

INFORMATION SHEET

PINE LAKE COMMUNITY CENTER
21333 SE 20th Street
Sammamish, WA 98075

Information number
Facility Manager 425-213-9006

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 Club as the place to hold your event.

RENTAL OF THE FACILITY ALLOWS USAGE OF THE FOLLOWING:

- | | |
|---------------------------|---------------------------|
| * 65' x 41' Clubhouse | * Men & Women's restrooms |
| * 11' x 13' x 6' stage | * Full kitchen facilities |
| * 15 – 8-foot-long tables | * 4 ovens /4 burners |
| * 150 Chairs | * Standard Refrigerator |
| * 150 Seated capacity | * WIFI/Sound System |

WHAT SHOULD YOU BRING: Bring your own coffee pots, utensils, dishes, napkins, tablecloths, cleaning items, kitchen paper towels.

MAJOR POINTS TO REMEMBER:

1. The facility must be vacated before midnight.
2. Do not stand on the folding chairs...damage from this action is \$50 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. **Please, Do not use** any straw, hay, confetti, glitter, rice or birdseed.
5. **No** staples, tape, tacks or nails can be used anywhere throughout the facility! ***Full loss of your damage deposit if this rule is broken.***
6. Place all tables and chairs back in their original position at the end of your event.
7. At the end of your event – **return the key** to the facility manager.
8. 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.***
9. You must have a copy of your **Event insurance** and **Banquet Permit at event.**
10. **Mandatory: Event Insurance: www.theeventhelper.com**
11. **Banquet Permit: <https://lcb.wa.gov/licensing/online-banquet-permit>**
12. *Any form of Spiting up ones stomach content on the PLCC's property will result in loss of full or partial damage deposite.*

How do I rent the Facility?

Please go to our website at www.pinelakecommunityclub.com. Complete the Rental Agreement and email it to info@plc.club the Facility Manager. The fee schedule is as follows:

Friday	11 am to Midnight	\$100 per hour (5 hour minimum)
Saturday	11 am to Midnight	\$1000 rental fee
Sunday	1:30pm to 11pm	\$100 per hour (5 hour minimum)

We accept checks, cash credit cards. In order to reserve your event date, a signed contract and your 50% deposit is required. For example: If you reserved a Saturday, your signed contract and 50% of your event rental is required as a deposit to hold your date. 90 days prior to your event the balance of your rental fee is due in full. On the day of your event, a \$300.00 refundable **cash** damage deposit is required. This deposit must be in **cash** and is a must for your check-in 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 \$300.00 **cash** damage deposit will be refunded to you.

Please Email the completed Rental Agreement to

DeAnne Tyree at info@plc.club

Mandatory Cleaning Fee with all Events: \$100 or \$250, details on contract

3/15/2022

(425) 213-9006 - Mobile with voice mail