



 Redmond Ridge
Community & Event Center

RedmondRidgeROA.com | 425.836.1064





OUR VENUE - YOUR WAY

The Redmond Ridge Community & Event Center is the perfect venue for parties, weddings, classes, meetings and other gatherings. Located in Cedar Park, it features tennis, volleyball, meeting rooms, a huge fireplace, and an outdoor amphitheater.

Choosing the Redmond Ridge Community & Event Center for your event gives you the freedom to choose your own caterers and vendors that fit your unique style and budget.

We offer competitive rental rates that allow you to spend your budget on YOU and not the venue.

FEATURES:

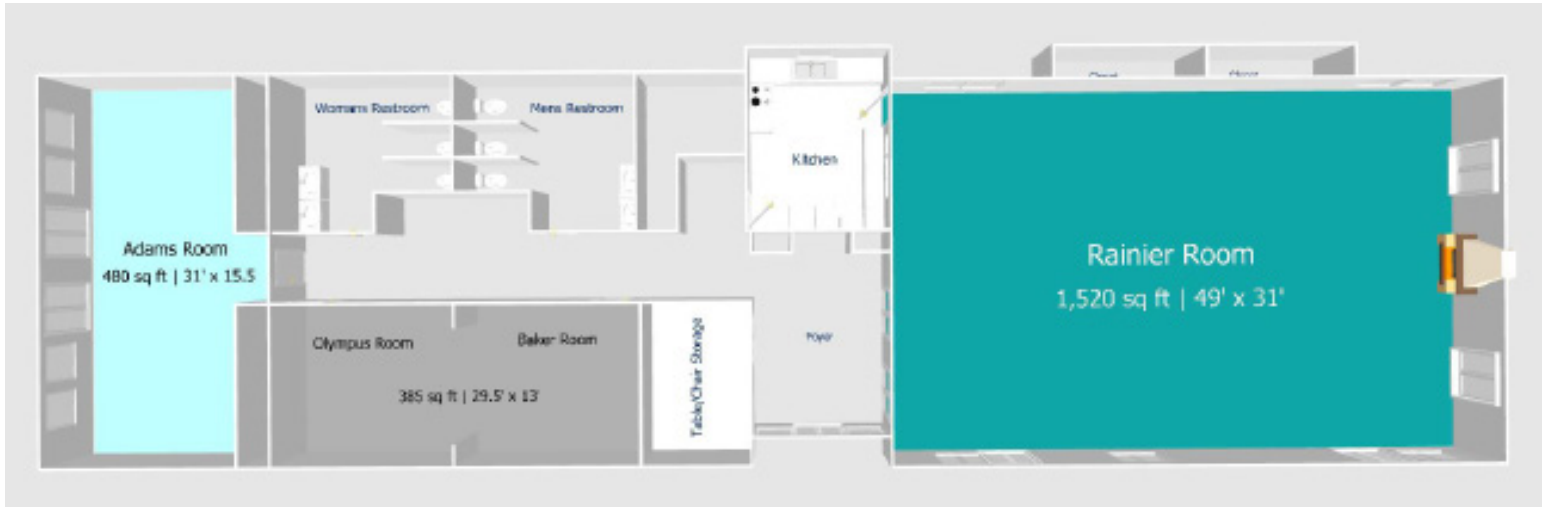
- Located in serene park
- Wrap-around deck
- Prep kitchen
- Competitive rental rates
- Freedom to choose your own caterers and vendors

APPOINTMENT NEEDED TO VIEW FACILITY:

To make an appointment call (425) 836-1064 or email office@redmondridgeroa.com



ROOMS & AMENITIES



	Rainier (Great) Room	Adams (Activities) Room	Olympus/Baker Rooms
SQUARE FOOTAGE:	1,520 sq ft/49'x31'	480 sq ft/31'x15.5'	385 sq ft/19.5'x13'
DESCRIPTION:	Large banquet room with a fireplace and doors to a small covered patio. Sound System: Includes a DVD player, remote controlled screen, projector, speakers and two wireless microphones. *If using a laptop, iPod, or other device, you must bring the necessary cords to tie into the system	Smaller room with two sets of double doors to the large outside deck that overlooks the park and playground.	Side-by-side with a sliding partition between them so they can be separated as needed.
SEATING:	Theater Style: 175 Banquet Style: 135 *Facility is equipped with 130 chairs. Additional chair/tables can be rented from an outside vendor.	Seats up to 36	Seats up to 10 in each room (20 total)

TABLES & CHAIRS: (Included in Rental)

- 60" round tables (39.5" high): 15
- Rectangle 30"x72" banquet tables: 10
- 33" round bistro tables: 20
- Folding chairs: 130

PREP KITCHEN:

- Equipped with a double sink, garbage disposal, two refrigerators, a microwave oven and gas oven/stove.

AVAILABLE HOURS:

- Monday - Friday: 6:00AM - 10:00PM
- Saturday: 10:00AM - Midnight
- Sunday: 2:00PM - 11:00PM

HEAT/AC:

- Facility is heated in the winter and has air conditioning in the summer.

PARK ACCESS:

- Park includes a playground, large grassy area, basketball half court and a tennis court.

RATES

WEEKEND	RESIDENT	NON-RESIDENT
<p>SATURDAY 6 HOUR MINIMUM: 10AM-12AM</p> <p>SUNDAY 6 HOUR MINIMUM: 2PM - 11PM</p>	<p>Rental Fee: \$1,050 for 6 hours \$175 per additional hour</p> <p>Deposit: \$500 Deposit with Alcohol: \$600</p> <p>Includes full facility, and use of all amenities: Tables, chairs, sound system, kitchen and cleaning</p>	<p>Rental Fee: \$1,350 for 6 hours \$225 per additional hour</p> <p>Deposit: \$600 Deposit with Alcohol: \$700</p> <p>Includes full facility, and use of all amenities: Tables, chairs, sound system, kitchen and cleaning</p>

WEEKDAY	RESIDENT	NON-RESIDENT
<p>MONDAY - FRIDAY 3 HOUR MINIMUM: 6AM - 10PM</p>	<p>Rental Fee: \$330 for 3 hours \$110 per additional hour</p> <p>Deposit: \$250 Deposit with Alcohol: \$350</p> <p>Includes full facility, and use of all amenities: Tables, chairs, sound system, kitchen and cleaning</p>	<p>Rental Fee: \$450 for 3 hours \$150 per additional hour</p> <p>Deposit: \$300 Deposit with Alcohol: \$400</p> <p>Includes full facility, and use of all amenities: Tables, chairs, sound system, kitchen and cleaning</p>

WHO ARE RESIDENTS:

Residents are individuals who pay (or who's landlord pays if renting) monthly assessments to the Redmond Ridge ROA. These individuals live or own property within the Redmond Ridge ROA Community.

NO SUBLETTING:

Only members/residents of the Redmond Ridge ROA can receive the resident rates.

HOLIDAY RATES:

See page 7 for **NEW** Holiday Rental Rates and Policies!

RESERVATION REQUIREMENTS:

- All reservations must be made at least 30 days in advance.
- To place a reservation, the Reservation Form must be completed and submitted to the office. This form can be found on www.RedmondRidgeROA.com.
- The Reservation Deposit and non-refundable \$50.00 Booking Fee must be received within 48hrs of your Reservation Confirmation or your reservation will be canceled.
- The \$50.00 Booking Fee is applied towards the total rental fee.
- If paying with a check, please make the check out to Redmond Ridge ROA.
- See RENTAL REQUIREMENTS, under GENERAL INFORMATION & POLICIES, for more information.

GENERAL INFORMATION & POLICIES

RENTAL REQUIREMENTS

The Responsible Party will be required to provide the following:

- Security Deposit - Must be paid within 48 hours of Reservation Confirmation or Reservation will be canceled.
- Completed and signed Rental Agreement - Must be received at least 30 days in advance of Reservation Date.
- Insurance Certificate in Resident's name - Must be received at least 30 days in advance of Reservation Date.
- Rental Fee - Must be received at least 30 days in advance of Reservation Date.
- Copy of the Washington State Banquet Permit (If Alcohol will be present)
- Deposit and Rental checks should be made payable to Redmond Ridge ROA.
- ALL rental requirements must be met a MINIMUM of 30 days prior to the rental.
- Failure to produce the documents, licenses, certificates and/or payments will result in cancellation of the reservation and for-feiture of the full deposit.

DEPOSIT POLICY

- Deposits paid via check will be cashed upon receipt and are fully refundable if the building and amenities are not damaged and all rules/policies are adhered to.
- Renter is responsible for reading and understanding all rental rules/policies. If the Community Center is left according to the signed Rental Agreement and undamaged, your deposit refund check will be mailed to you within fourteen (14) business days from the return of the key and cleaning checklist.
- Renters who forfeit their deposits may be required to pay an increased deposit next time they rent or may not be allowed to rent in the future.
- Entering and Exiting the building: If the building is entered before your rental time, or if the building is not vacated at the end of your agreed rental time, your full security deposit will be forfeited.

The following additional fees may be associated with after-hour calls, and/ or alarm call outs during your rental period:

Off-site Staff: Minimum \$250.00, plus incidentals.

CANCELLATION POLICY

- Cancellations must be made in writing
- 45 days in advance: Full refund, minus non-refundable \$50.00 booking fee
- 30 - 44 days in advance: Forfeit deposit and non-refundable \$50.00 booking fee
- 29-15 days before event: Forfeit 50% of rental fee and non-refundable \$50.00 booking fee.
- 14 days or less: Forfeit entire rental fee.

CLEANING POLICY

- Cleaners will enter the building after your rental time and may or may not be there directly after your event.
- Tables & Chairs: To avoid additional cleaning fees, the tables and chairs should be wiped down and cleaned prior to departure.
- Cleaning Supplies: Bring your own cleaning supplies in case of major messes and/or marks left on walls or counters (these must be cleaned by the renter). Though cleaners will clean after your rental, should you need them during your rental, a dry mop, broom & dust pan are located in the alcove next to the kitchen. There is also a mop bucket under the kitchen sink. Please remove any sticky or wet substance from the floor before using the dry mop on the floor.
- Bathrooms: Cleaning and garbage removal in the bathrooms will be performed by the Association's cleaning company. Please be sure to check that all toilets have been flushed and any trash on the floor picked up and put in the trash receptacle.
- Garbage: The three (3) trash containers can be left with lids on for the cleaners. Any additional trash must be removed by the renter. A dumpster is located outside and a key is provided for access to the dumpster.
- Put away the sound system, remove all personal items and decorations, and remove any command hooks or adhesive left on the walls.
- Inspection: The facility will be inspected after your rental. If the inspection report advises either excessive cleaning or damage issues, the ROA Office will notify you within fourteen (14) business days from the date that the key and cleaning checklist is returned.
- Additional Fees: Additional cleaning fees, or damage costs are charged at the sole discretion of the Janitorial Service and/or ROA Office.

GENERAL INFORMATION & POLICIES

PRE-EVENT WALKTHROUGH

- A Pre-event Walkthrough & Key Pickup will be scheduled for the week prior to your event. These visits will be scheduled Tue - Fri, between the hours of 11am-2pm, as this is typically when the building is empty and free from other renters.

ALARM SYSTEMS

- **ENTERING:** When using the Key Access Card to enter the building, the door will automatically lock when exiting. You may unlock the door using the physical key provided.
- **IMPORTANT!** If you used the key to unlock the door, you must lock the door before you leave. The door does not lock itself once unlocked. Failure to lock and secure the building will result in the forfeiture of your deposit.
- You will be given an access code to disarm and arm the security system. The alarm keypad is located on the west entry wall and will beep to remind you to disarm the system. You have 30 seconds to disarm it. Enter the four-digit code to disarm the alarm. If you make a mistake in entering the code, re-enter your code again.
- **EXITING:** When preparing to exit the building, make sure that all windows and doors are closed and locked and that all guests have left the building. The alarm will not set properly if any doors or windows are open. If the alarm will not set, re-check all doors and windows and try again.
- When the four-digit code is entered, the beeping sound tells you that the alarm is set and the window display will read 'Delayed Exit in Progress'. You have one minute to exit the building.
- **ALARM SYSTEMS (SECURITY AND FIRE):** By signing the rental agreement, you agree that if an alarm is set off due to failing to secure the building properly, improperly setting the alarm system, or any other action that causes a false alarm to be triggered by any action of the Responsible Party and/or their guests, invitees or customers, and that action causes the Fire and/or Police Department to be dispatched on a 'false call', the Responsible Party will be held responsible to pay all fines and/or tickets associated with such call.

LICENSES & PERMITS

- A banquet license is required by Washington State law if liquor is being served. The banquet license can be obtained on-line at www.liq.wa.gov/licensing/banquet-permits
- The license must be displayed during the time of the event.
- A copy of the banquet license must be provided to the ROA Office at least 14 days prior to the event.
- A licensed bartender is required for the serving of liquor. Bartending license must be submitted at least 14 days prior to event.

POST-EVENT

- The key card, additional keys and signed Cleaning Checklist must be returned to the mailbox located at the ROA Office immediately following your event.

DECORATIONS

- **CANDLES:** Candles may be used for centerpieces only, but require that the flame be enclosed. No open flame is permitted or free standing candles, such as candelabras, pillar candles, etc. Electric chafing dishes or chafing dishes that are specifically designed to hold or use sterno are permitted. Any other type of sterno device (or any other similar product) is not allowed.
- **DOORS:** Means of egress doors shall not be concealed by curtains, drapes, decorations, or similar materials. (King County Fire Code: IFC 1008.1)
- **HELIUM BALLOONS:** Helium balloons are NOT allowed and if used, you will forfeit your deposit.
- Rice, birdseed and confetti are prohibited.
- **ADHESIVES:** Use only adhesive strips or putty to adhere decorations to the walls or woodwork. Do not use tacks, staples or tape.

HOLIDAY RENTAL POLICY

- For this section, the Holidays observed include (but are not limited to) Holidays when the ROA Office is closed. Those Holidays include: New Year's Eve, New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, and Christmas Day.
- Holiday Rentals are based on the availability of the janitorial staff and approval from the janitorial staff is required prior to Reservation Confirmation.
- No subletting will be allowed.
- Holiday rentals will be considered a premium rental. As such, no cancellations/refunds will be accepted.
- The rental must be paid in full within 48 hours of the time the reservation is confirmed.
- The rental shall be a minimum of four (4) hours.
- Community Center rental rates:
 - \$100 per hour for Residents
 - \$250 per hour for Non-Residents
- Required additional cleaning charge of \$348 (price subject to change based on current janitorial rates)
- Rental may have extended holiday hours. King County Noise ordinance/"Quiet hours" after 10 pm apply.
- All other standard rental rules apply.

GENERAL INFORMATION & POLICIES

INSURANCE REQUIREMENTS

- The Certificate of Liability Insurance is required and must be provided to the ROA Office at least 30 days prior to your event.
- Insurance certificate must include the additional insured endorsement.
- **INSURANCE CERTIFICATE SHOULD INCLUDE THE FOLLOWING:**
Certificate Holder and Additional Insured:
Redmond Ridge Residential Association
10735 Cedar Park Crescent NE
Redmond, WA 98053
- **THE INSURANCE GENERAL LIABILITY REQUIREMENTS ARE AS FOLLOWS:**
Each Occurrence/General Aggregate - \$1,000,000
Fire Damage (any one fire) - \$100,000
Personal and Adv. Injury - \$1,000,000
Medical Exp - \$1,000 - \$5,000
- **ALCOHOL:** If alcohol will be served, liquor liability is required!
- When completing website questionnaires, use the Redmond Ridge Residential Association and address (10735 Cedar Park Crescent NE, Redmond, WA 98053) for "venue" questions (rather than the RR Community Center and address).
- It is our experience that private insurance companies are NOT willing to add the Redmond Ridge ROA as a Certificate Holder and Additional Insured to HOMEOWNER'S POLICIES.
- Copies of policies are not acceptable.
- All reservations will be canceled should the insurance policy not meet the necessary requirements for Community Center rentals.

INSURANCE OPTIONS

- The ROA does not endorse or recommend any particular Private or Special Event Insurance. The websites listed below are offered as a courtesy only and you are invited to seek Private or Special Event Insurance from companies other than those listed:
- www.nasep.org: Special Event Insurance is for business related events and Private Event Insurance is for family oriented events (birthdays, retirement, etc.) Questions? Customer Service at 1-800-364-2433, ext. 200
- www.privateeventinsurance.com
- www.onedayevent.com: Questions? You may call 1-408-286-1120
- www.galescreek.com
- www.eventhelper.com: Questions? Customer Service 855-493-8368

MISCELLANEOUS

- **QUIET HOURS:** The Community and Event Center observes the King County rules regarding noise. Quiet hours commence at 10:00 pm every night. Please be respectful of the homeowners living near the Community Center. Should a noise complaint be lodged, the Sheriff will visit and ask that the noise be lowered or that the party disburse. Please note that if the party is out of hand and asked to disburse, there will not be a refund of rental fees.
- **EMERGENCY:** If there is an emergency, contact names and telephone numbers are displayed on the front door of the Community Center. Please do not call unless there is an emergency.
- **PERSONAL PROPERTY:** Redmond Ridge ROA is not responsible for any damage or theft to personal items left after your event.
- **SMOKING/VAPING POLICY:** The Community Center is a non-smoking/vaping facility.
- **FIREWORKS:** The use of Fireworks or any explosive materials is prohibited anywhere on the property.
- **TAKE CARE:** The Community and Event Center is for everyone's enjoyment. Please treat our facility with the same respect and care as you would your own home. Thank you!

SPEND LESS ON THE VENUE, AND MORE ON YOU



Take a virtual tour on our website, or
schedule an in person visit today!

Redmond Ridge Community & Event Center
10315 Cedar Park Crescent NE, Redmond, WA

WWW.REDMONDRIDGEROA.COM