

North Bellevue Community Center Rental Fees

Rental Hours

Monday-Friday, *limited availability* during business hours Mon-Thur 9am-8:00pm, Fri 9am-5:00pm.

Friday evenings: 6:30pm-12:00am (midnight)
 Saturdays: 9:00am-12:00am (midnight)
 Sundays: 9:00am-10:00pm

- Notes:*
- Rental start and end times are required to include set-up and take-down time.
 - A three-hour minimum applies for most rentals.
 - 30% off hourly rental rate for non-profit groups **with proof of non-profit status**.

Rental Fees

<u>Room</u>	<u>Square Feet</u>	<u>Capacity</u>	<u>Hourly Rate</u>
Meeting Room A	389	20 people	\$40
Meeting Room B	249	15 people	\$35
Meeting Room C	372	20 people	\$40
Meeting Room D	774	50 people	\$45
Craft Room	1,016	50 people	\$45
Multi-Purpose Room (MPR)	3,240	125 people	\$80
Banquet Room (BR) & Kitchen (K)	3,127	125 people	\$100
Saturday Pkg (BR/MPR/K)	6,774	200 people**	\$155
Fri/Sunday Pkg (BR/MPR/K)	6,774	200 people**	\$125

Facility Staff Fee: A Facility Staff Person is required for the entire duration of a rental if any portion of the rental takes place outside of business hours**\$25/hour per staff.**

****Note:** Additional staffing may be required for large groups and other special use groups at the facility's discretion.

Additional Charges

Cleaning Fee:

If additional cleaning services are required after the conclusion of the scheduled rental, these services will be performed at the expense of the renter at \$100/hr.

Overtime Charges: If the renter or any people or items associated with the rental remain onsite after the conclusion of the scheduled rental, the renter will be charged twice the regular hourly rental and rental monitor fee in 15-minute increments until the persons or belongings have vacated.

Cancellation Fee: a minimum of \$35, up to 100% of room rental fees. See Cancellation and Rescheduling Policy in the [Facility Rental Guidelines](#).

Fees subject to change without notice

Updated 12/5/23