

# *Frequently Asked Questions*

## **Where do I check in when I arrive at the center?**

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.

## **Can you just pencil me in to hold the date until I decide?**

No, a \$250 damage deposit is required to ensure the reservation.

## **How far in advance can I book the facility?**

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

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

All monies are deposited immediately.

## **What does the Facility Fee include?**

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 facilities needs. Use of the kitchen is included in rental of the multi-purpose, large activity and dining rooms.

## **How many tables and chairs are available?**

### **Northshore Senior Center**

**Chairs~** 350

**Tables~** 23 - 96"x30" & 20 72"x30" Rectangular, 3 72" & 6 - 60" Round

### **Health & Wellness Center**

**Chairs~** 100

**Tables~** 22 3'x3' Square, 10 72"x30" Rectangular

## **Do you provide linens; plates, silver ware, and glass ware?**

We do not provide linens, however, plates, silver ware, and glass ware is available upon request, or you may wish to rent these items from your cater or from companies such as **ABC Rentals**.

## **Do we pay for set up and clean up? Who sets up and cleans up the room?**

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 is responsible for setting up any extra rented chairs & tables.

## **Can I use my own caterer or may we bring in our own food?**

You may use your own caterer. However, you may serve food from any outside source.

**Can we serve alcohol at our event?**

Yes, you may serve alcohol at your event with the proper banquet license which is available through any Washington State Liquor store.

Please refer to the rental information packet for requirements to serve.

**Is there an outside courtyard or garden area?**

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

**How late can our event go?**

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

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

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.

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

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. Arriving earlier than your contracted start time will incur additional charges.

**Can we throw rice, birdseed, confetti, etc.?**

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

**Is there a Sound system?**

There is a sound system available in the multi-purpose room at the Northshore Senior Center; with the capability to send music through the main speaker, before the event. The monitor will supply and set up microphones.

**Are we allowed to have a DJ/band?**

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

**Directions to the Northshore Senior and Health & Wellness Centers? 10201/10212 E Riverside Drive, Bothell, WA**

**From the North** On SR-527 (the Bothell/Everett Highway)

At the intersection of Bothell/Everett Highway, Bothell Way, and Main Street, turn hard left onto Main Street. At the second 4-way stop in downtown Bothell, turn right onto

102<sup>nd</sup> Ave N.E. Travel south over the Sammamish River to Riverside Drive. The Senior Center is at the intersection of 102<sup>nd</sup> and Riverside.

**From the West** On SR-522 (Lake City Way, through Kenmore, turns into Bothell Way)

At the intersection of Bothell Way, Main Street, and the Bothell/Everett Highway, go straight ahead on Main Street. At the second 4-way stop in downtown Bothell, turn right onto 102<sup>nd</sup> Ave N.E. Travel south over the Sammamish River to Riverside Drive. The Senior Center is at the intersection of 102<sup>nd</sup> and Riverside.

**From the East** I-405 - take Exit #23 (Bothell/Seattle), turns into SR-522 (Bothell Way)

At the intersection of Bothell Way and Kaysner Way (first light), turn right onto Kaysner Way. At the first 4-way stop in downtown Bothell, turn left onto 102<sup>nd</sup> Ave N.E. Travel south over the Sammamish River to Riverside Drive. The Senior Center is at the intersection of 102<sup>nd</sup> and Riverside.