

Rental FAQ

Q: Where do I check in when I arrive at the center?

A: Please check in at the front counter upon arrival. Our Facilities Monitor will be there to greet you and make sure you have everything you need.

Q: Can you just pencil me in to hold the date until I decide?

A: No, a \$300 damage deposit is required to ensure the reservation and your event must be paid in full 45 days before your event date.

Q: Do I have to become a member to rent the facility?

A: Our non-profit status allows us to rent to members only. Our membership is open to anyone and the cost is \$35 for a year. You can register online at www.northshoreseniorcenter.org, fill out and mail in a form from our catalog with the payment or stop by any of our reception desks and ask for the form.

Q: How far in advance can I book the facility?

A: Reservations may be made a maximum of twelve (12) months prior to the desired date.

Q: Do you hold, or cash our damage deposit or can you hold a payment for a couple of days?

A: All monies are deposited immediately.

Q: What does the Facility Fee include?

A: The fee includes rental of the room(s) for the time period indicated on your Rental Agreement. A Facilities Monitor will be present throughout your event to assist you with any facility's needs. Use of the kitchen is included in rental of the multi-purpose, large activity and dining rooms.

Q: How many tables and chairs are available?

A: Northshore Senior Center

- Chairs: 300
- Tables:
 - 22 - 96" x 30" Rectangular
 - 13 - 72" x 30" Rectangular
 - 3 - 72" Round
 - 6 - 60" Round

A: Health & Wellness Center

- Chairs: 80
- Tables:
 - 22 - 3' x 3' Square
 - 10 - 72" x 30" Rectangular

Q: Do you provide linens, silverware, glassware, plates and coffee cups?

A: No. You will need to provide your own.

Q: Do we pay for setup and clean up? Who sets up and cleans up the room?

A: The rental agreement is for the entire time you occupy the facility, so plan to include your set-up time (including your caterers and other vendors) and clean-up time. Client is responsible for set-up and take-down of all tables and chairs and cleanup after the event.

Client needs to wipe down all tables and chairs, clean any excess floor spills, and take out your trash. We do charge \$300 floor cleaning fee with the rental of the Multipurpose Room. However if you rent the Health & Wellness Center or just the NSC Dining Room it is your responsibility to sweep and mop as necessary. Client is responsible for set-up and take-down of any extra rented chairs & tables.

Q: Can I use my own caterer or may we bring in our own food?

A: Yes, you are able to use your own caterer or bring in your own food.

Q: Can we serve alcohol at our event?

A: Yes, you may serve alcohol at your event with the proper license.

*** A banquet license (<http://liq.wa.gov/licensing/banquet-permits>). Examples include weddings, company banquets, retirement parties, club organization, or church events.

*** A special occasion license (<http://liq.wa.gov/licensing/special-occasion-licenses>) allows a bona fide nonprofit organization to sell liquor at a specific time, date and place. Examples of events include fundraising dinners, gala events, auctions, and wine tastings. Application must be 45 days before event date.

Q: Is there an outside courtyard or garden area?

A: Our lovely facilities both offer outside grounds suitable for an outdoor wedding ceremony of other special event.

Q: How late can our event go?

A: All events are to end by 12 midnight. Clients must have everything cleaned up and be off the premises by 12 midnight.

Q: Can we have things drop off before the event, or leave a few things after the event?

A: All rentals and deliveries should be coordinated with our rental representative. Generally all items must be delivered and picked up on the same day as the event so as to not interfere with other activities or events. Special arrangements can be made as events allow.

Q: Can I come early/the night before to set up?

A: Set-up time must be part of the contracted event time. If you wish to come in the night before, you are welcome to book the space, based on availability; however your start time for the day of your event will be 8:00 am as we cannot use the room if it is set up for an event. Arriving earlier than your contracted start time will incur additional charges.

Q: Can we throw rice, birdseed, confetti, etc?

A: No. Rice, confetti, birdseed, glitter, or any other article that creates debris, is prohibited. Bubbles are permitted outside the building.

Q: Is there a Sound system?

A: There is a single channel sound system available in the multi-purpose room at the Northshore Senior Center; with the capability to send music through the room speakers although you must provide the device to play the music with. The monitor will supply and set up microphones if needed. There is a basic portable speaker system available for the Large Activity Room and microphones as well.

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

A: Certainly! The City of Bothell does have a noise ordinance that goes into effect at 11:00 P.M., but your Facilities Monitor will monitor the noise level outside and let you know if the music becomes too loud.