

DAYBREAK STAR INDIAN CULTURAL CENTER

Discovery Park, Seattle Washington

SPACE RENTAL GUIDELINES & SPECIFICS				
<i>Rental Time Periods</i>	Each rental fee time period is a five-hour block of time. The building closes and events must be cleaned up and out by 12 AM. Set up and Clean up are not a part of the 5-hour block. Upper Mezzanine of the building is open to the public until 5 PM.			
<i>Deposit and Fee</i>	\$500 holding/damage deposit is required at the time of booking. The deposit is <i>non-refundable</i> due to cancellation. Deposits are refunded within two weeks following the event, if the building is in the same condition as when you arrived. The building rental fee is due two weeks prior to the event. Payment is by cash, check, visa or mastercard. Prices are subject to change without notice			
<i>Maximum Capacity</i>	Lower 250 seated meal 300 Standing Reception	Upper Mezzanine 150 Seated Meal 200 Standing Reception	Classroom 45 sit down dinner 100 Standing Reception	Lounge: 20 Seated 25 Standing
<i>Seating</i>	25 banquet size tables (8 feet x 30 inches) and 250 chairs are provided with your rental fee. The renter is responsible for the cost of renting any additional tables or chairs. Rental items are set-up by the renter.			
<i>Set-Up</i>	The building is available for you to decorate and set-up prior to the event time on the same day. A floor plan for the set-up of your tables/chairs must be completed with the Events Coordinator two weeks prior to the event so we can have them ready when you arrive.			
<i>Decorations</i>	Decorations are permitted, but must be put up only with tape. Nails, tacks or screws are not allowed to put up decorations. The renter must remove all decorations. No glitter, confetti or fake rose petals may be used. Artwork may not be taken off the walls. Do not place wet items on the hardwood floors, such as ice.			
<i>Clean-Up</i>	Clean up is expected after your event ends and is not part of the five-hour rental period. The building and outside of the building should be left in the same condition as when you arrived. All items brought with you must be taken with you. Renter must remove all decorations. Equipment may not be left in the building after the event. Daybreak Star Indian Cultural Center is not responsible for items left, lost or stolen.			
<i>Staff</i>	A staff person will be on hand during your event to assist you with questions about space rental needs. Daybreak Star staff is not responsible for set-up or clean up.			
<i>Outdoor Events</i>	Arrangements/restrictions for outside events must be approved in advance of rental. Daybreak Star tables and chairs are not allowed outdoors. Extension cords are not provided.			
<i>Catering</i>	You will select the caterer of your choice. Food must be prepared off-site and delivered. The caterer is responsible for bringing any items needed for food service. Daybreak Star does not provide equipment or serving utensils. Caterer must be insured and provide a liquor license for serving alcohol			
<i>Kitchen Access</i>	Cooking is not allowed. Kitchen space is insufficient for cooking or storing large amounts of food. Use of the stove and oven are permitted for warming only. Renters are not allowed to use the dishwasher.			
<i>Alcoholic Beverages</i>	Alcohol is permitted inside the building only with a Banquet Permit purchased through the Washington State Liquor Control Board at a State Liquor store. We must have the original copy 2 weeks prior to the event. The cost is \$10.00.			
<i>Music/Dancing</i>	Bands and Disc Jockeys are allowed to set up for music and dancing indoors. Daybreak Star does not provide a PA system.			
<i>Parking</i>	Parking next to the building is limited with only 25 spaces adjacent to the building. There is plenty of parking on the road leading up to Daybreak Star.			
LOWER AREA & UPPER MEZZANINE	Prices differ according to the day of week and time of year. Please see the Facility Rental Pricing . No touching art work, no food or drink near the art work. Additional fee's may apply for extra security. Max capacity for Lower Area 300 Stand Up. Max capacity for Upper Mezzanine 200 stand up.			
<i>LOUNGE Rental</i>	\$150 for 1-5 hr block of time. Capacity 25. Payment is <i>non-refundable</i> due to cancellation. Payment required at the time of booking.			
<i>Future Year Rentals</i>	Booking for the next calendar year begins in September. Contact the Events Coordinator for the exact date and time.			