BURIEN COMMUNITY CENTER FACILITY RENTALS

Information Packet

Thank you for your interest in booking the Burien Community Center to host your next event! Our seven rooms all have different layouts and offer a variety of options. In this packet, you will find all the information you need regarding booking and hosting your event at the Burien Community Center.

Reservations

Rental applications are accepted in-person, or via email at the Burien Community Center during business hours.

Applications must be received at least 14 business days in advance for all rentals.

City of Burien programming and events have priority in the community center and supersede any rental request.

Applicants must be at least 18 years old at the time of submitting a room rental request. If there is alcohol being served at the event, the applicant must be at least 21 years old at the time of submitting the request.

Deposit is due at the time of booking. Rental fees are due 14 days prior to your event. Failure to pay the balance 14 days prior to your event may result in the cancellation of your rental without a refund. Rental applications are considered on a first-paid, first-served basis and are subject to space and staffing availability.

The Seahurst Banquet Hall can be requested up to twelve (12) months prior to the desired date.

Meeting rooms can be requested up to twelve (12) months prior if it is scheduled on a weekend. Weekday rentals are accepted on a quarterly basis. Please see schedule below.

Ongoing rentals may be requested for a 3-month period and will be accommodated after the City's recreation programs have been scheduled.

Scheduling Calendar for Meeting Rooms (Monday – Friday):
December 1st - January through March
March 1st - April through June
May 1st - July through August
August 1st - September through December



Fees

Seahurst Banquet Hall

Maximum Capacity: 200
Deposit: $500 *Refundable
Pricing: RD $99/hr, Non-Resident $129/hr
5 hour minimum Monday-Friday
8 hour minimum Saturday-Sunday

Meeting Rooms

Maximum Capacity: 60
Deposit: $150 *Refundable
Pricing: RD $64/hr, Non-Resident $69/hr
2 hour minimum Monday-Friday
3 hour minimum Saturday-Sunday

Room capacities include children/infants

The kitchenette is only included as part of the Seahurst Banquet Hall. The kitchenette includes a refrigerator, a warming cart with trays, two serving carts, one microwave, and a double sink.

Renters may not store any items in the kitchenette prior to or after their event. It is the renter's responsibility to clean the kitchenette at the conclusion of the rental. The kitchenette is not designed for cooking.

No early drop off, setup, or storage.

Absolutely no grills or gas tanks of any kind are allowed in the building.

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Room Availability

The Burien Community Center is closed on all City Holidays. Rooms at the Burien Community Center are subject to availability and may be reserved for the following times:

Monday – Thursday	*9:00 a.m. – 2:00 p.m. / 3:00 p.m. – 7:00 p.m.*
Friday	*9:00 a.m. – 2:00 p.m. / 6:00 p.m. – 12:00 a.m.*
Saturday – Sunday	*7: 00 a.m. – 12:00 a.m.*

RENTAL TIME MUST INCLUDE TIME NEEDED FOR DELIVERY OF SUPPLIES, SET UP, AND CLEANUP

Equipment

Audio / Visual equipment is available to rent for a $75 fee. Please call for availability. The equipment includes:

- Projector
- Microphone and speaker
- TV Monitor with multi-adapter port
- HDMI cord

Each room includes the following:

	Equipment	Quantity
Seahurst Banquet Hall	Chairs	200
	Rectangular Tables (30”x72”)	6
	Round Tables 60”	25
Meeting Rooms	Rectangular Tables (30”X72”)	8
	Chairs	60

Rental groups must bring their own supplies. The Burien Community Center does not provide items outside of what has been designated in each room.



Miscellaneous

- Trash bins may not be used as coolers.
- A floor protector such as a tarp or mat is required for any coolers to avoid damage to the floor.
- Children must always be supervised by an adult.
- Rooms may not be rented as “childcare rooms” without the constant supervision of an adult.
- Use of any other rooms for any reason must be requested and paid for in advance.
- The lobby is not included as a part of any facility rental and must remain clear and free of guests.
- Renters and guest must be mindful to not block driveways in residential streets when parking.
- All renters and guests must adhere to the Burien Community Centers Code of Conduct. Guests who do not adhere to the Code of Conduct will be asked to leave.
- Pets are not allowed in the Burien Community Center. Service animals are welcome.

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Room Check-In

A member of staff will be present throughout the facility rental. Upon arrival at the Burien Community Center, you must immediately begin the check-in procedure. At this time, the renter along with the staff will conduct a pre-event room inspection. Only the primary or secondary contact will be allowed to check-in.

The Burien Community Center is closed to the public on the weekends and the main doors will be locked to ensure that only renters and their guests are in the building. It is the renter's responsibility to designate a door greeter to allow their guests in the building. Minors may not be door greeters. This procedure is in place to ensure the safety of the renters, their guests, and community center staff.

Set-up

The renter is responsible for the setup of the room they have rented. The renter must request sufficient time to complete their set-up. Set up time must be included in the rental request.

Please use caution when moving equipment and do not drag equipment across the floor. Chair carts are available to assist in moving the stacked chairs. Community center staff will demonstrate how to properly open and close provided tables. It is NOT permitted to mount or tape any decorations to walls.

Damage that occurs to the room, walls, floors, and/or any City of Burien property and equipment is the renter's responsibility and may result in forfeiture of their entire deposit.

Loading, Deliveries, and Storage

Unloading and equipment delivery must be done through the main entrance or through the back door near the loading dock. Once the items have been unloaded, vehicles must park in a designated stall in the parking lot. Loading dock must remain clear when not in use.
All deliveries must occur during designated rental times only. Community center staff will not accept any delivery items. Renters may not store any items in the building prior to the event. Early drop off and/or setup is not permitted.
All items must be removed from the building at the conclusion of the rental event. The Burien Community Center is not responsible for any items left in the building including items from caterers or rental service companies.



Prohibited Items

- Candles, open flames, or gas tanks
- Fog/Smoke/Bubble Machines.
- Confetti, glitter, rice, sequins.
- Confetti/glitter balloons.
- Stages/platforms.
- BBQs/Grills.
- Smoking, chewing tobacco, vaping devices, etc. is prohibited inside the Community Center and within 25 ft. of any entrance or open windows in compliance with WAC 110-300-0420.
- Wall mounted decorations.
- Cooking is not allowed in the Burien Community Center.
- Inflatables/Bounce Houses.
- Liquor (vodka, rum, gin, tequila, whiskey, etc…) is strictly prohibited.

Any inappropriate use of the Burien Community Center and/or City of Burien property, will result in forfeiture of deposit and possible damage fees.

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Cleaning Responsibility & Room Check-Out

It is the renter's responsibility to thoroughly clean rented room(s). This includes all City-owned equipment that was used during the rental, such as chairs, tables, floors, sinks, restrooms, hallways, and any other area used by the rental group. All cleaning supplies will be provided by the community center.

Failure to clean will result in forfeiture of security deposit and additional charges. It could also result in the denial of future rental usage.
If you exceed the time reserved, you will be charged for the additional time and/or it may be deducted from the deposit. **Charges for the Seahurst Banquet Hall are $150 per 30 minutes and Meeting Rooms are $50 per 30 minutes. Charges begin accumulating 15 minutes after the scheduled departure time.**

Community Center staff will complete a final walkthrough along with the renters before the scheduled rental end time. Staff will inspect the room to ensure it has been cleaned to our standards. The staff will confirm the checkout time and go over any written comments on the check-out sheet. The renter must review the check-out sheet with the Burien Community Center staff before leaving the facility.

Changes & Cancellations

Requests for time and date changes must be in writing and submitted a minimum of 14 days prior to the scheduled event. Please note that not all requests may be granted and are subject to Burien Community Center approval, room availability, and staffing availability.

Date and time change requests must be submitted in writing, via email or in person at the Burien Community Center.

Cancellation requests submitted greater than 14 days will forfeit 50% of their deposit. Cancellation requests submitted less than 14 days will forfeit 100% of their deposit.

To cancel a room reservation, you must provide a Written notification via email or fill out a Cancellation Request Form in person. (Must be filled out by the primary/secondary contact ONLY).

Cash payments will be refunded as a check to the address you provide to the center and can take up to 4 weeks to process.
Card payments will be refunded to the original payment method ONLY and may take up to 14 business days to process, depending on your banking institution.



Refundable Deposit Conditions

The deposit will be refunded if the following conditions are met:

- The room and all other areas of use are left in a clean and orderly manner.
- Use of the room does not exceed the scheduled departure time as stated on the rental agreement.
- Additional staff time is not required.
- Additional cleaning or rearranging of room is not required.
- Damage to the building or any City property has not occurred.
- Use of any additional space that was not included in the rental agreement was not needed.
- All guidelines pertaining to alcohol consumption are followed.
- All rules and guidelines pertaining to rentals are followed.

This is list is not exhaustive, and the deposit may be withheld for other reasons.

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Facility Rental Alcohol Information

WHAT YOU SHOULD KNOW

The Burien Community Center does not allow the consumption of hard liquor on the premises. If hard liquor is found during your event, you will be asked to remove it from the building. Failure to comply with this rule may result in the immediate shut down of your event.

The Burien community Center allows commercially sold beer, wine, and champagne.

To serve alcohol, renters must obtain a permit from the Washington State Liquor and Cannabis Board **AND** liability insurance. Copies of these documents must be provided to the Burien Community Center 14 days prior to your event. The name on the documents **MUST** match the name of the primary contact on the rental agreement. The Washington State Banquet Permit must be signed and posted during your event.

Renter must be at least 21 years old to serve alcohol at the event.

Serving alcohol without proper approval and permits, and/or in violation of any of the below policies and procedures may result in a police citation, immediate shut down of your event, forfeiture of security deposit, and/or additional fees and penalties.

Alcohol service must stop a minimum of 2 hours prior to the designated end time of your event as specified on your Rental Contract. You are responsible for the conduct and behavior of your drinking guests.

Underage drinking is strictly prohibited. If a problem is suspected, the Burien Police will be called, and this could result in an immediate end to your event and citations being issued. If this occurs, no refunds will be given, and the security deposit will be forfeited. It is the responsibility of the renter to ensure their guests are of drinking age.

Alcoholic drinks are ONLY allowed in the rented room. Any person drinking alcohol outside of the rented room, the lobby, the atrium, or any other non-designated area not listed on here will be asked to discard the beverage or return to the rented room.



Alcohol Guidelines

- Beer kegs are prohibited.
- Use of alcohol at your rental must be indicated in your rental inquiry form and at least 14 days prior to your rental.
- Alcohol is only allowed in the rented room. Alcohol may not be consumed in the public spaces of the building or the parking lot.
- The renter is responsible for the conduct and behavior of guests involved in the rental.
- Alcohol service must stop two (2) hours before the designated end time of your rental.
- Underage drinking is strictly prohibited and will result in the Burien Police Department being called.
- It is the responsibility of the renter to check ID's to ensure guests are at least 21 years of age.
- Renters must bring their own coolers/ice chests for beverages. Trash bins are not to be used in place of a cooler.

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FAQs

Where do I Apply for a Banquet Permit?

Banquet permits may be obtained online through the Washington State Liquor and Cannabis Board: https://portal.lcb.wa.gov/s/

Where Can I Get Insurance?

Insurance may be purchased through Washington Cities Insurance Authority online at : GatherGuard https://gatherguard.com/

Do I need to bring my own cleaning supplies?

All cleaning supplies will be provided to you by the Burien Community Center. It is the renters responsibility to clean the room at the conclusion of their event.

Do I need to take out my own garbage?

Yes. All renters are required to take out their own garbage and recycled products.

Will I receive a refund for unused time?

We do not provide refunds if you arrive late or check out early.

Can I arrive early to set up my room or drop items off?

Your set-up time must be included in your scheduled start time. We do not allow any additional time prior to what is on your contract.

Do I have access to a kitchen?

The Burien Community Center DOES NOT have a shared kitchen. The Seahurst Banquet Hall includes a kitchenette that is to be used to hold hot food items, but it is not designed for cooking. The kitchenette does not have an oven or stovetop. The kitchenette may not be rented out individually.

What is the parking like at the Burien Community Center?

The Burien Community Center has an ample lower parking lot with additional parking in the upper lot. Users may also park along 6th Ave SW, SW 146th St, and the Dottie Harper Park parking lot. Users should **NOT** park at the church across the street.

What do I do in the case of inclement weather?

In the event of any active or scheduled warning issued by the City of Burien where residents must exercise caution and are discouraged from travel due to hazardous conditions such as; ice, wind, snow, or other major weather event or emergency, all rentals and classes will be cancelled and given a 100% refund. The Burien Community Center staff will do its best to be aware of possible weather threats and will notify users of their options as soon as possible.

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