

# INFORMATION SHEET

PINE LAKE COMMUNITY CENTER  
21333 SE 20<sup>th</sup> Street  
Sammamish, WA 98075

Phones:	Clubhouse (public phone)	392-3009
	Information number	392-2313
	Facility Manager	392-4041

**PLEASE READ ALL THE INFORMATION BELOW**  
**\*\*KEEP THIS FOR YOUR REFERENCE\*\***

## **Introduction:**

First and foremost we want to thank you for choosing the Pine Lake Community Center as the place to hold your event. It is through this kind of support, that this non-profit organization can continue to serve the Community of Pine Lake. The center was founded in 1936.

## **RENTAL OF THE FACILITY ALLOWS USAGE OF THE FOLLOWING:**

- |                           |                           |
|---------------------------|---------------------------|
| * 65' x 41' Clubhouse     | * Men & Women's restrooms |
| * 11' x 13' x 6' stage    | * One pay phone           |
| * 15 – 8 foot long tables | * Full kitchen facilities |
| * 150 Chairs              | 3 ovens/4 burners         |
| * 200 Persons capacity    | Standard Refrigerator     |

*WHAT SHOULD YOU BRING:* Bring your own coffee pots, utensils, dishes, napkins, tablecloths, cleaning items, 45 gallon trash can liners (to be replaced – you will use approx. 10 – 15 bags per event), kitchen paper towels, toilet tissue to be replaced (you will use approx. 8 to 10 rolls during your event).

## **IMPORTANT SUMMARY:**

In our effort to protect the club's non-profit status and facility, we inform you of the fact that we will not tolerate deception, distortion of agreement, or destruction of property. YOU, as the renter, will be held responsible for your guest's actions.

## **MAJOR POINTS TO REMEMBER:**

1. The facility must be vacated by midnight.
2. Do not stand on the folding chairs...damage from this action is \$25 for each chair. You will be charged from the damage deposit required on the day of your event
3. Do not remove any pictures off the walls of the facility.
4. Do not use any straw, hay, confetti, glitter, rice or birdseed.

5. Three bags of trash are permitted per rental night, unless otherwise approved by the facility manager.
6. Be sure you take all beer and wine boxes or any alcoholic beverage containers (including plastic bottles). We do not have a recycle bin or pick up.
7. No staples, tape, tacks or nails can be used anywhere throughout the facility! Full loss of your damage deposit if this rule is broken.
8. Place all tables and chairs back in their original position at the end of your event.
9. At the end of your event – return the key to the facility manager.
10. You are welcome to use the kitchen. You must leave the kitchen spotless! Failure to do so will result in a charge against your damage deposit.
11. At the end of your event replace the toilet paper and trash can liners.
12. A banquet permit is required for the use of alcohol on the premises. This can be obtained at any liquor store.

### **How do I rent the Facility?**

When you receive the information packet, be sure to read all the information completely. Complete the Rental Agreement and return it to the Facility Manager. The fee schedule is as follows:

Friday Nights	5 PM to Midnight	\$300.00	plus a \$100 non refundable clean fee
Saturday	11AM to Midnight	\$500.00	plus a \$100 non refundable clean fee
Sunday's	12:30 pm to 10 pm	\$40.00 per hour	— plus a \$100.00 non refundable clean fee

In order to reserve your event date, a deposit is required. We do not accept any major credit cards. For example: If you reserved a Saturday, a \$250.00 deposit is required to hold your date. One month prior to your event the balance of \$250.00 is due. On the day of your event, a \$200.00 refundable cash damage deposit is required, along with the \$100.00 non-refundable clean fee. This \$300.00 must be in cash. On the day of your event, you will meet the facility manager at the agreed upon time. During this time, you will be required to review and sign a check-in list. At the end of your event, if everything checks off the way it was checked in; your \$200 cash damage deposit will be refunded to you.

**Mary A. Spencer**  
**Facility Manager**  
**23819 SE 33<sup>rd</sup> Street**  
**Issaquah, WA 98029**  
**spencerma1@comcast.net**

**(425) 392-4041 Office Phone with voice mail**  
**(206) 601-9103 Mobile with voice mail**