



WHAT AMENITIES ARE AVAILABLE?

The Renton Community Center has seating available for a maximum of 184 people. Your rental includes access to major appliances and the following:

- Stacking chairs
- Coffee pots
- Oval banquet tables, 8 chairs per table
- Microwave oven
- Six-foot tables
- Ice machine
- Serving carts
- Dishwasher
- Electric steam table
- Convection oven and stove top
- Bistro tables (5)

Audio/visual equipment—available upon request at no charge—includes microphones (lapel and hand-held, podium/lectern), easels, video screen, LED projector and extension cords. Our building is equipped with wireless internet.

Note: All items listed above will be checked for damage on the first business day following your rental. Any items that are damaged or stolen, will result in a complete loss of your security deposit. Banquet room rentals have exclusive use of the Renton Community Center’s tables and chairs.

WHAT IF CHILDREN ARE ATTENDING MY EVENT?

You may want to consider renting one of our meeting rooms for a movie or games to keep the children occupied. You will need to arrange for adult supervision and some form of entertainment (games, art supplies, videos, etc.)

Art supplies and materials must be approved in advance by our community center staff.

WHAT IF I NEED TO CHANGE COSTUMES OR CLOTHING DURING MY EVENT?

Locker rooms are available for use complete with lockers and ample space with mirrors for makeup and clothing changes.

If you would like a more private room for a clothing change or last minute rehearsal, our meeting rooms are reasonably priced, spacious and conveniently located adjacent to the Banquet Room.

Additional room rentals must be arranged with our community center staff.

WHAT IF I NEED TO CANCEL?

Cancellations made less than 90 days before the reserved date will result in the loss of the \$550 security deposit plus the entire rental fee.

RENTON COMMUNITY CENTER

1715 Maple Valley Highway
Renton, WA 98057
425-430-6700
rentonwa.gov/rcc



RCC Banquet Room

Rental Guidelines



rentonwa.gov/banquetroom

425-430-6700



Thank you for choosing the Renton Community Center to hold your memorable event. This brochure provides helpful tips and answers to the most commonly asked questions.

CHECKING IN FOR MY EVENT: For your convenience and safety, there is always a staff person on duty during your event. Please check in with front desk staff when you arrive. If your event is scheduled during non-operating hours, the facility will open at the time agreed to on the rental agreement.

Under no circumstances will the event be allowed to continue after the contracted time. Violations of the contract will result in immediate termination of the event, and charges of \$300 resident/\$360 non-resident for each additional hour or partial hour will accrue.

Rental fees will not be refunded to those leaving early.

Your rental time includes time needed for set-up, decorating, deliveries, preparation, event and cleanup. Cleanup will require a minimum of one hour.

All events must end at 11:00 p.m.

Your set-up time will vary depending on the decorator, caterer, etc. Rental time does not include table and chair setup which is provided by the Renton Community Center staff. When you gain access to your room at your rental start time, tables and chairs will be set up for you.

CAN I DROP OFF ITEMS EARLY AND BRING IN ADDITIONAL MATERIALS?

All setup or additional items (i.e. special electrical equipment, lights, lifts, platforms, barbecues, ladders, etc.) may only be brought in during your contracted time of the event. All items must be removed from the Renton Community Center at the conclusion of your event.



WHAT TYPE OF DECORATIONS ARE PERMITTED?

Only freestanding decorations are permitted. Attaching anything to ceiling, walls, doors, columns or windows is prohibited. Tacks, nails and staples are prohibited. Birdseed, rice, confetti, dance wax, etc., are not permitted in the building or on the surrounding grounds. Use of any of these items will result in forfeiture of the entire security deposit.

The Renton Regional Fire Authority regulates the use of flammable materials. In compliance with City Fire Code and the fire marshal, propane cooking appliances or any other type of open flame are strictly forbidden. Fireworks and sparklers are prohibited. Absolutely no candles may be used as decorations. We recommend battery-operated tea lights.

DO I NEED A BANQUET PERMIT?

Yes, a banquet permit is required. The use of beer kegs is limited to the outside patio. Only beer and wine is permitted in the banquet facility and outside patio area only. It is not allowed anywhere else in the facility unless the event is co-sponsored by the City of Renton.

For more information, please contact the Washington State Liquor and Cannabis Board.

Note: Underage drinking is strictly prohibited. If a problem is suspected, Renton 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, forfeiture of damage deposit will result and cleaning expenses will be billed to the applicant whose signature appears on the rental application.

DO I NEED INSURANCE?

Yes. Insurance is required for all Banquet Room rentals. The carried insurance must name the City of Renton as an additional insured party. Questions regarding specific contract limits and requirements may be referred to the community center supervisor.

IS THE LOBBY AREA PART OF THE RENTAL SPACE?

The lobby area is not a rental space. Food and drink are prohibited in the lobby.

WHAT DO WE NEED TO DO BEFORE WE LEAVE?

Please refer to the Cleanup Guidelines included in your rental packet for specific cleanup instructions.

To ensure the return of your security deposit, the staff person on duty must check the facility before you leave. He/she will point out any areas of concern. Any cleaning and/or repairs that require community center staff may result in a complete forfeiture of your deposit.

Brooms, dustpans, paper towels, cloth towels and additional garbage bags are provided.

Note: The Renton Community Center is not responsible for any equipment left in the facility.

