



# KIN ON COMMUNITY CENTER RENTAL INQUIRY FORM - SEATTLE

Return the following form by mail or via email to:

Kin On Community Center  
4416 S. Brandon St. Seattle, WA 98118  
[healthyliving@kinon.org](mailto:healthyliving@kinon.org) | 206.556.2237

FOR STAFF USE ONLY	<input type="checkbox"/> NPO <input type="checkbox"/> Permits	Payment _____ Due Date _____
		Payment _____ Due Date _____

CONTACT INFO	
Organization/Company	<input type="checkbox"/> Non-Profit Organization Tax ID _____ Require proof of 501(c)3 status
Main Contact	<input type="checkbox"/> Kin On Healthy Living Member ID _____
Address	
Email	
Phone	

EVENT INFO	
Event Title	
Date(s)/Time(s) include set-up & clean up time	
Room(s)	Seattle CC: <input type="checkbox"/> Community Room (70) <input type="checkbox"/> Meeting Room (15)
Event Description	<input type="checkbox"/> Event <input type="checkbox"/> Reception <input type="checkbox"/> Party <input type="checkbox"/> Workshops/Class <input type="checkbox"/> Meetings/Meetups <input type="checkbox"/> Conference <input type="checkbox"/> Other _____ Brief Description of Event:
Attendance	Total Expected Attendance: _____ _____ Adults _____ Youth (under 21 years)

FOOD/BEVERAGES	
Food/Beverages	Do you plan on using the Kitchen? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you plan to sell food at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No Will food be prepared and cooked onsite*? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Caterer (if applicable): _____ Will you be selling or consuming alcohol*? <input type="checkbox"/> Yes <input type="checkbox"/> No *Required related permits (See guidelines for details)





# KIN ON COMMUNITY CENTER ROOM RENTAL GUIDELINES (SEATTLE)

## RESERVATIONS

To make a reservation, please submit your completed paperwork and payment via mail or email to: Kin On Community Center, 4416 S. Brandon St, Seattle, WA 98118 or [healthyliving@kinon.org](mailto:healthyliving@kinon.org). Please make checks payable to “Kin On”. For credit card payments, call 206.556.2237.

Reservation may include rental of Kin On’s full community room (rooms A and B, with a combined capacity of 70) and kitchen at Seattle Community Center. Facilities may be booked from 14 days to 6 months in advance of your event, provided that an accommodation can be made for your reservation. Applicants must be at least 21 years of age or older and present throughout the entire rental. The person signing the rental form is the responsible party in case of damage, theft or disturbance. Only the rooms specified in the rental agreement will be available for use on the day of the event. When determining start and end times for your rental, account for the time needed for any deliveries, set-up and decoration, and clean up. Overtime charges for facility use are billed at 1.5x your hourly rate.

## FEES

	Community Room	Meeting Room
General Public	\$125/hour	\$40/hour
Non-Profit	\$75/hour	\$30/hour
Kin On Clients	\$50/hour	\$20/hour
Cleaning Fee	\$50/event (For Community Room only)	-
Damage Fee	\$500 (Credit card will only be charged if damage is made as determined by Kin On’s inspection after the event)	

## SITE VISITS

Renters are encouraged, and may be required to arrange a site visit for a facility orientation and opportunity to discuss event or facility-related questions. Please contact us at 206.556.2237 or [healthyliving@kinon.org](mailto:healthyliving@kinon.org) to arrange a site visit.

## PAYMENT

For reservations made 30 or more days prior to the event, payment of 50% of the rental fees is due upon reservation. The remaining 50% of the room rental fees and cleaning fee are due a minimum of 14 days in advance. For reservations made less than 30 days prior to the event, payment of 100% of the rental fees plus the cleaning fee is due upon reservation. For Damage Fees, credit card will only be charged if damage is made as determined by Kin On’s inspection after the event.

## REFUNDS AND CANCELLATIONS

All reservation cancellations must be made in writing (email is acceptable). Date changes will be accepted in writing, and considered as a cancellation and new reservation.

Cancellations made 30 or more days prior to the event will result in a full refund of the room rental fee and cleaning fee paid. Cancellations made between 30 days and 7 days prior to the event will result in a refund of 50% of the room rental fee and cleaning fee paid. Cancellations made less than 7 days prior to your event are not refundable. Where this policy is applied, any Booking made within 30 days before the event start time will only be eligible for a 50% refund of the room rental fee if cancelled 7 or more days before the event, otherwise the Booking will be non-refundable.

## INCLEMENT WEATHER POLICY:

Kin On Community Center will follow the Seattle School District weather policy. If severe inclement weather or other acts of nature (ice storm, snow storm, damage caused by weather) prohibits the opening of a facility, the renter will be notified as soon as possible. The renter will be provided the opportunity to reschedule to another available date or have their rental fees refunded in full.

## **FOOD & NON-ALCOHOLIC BEVERAGES & CATERING**

Outside food and beverages are welcome. Renters may use catering services for their event. Caterers are responsible for cleaning the facilities and equipment after use. For caterers who plan to prepare and/or serve food on site, the following must be submitted a minimum of seven (7) business days prior to your event:

### Food Catering Permit

- Field Plan Review: required to ensure that your processes and equipment needs are compatible with the kitchen facility. Information is available at <http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness/catering.aspx>.
- Use of Commissary / Shared Kitchen Agreement: Required to prepare food in Kin On's kitchen. Info available at: [http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness/~/\\_media/health/publichealth/documents/foodsafety/Use-of-Commissary-Agreement.ashx](http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness/~/_media/health/publichealth/documents/foodsafety/Use-of-Commissary-Agreement.ashx)

## **ALCOHOLIC BEVERAGES**

The serving and selling of alcohol (beer, wine and champagne) is allowed inside our facilities. Hard liquor and beer kegs are not allowed. If you would like to serve and/or sell alcohol at your event, the following permits are required:

- Washington State Liquor Control Board Banquet Permit: required for all events serving alcohol.
- Alcohol Server's Class 12 Mixologist Permit or Class 13 Server's License: required for all events serving alcohol. The server must have a Class 12 Permit or Class 13 and be at least 21 years of age.
- Washington State Liquor Control Board Special Occasion License: required for all events selling alcohol.

Copies of these permits must be submitted to Kin On a minimum of seven (7) business days prior to your event. Original copies of these permits must be displayed in a conspicuous place for the duration of the event. Serving alcohol without proper approval and permits may result in a police citation, immediate termination of your event, and forfeiture of rental fees/deposit, and/or additional fees and penalties.

## **DECORATIONS**

You may bring your own decorations into the facility. Please remove or dispose of them at the conclusion of your event. Masking tape or painter's tape is allowed for attaching decorations and signage to the walls, windows, or partitions. We do not allow the use of staples, tacks, nails, or duct tape.

## **FLAMMABLE MATERIALS & BARBEQUES**

The City of Seattle Fire Department regulates the use of flammable materials. Fuel canisters are allowed. Open flames and fireworks are prohibited. Barbeques are not allowed indoors.

## **SMOKING**

Kin On's facilities are smoke free. Smoking is allowed at least 25 feet away from the building entrances and exits and windows/vents that open to the inside of a building (per WA RCW 70.160 Smoking in Public Places). You are responsible for ensuring that outdoor areas are clear of all smoking debris at the conclusion of your event. Failure to do so may result in a deduction in your security deposit.

## **NOISE**

Noise volume must be contained within the boundaries of the park/building. Failure to comply with this rule may result in a Civil Noise Infraction issued by the police. Quiet hours: 8 PM – 8 AM.

## **SET-UP, TAKE DOWN & CLEAN UP**

The renter is responsible for set-up, take down and clean up for their event. All furnishings must be returned to their original location. Kin On will provide garbage, recycle and compost bins for your use. Please leave the space in its original condition, including washing the dishes (or loading/turning on the dishwasher) and leaving the space tidy. The cleaning fee covers additional cleaning services and routine maintenance outside of the renter's responsibilities. The renter will be required to sign a Supplies and Inventory list prior to the event, and responsible for any missing items after the event.

**Kin On will not be liable for any damage to personal property or personal injuries sustained on our premises during your event.**