effort to reschedule your event.

NO SHOWS

If a rental does not show for their scheduled rental, it will be treated as a cancellation, and all deposits and room rental fees will be forfeited.



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INSURANCE INFORMATION

EVENTS THAT REQUIRE INSURANCE: INCLUDE BUT ARE NOT LIMITED TO

- ★ Events serving alcohol
- ★ Events anticipating 100 or more people
- ★ Events deemed to be high risk – *check with MLTCSC Rental Coordinator*
- ★ Events open to the public and/or those charging an entry fee

LIABILITY INSURANCE FOR EVENTS: Liability Insurance must include the following:

- ★ Alcohol liability clause
- ★ Limits of no less than \$1,000,000 per person/per incident and \$2,000,000 general aggregate
- ★ Mountlake Terrace Community Senior Center and City of MLT must be listed as "additionally insured"
- ★ Date, time, and location of the event
- ★ Endorsement that the renter's insurance coverage shall be primary insurance as respects to Mountlake Terrace Community Senior Center and City of MLT and provide the endorsement.
- ★ Insurance must be in the renter/contract holder's name.

OBTAINING INSURANCE

- ★ Most major insurance companies offer this one-time event insurance. Contact your personal home, auto or liability insurance, they may already offer this type of coverage.
- ★ Liability Insurance may also be obtained through eventhelper.com (~\$125).
- ★ Insurance must be in the renter/contract holder's name
- ★ A copy of your Certificate of Insurance must be received by the Mountlake Terrace Community Senior Center no later than 14 days prior to the date of your event.



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ALCOHOL INFORMATION SHEET

WASHINGTON STATE PERMIT/LICENSE REQUIRED FOR SERVING ALL ALCOHOL AT MLTCSC

Special Licenses and Permits - The Washington State Liquor Control Board issues three licenses and permits for one-time only events – all applications available online at www.lcb.wa.gov. MLTCSC requires a copy of all licenses to be submitted to MLTCSC at least 14 days prior to your event date.

- 1. Banquet Permit:** Allows the service and consumption of liquor at a private, invitation only banquet or gathering held in a public place or business.
- 2. Special Occasion License:** Allows a bona fide nonprofit organization to sell liquor at a specified date, time and place. Examples include a fundraising dinner, gala event, auction or wine tasting. This permit can take up to 45 days to process.
- 3. Raffle Permit:** Allows a bona fide nonprofit organization to raffle liquor to its members at a specified date and place. This application needs to be processed 30 days in advance.

Banquet Permit:

- A Banquet Permit is required to allow the service and consumption of beer, wine and champagne for any group regardless of size.
- Alcohol liability Insurance must be in the renter/contract holder's name.
- Permit can be obtained from the WA Liquor Control Board at <https://lcb.wa.gov/licensing/banquet-permits>
- A copy of your Banquet Permit must be received by MLTCSC no later than 14 days prior to the date of your event
- Permit holder must sign the bottom of banquet permit before submitting it to MLTCSC.

Special Occasion License (*for non-profit organization selling alcohol*):

- Special Occasion license applications *must be filed at least 45 days in advance of the event* with the Washington State Liquor Control Board <https://lcb.wa.gov/licensing/special-occasion-licenses>
- A copy of the approved Special Occasion License must be received by the Mountlake Terrace Community Senior Center no later than 14 days prior to the date of your event.

SERVING ALCOHOL DURING YOUR EVENT

- For groups under 100 with no hard alcohol: Renter is responsible for assigning a Bar Attendant to maintain, monitor and distribute the alcohol to attending guests. Bar Attendant must be over 21 years of age and their name must be provided to MLTCSC staff member at beginning of event. A banquet permit or special occasion license is required. A copy of banquet permit must be provided to MLTCSC 14 days prior to event.
- Parties of 100 or more and any event with hard alcohol: MLTCSC requires a WA State licensed bartender. Any licensed bartender serving alcohol on the premises of MLTCSC must also carry liability insurance of \$2,000,000.00+ and a copy of their license must be provided to MLTCSC.
- Bars must be attended by either licensed bartender or attendant, no self-service. Overly intoxicated people must be denied further service. Personally provided alcohol is not allowed by guests, no flasks, no BYOB by participants.



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- The individual signing the contract and purchasing the Banquet Permit or Special Occasion License will have the legal responsibility for guests' consumption of alcohol. No one under 21 may consume or serve alcohol. Consumption of alcohol by minors is prohibited by State Law and will be strictly enforced. If violated, event is subject to termination, law enforcement will be contacted, and all deposits are forfeit.
- All alcohol must be consumed within the approved event area. No open alcohol may be consumed outside in Ballinger Park or the parking lot. Any extra alcohol, remaining after the event, may be transported from the venue in the trunk of a vehicle – out of reach of all passengers and driver.
- Alcohol service must cease 1 hour before the designated end of your rental time.

Bar Attendant: _____ Procedure Explained: _____

And/or

WA State Licensed Bartender: _____ Procedure Explained: _____

Reviewed and agreed to by contract holder: Signed: _____ Date: _____

Reviewed by MLTCSC Staff Member: _____ Date: _____



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RENTER RESPONSIBILITY & CLEANING CHECK LIST

DUTIES:	MLTCSC	Renter Initials
Renter is responsible to restore room(s) prior to departure. All personal items must be removed by event end.		
Wipe all tables clean and place back in original storage position (<i>diagram is posted</i>).		
Clean all chairs of all spills/debris and stack in the original location (<i>diagram is posted</i>).		
Sweep all floors. Notify MLTCSC Event Monitor of all spills on hardwood floor for cleaning instructions.		
Clean any drips/spills/debris from windowsills, walls, doors, and furniture.		
FOOD PREP AREAS (if used):		
<ul style="list-style-type: none"> Clean food prep areas and wipe down all kitchen/café counters. 		
<ul style="list-style-type: none"> Refrigerator must be wiped clean and returned to original configuration including shelf placement. 		
<ul style="list-style-type: none"> Sweep kitchen floors and wet mop if necessary. 		
<ul style="list-style-type: none"> Empty and thoroughly clean coffeemaker and pots. 		
<ul style="list-style-type: none"> Return ice scoops to bin on top of ice maker. 		
<ul style="list-style-type: none"> Used water pitchers placed next to dishwasher in Kitchen. 		
TRASH:		
Remove all trash and recycling by event end. Replace all trash liners with clean bags (provided). <i>Bags are not for transporting personal items home.</i>		
You may use our dumpsters providing: <ul style="list-style-type: none"> Flatten boxes for recycling bin. Only clean recyclables in RECYCLE dumpster (smaller one), please. Trash fits <u>fully inside</u> TRASH dumpster with lid closed - otherwise renter responsible for removal. 		

MLTCSC Monitor will attempt to document visible damage or inadequate cleaning at end of your event. Due to late hours of many rentals, MLTCSC reserves the right to have staff assess space during business hours and consult with providers if service or cleaning is needed. No additional cleaning should be required by MLTCSC staff. Minimum \$250 cleaning fee will be assessed if space is not left clean. We will itemize any deductions to your damage deposit and/or additional damage and cleaning fees owed in excess of deposit. Balance will be mailed within 15 business days providing no damage occurs, room is properly cleaned and restored, and all contract conditions and provisions are met.

Renter Signature: _____

Date: _____

MLTCSC Signature: _____

Date: _____