



# Mount Baker Community Club

## Event Production Guide

Thank you for choosing the Mount Baker Community Clubhouse for your event. The Event Production Guide will outline accommodations, policies and expectations. The Clubhouse is operated by the Mount Baker Community Club (est. 1909), a non-profit neighborhood organization.

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### Booking and Event

**Contact:** Faye Makatza, Clubhouse Director, [rentals@mountbaker.org](mailto:rentals@mountbaker.org)

**Phone:** 206-722-7209

**Fax:** 206-723-3069

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#### Booking Process

- Schedule a Tour with Clubhouse Manager or come by for one of our twice monthly Open Houses (check available dates on our live calendar, no appointment necessary)
- Event Date Courtesy holds available for 2 weeks. Extended 2 weeks upon receipt of booking confirmation to allow time for completing paperwork.
- Contract and Invoice sent via email
- Due with contract: Reservation Deposit of ½ of the total balance. This deposit is a non-refundable.
- Refundable Damage deposit required for groups over 50 guests
- Remaining Balance due 60 days prior to the event

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#### Available Rental Period

Weekdays and Weekends 7am-11pm

The Rental Period must include amount of time needed to load-in, decorate, prepare food, event time and clean-up. The following rental period is recommended for large events:

- 1-2 hours for preparation
- 4-6 hours Event Time
- 1 hour for clean-up (see clean up details)

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#### Included Accommodations

Tables and Chairs set-up and taken down by Event Staff

Event Supervisor onsite for the entirety of the event

#### Optional Accommodations (at an additional fee)

AV equipment (including: 2 mics, high performance speakers, Mackie 802V mixer, Epson Projector, 8'x8' stand alone projector screen)

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### Facility Specifications

*Included with Rental: Kitchen, all tables and chairs with set-up and takedown by our staff*

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### Room Dimensions and Capacity

**Conference Room (Upstairs):** 40 ft by 25 ft (1040 sq ft) Capacity is 50 seated or standing

**Ballroom (Downstairs):** 45 ft by 60 ft (2700 sq ft.) Capacity is 200 seated or standing

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### Parking

A 30-minute loading zone is available. Street Parking in front of the building and behind.

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### Window and Ventilation

*Equipped with a ventilation system (no air conditioning onsite). Shades are kept down during the day to deflect heat. East and North windows may be opened. South and West windows will remain locked depending on noise levels.*

#### Upstairs Conference Room Windows

- (7) West Side overlooks Ballroom 40" each (1 long stretch of windows not divided by wall space)
- (4) South Side 68" wide Frame
- (2) East Side 98" wide Frame

#### Downstairs Ballroom Windows (est: 10' tall)

- (4) North Side 88" wide Frame
  - (5) Southside 88" wide Frame
  - (2) West Side 88" wide Frame
  - (1) 130" Frame to Frame (3 Panels)
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Residential Street Parking with no time limit. Parking available behind the building on Mt Baker Blvd and in front of the building on Mt Rainier Drive S.

### Kitchen Access

#### Upstairs Conference Room Kitchenette

- Residential Refrigerator and Freezer
- Microwave
- Electric Stove and Oven
- 2 Basin Sink
- 10-cup Coffee-maker
- 10-cup Electric Kettle
- Cleaning supplies
- No Ice Machine
- No Auto-Dishwasher
- No Utensils, Serveware or Linens
- No Bistro tables available

#### Downstairs Ballroom Kitchen

- Residential Refrigerator and Freezer
- Microwave
- Wolf Gas Range, 4 burners, griddle and oven
- 3 Basin Sink
- 100-cup Coffee Brewer
- 10-cup Electric Kettle
- Cleaning Supplies
- No Ice Machine
- No Auto-Dishwasher
- No Utensils, Serveware or Linens
- No Bistro tables available



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### Facility Specifications (Continued)

*Included with Rental: Kitchen, all tables and chairs with set-up and takedown by our staff*

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#### Equipment Included

##### Tables

- (20) 60" Banquet Rounds, wood mix - seats 8
- (24) 8'x30 Banquet Tables, wood mix - seats 8
- (1) 6'x30" Banquet Table, wood mix - seats 6
- (4) 5'x30" Banquet Tables, wood mix - seats 6
- (3) 3'x3' Card Tables, vinyl

##### Chairs

- (190) Burgundy, wired-frame, plastic seats
    - Ballroom Downstairs Only
    - Seat width: 18"
    - Seat length top of chair-back to floor: 31"
  - (45) Turquoise, wired-frame, plastic seats
    - Conference Room Upstairs Only
    - Seat width: 18"
    - Seat length top of chair-back to floor: 31"
- 

#### Audio Visual Equipment (Available at an Additional Charge)

##### Upstairs Conference Room

- 8'x8' Portable Projector Screen
- [Epson Home Theater Projector \(portable\)](#)
- 60" Flat Screen TV
- Sony Blu Ray
- Home Theater Sound System

##### Downstairs Ballroom

- 8'x8' Portable Projector Screen
  - [Epson Home Theater Projector \(portable\)](#)
  - Mackie High Performance Speakers (mounted)
  - 2 Mics, one stand (wireless not available)
  - [Mackie 802V mixer](#)
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#### Linens and Rentals

The following Event Rental Companies have key access to our building: *Grand Event Rentals, Cort Party Rentals, Pedersen's Event Rentals.*

**Required: All rental deliveries and pickups must be confirmed with the clubhouse manager prior to scheduling and 1 week prior to delivery. As we have many classes and events we are not always able to accommodate Monday - Friday deliveries and pickups. Nor do we have the space for storing rentals. Our staff is not equipped to move your rentals, nor holds any liability in the event they may have to do so. There will be an additional charge of \$250.00 plus hourly staffing costs in the event these guidelines are not followed.**

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#### Signage Display Options

Easels: 2 decorative black iron floor easels, 2 decorative black iron tabletop easels, 1 decorative metal mid-size easel, 2 black wood floor easels, 1 wooden floor easel.

Exterior bulletin board measures 7' wide by 31.5" tall

6 sandwich boards measuring 17" wide by 21" tall



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### Decorations

*Permanent hooks provided in each window frame, above the mirror and above entrance walkways. Ladder available upon Manager approval. Extension Cords not provided.*

#### Allowed

- Candles in Votive Holders
- Candles with flame at least 1" under the top of the holder
- LED candles/lights in the window sills and on the floor or banisters
- Fresh Flower Arrangements
- Floral Garlands
- Hanging items from the permanent hooks in windows (10' from floor)
- Lights hanging from permanent hooks on window frames or on valances and banisters
- Painters tape and gaffers tape (not provided)
- Helium Balloons (renter responsible for using the onsite telescope pole to remove strays)

#### Not Allowed

- Flame Candles in the window sills or directly on the floor or banisters
- Carrying lit candles (lighting ceremonies upon manager approval)
- Burning Incense
- Fresh Flower petals on the ballroom floor
- Confetti, glitter, birdseed, rice, sidewalk chalk, bouquet beads or potpourri
- Affixing hooks, nails, tacks, pins or anything to the walls and windows
- Smoke/Fog Machines
- Pyrotechnics
- Bails of Hay
- Berry Garlands

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### Food and Alcohol

*Open Catering policy. Alcohol allowed within guidelines (no additional insurance required)*

#### Catering and Food Guidelines

- Onsite preparation time must be within Rental Period. (recommended at least 2 hours prior to guest arrival)
- 30-minute Loading zone located in front of building from 8am-6pm. Cannot guarantee reserved parking, however, we can provide sandwich boards to place "Reserved" signage (*renter responsible for creating signage*)
- Food Trucks allowed. Parking permits are not provided.
- No grilling or frying allowed on site
- Free-standing BBQs must be approved by MBCC
- Recommended to end food service 1 hour prior to contracted end time

#### Alcohol Guidelines

- Self service alcohol is not allowed
- Bar server does not need to be licensed or professional, however, renter is liable for all consumption
- Bar server is allowed to cork bottle for guests
- Keg buckets are not provided
- Buckets of ice not allowed on the ballroom floor
- Required to use designated Bar Area (on black vinyl floors or where liquids are served)
- Required to use rubber mats under any Bar Area on the hardwood ballroom floor
- Required to mop all Bar Areas prior to departure



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### Cleaning and End Time

An MBCC Building Representative will perform a walk-through at the beginning and end of the event. Renter Representative will be required to initial the [Event Checklist](#) upon departure.

Recommended to contract a minimum of 1 hour for clean-up/load-out.

#### Cleaning Provisions

- Dish Soap & Brushes, sponges, gloves
- Anti-bacterial cleaner and wipes
- Broom, Mop and Floor cleaner
- Paper Towels
- Garbage, Recycling and Compost bins and liners
- Dumpsters

#### Cleaning Requirements

- Refrigerator and Freezer must be emptied and wiped down
- Dishes, food and serve-ware removed (rentals may be stored overnight upon manager approval)
- Sink & Counters cleaned
- Kitchen floors swept and mopped
- Bar areas mopped
- Garbage, Recycle and Compost guidelines must be adhered to (signage available if needed)
- All garbage, recycling and compost brought out to on site dumpsters (boxes must be flattened)
- Perimeter check for exterior garbage and cigarettes

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### End Time Recommendations

- Assign jobs to event assistants
- Food service should end 1-2 hours before the end of the Rental Period to allow for guests to depart and cleaning to commence
- Bar should be closed 1-1.5 hour (s) before the end of the Rental Period to allow for guests to depart and cleaning to commence
- Music and dancing should end 1 hour prior to the end of the Rental Period (See Music & Noise Policy)

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### Music & Noise Policy

Mount Baker Community Club is at the heart of the Mount Baker Neighborhood. We serve our neighbors' best interests and expect Renters to be considerate when using amplified or loud noise; including loud gatherings outside.

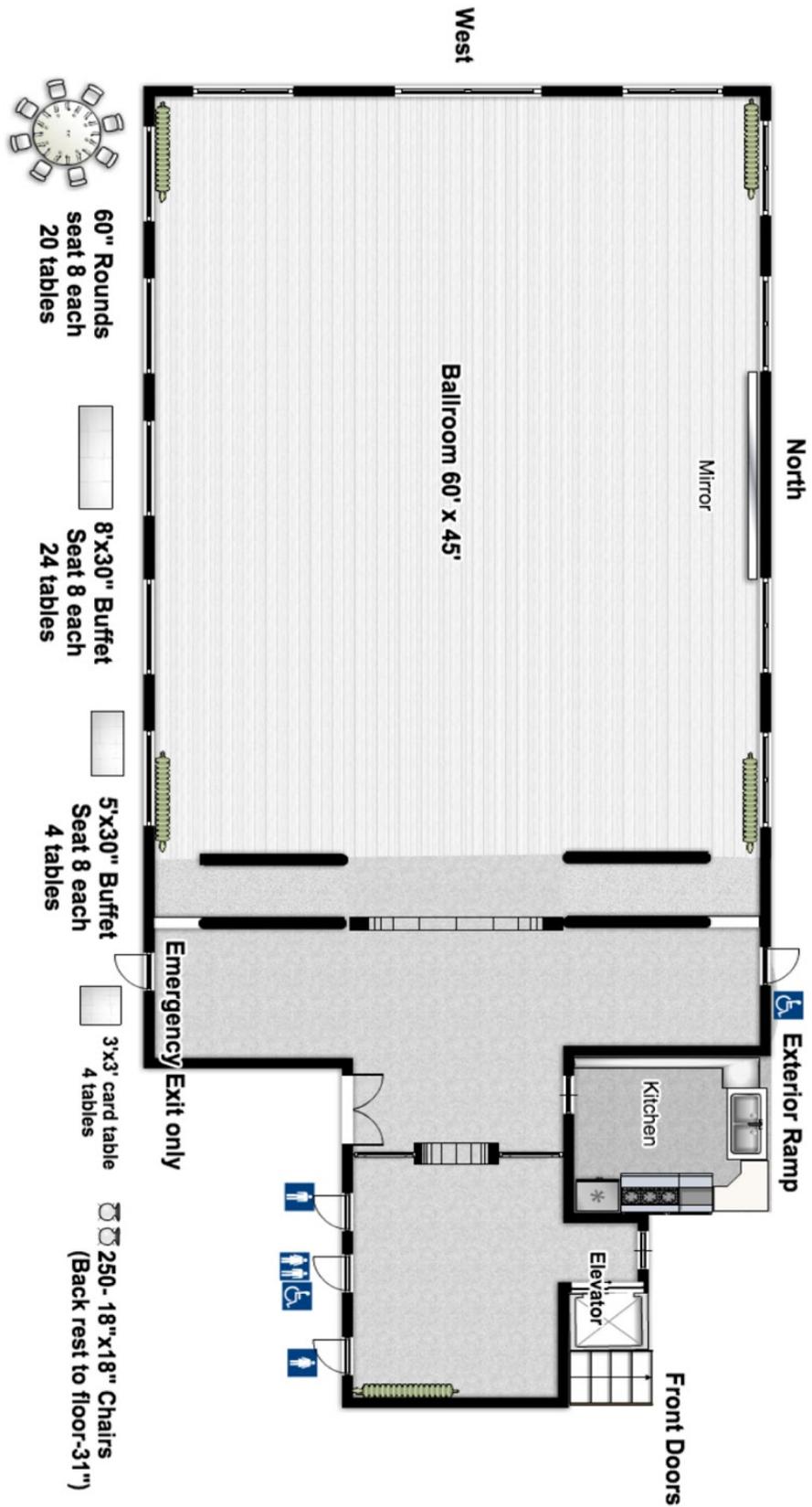
All Renter representatives and DJ's using amplified sound (Live Bands included) will be required to review the noise policy and agree to terms with the MBCC Event Supervisor on-site. MBCC Event Supervisors reserves the right to terminate all amplified sound and discuss noise policies with any guests or vendors due to non-compliance. MBCC Event Supervisors may perform periodic assessments with a decibel meter in order to maintain appropriate levels of sound.

Music is allowed at normal amplified levels of 80 decibels inside until 10pm. Music must be turned down to 60 decibels at 10pm. Music is off completely by 11pm. Live Music must be off by 9:30pm due to the variable control on sound levels.



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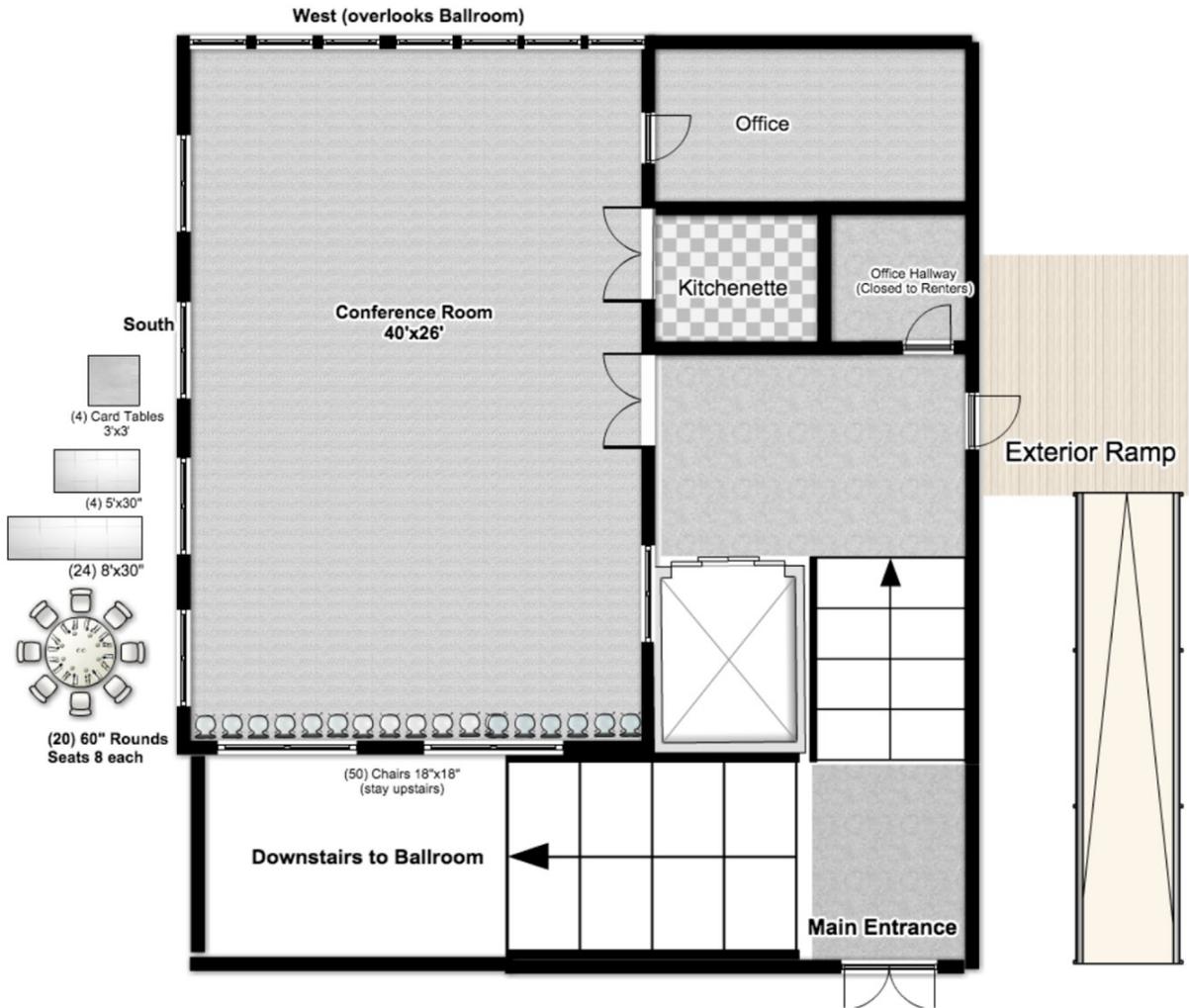
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### Pricing Guide 2019-2020

Peak Hours (3 hour minimum rental)	Room	Hourly Rate	Discount Hourly Rate for Non-Profits and MBCC Members
<i>Friday, Saturday &amp; Sunday Evenings (3pm-11pm)</i>	Ballroom	\$285	\$265
	Conference Room	\$140	\$120
	Whole Building	\$320	\$300
Off Peak Hours (3 hour minimum rental)	Room	Hourly Rate	Discount Hourly Rate for Non-Profits and MBCC Members
<i>Monday-Thursday (7am-11pm) Friday, Saturday &amp; Sunday Daytime (7am-3pm)</i>	Ballroom	\$190	\$170
	Conference Room	\$105	\$90
	Whole Building	\$205	\$180
<b>Additional Charges (Flat Rate)</b>			
<b>AV Package (Optional):</b> 2 mics, High Performance speakers and mixer, 8'x8' projector screen, podium, 60" flat screen tv, blu-ray disc player.			\$100.00
<b>Damage Deposit:</b> Refunded within 4 weeks after the event (upon assessment of building condition)		= or < 100 Guests	\$250.00
		Over 100 Guests	\$500.00
<b>Discounted Packages (Flat Rate)</b>			
<b>Peak Hours Package:</b> Whole Building (8 hour block of time). Rent the Whole Building for 8 hours on Friday, Saturday or Sunday evening 3pm-11pm (Includes AV equipment and tables/chairs)			\$2,500
<b>Off-Peak Hours Package:</b> Whole Building (8hr block of time). Rent the Whole Building for 8 hours on Weekdays anytime or Friday/Saturday/Sunday Daytime between 7am-3pm. (Includes AV equipment and tables/chairs)			\$1,450
<b>Rehearsal Setup Package:</b> Only applicable in conjunction with an 8 hour rental. Package includes 4 hours of set-up or rehearsal time on the "morning of" before the main event. The building will be set-up by our staff and ready for decorating, rehearsing, preparing and storing food or drinks for the main event.			\$800
<b>Small Group Package:</b> 4hr rental includes: Setup/take-down of tables and chairs, Kitchen access and A/V system. ***Must end by 2pm Sunday - Friday only. Not to exceed 50 guests**		Ballroom	\$740
		Conference Room	\$350
<b>Retreat/Workshop Package:</b> (7am-4pm Monday-Friday Only) 8 hour rental includes: Setup/take-down of tables and chairs, Kitchen access and AV system.		Ballroom	\$600
		Conference Room	\$400



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### [Directions to MBCC](#)

#### **From North:**

Take I-5 South

Take the I-90 E exit

Merge quickly to the Right lane

Take Exit 3 to Rainier Ave South

Turn Right on Rainier Ave South

After 1 mile Turn Left onto S. McClellan St.

S. McClellan St veers slightly right and becomes Mt Rainier Drive S.

#### **From South:**

Take I-5 North

Take Exit 163 for Columbian Way

Continue onto S Columbian Way and get into the left lane

Turn Left onto Spokane St.

Turn Left onto 23<sup>rd</sup> Ave S.

Turn Right onto S. McClellan

After 1 mile, S. McClellan St veers slightly right and becomes Mt Rainier Drive S.

#### **From East:**

Take I-90 W

Take Exit 3A for Rainier Ave. South

After 1 mile, Turn Left onto S. McClellan

S. McClellan St veers slightly right and becomes Mt Rainier Drive S.

#### **Public Transportation**

Bus line #14 runs downtown to the Mt Baker neighborhood. (use the Mt Baker Park stop and walk around the corner to the Clubhouse)

Sound Transit Link Light Rail runs from the airport to downtown with a Mt Baker Transfer station. It is a half mile walk to the Clubhouse. Or, the #14 bus stops at the transfer station and stops around the corner from the Clubhouse.