



"Meeting space for your special event."

RATE SHEET

Chapel: (Approx. 750 sq. ft. with a 150 sq. ft. stage)

\$75 per hour first 3 hours (3 hour minimum) or \$225.00

- Kitchen use on that floor additional \$20 per hour. Kitchen must be left clean.
 - Weekday use 8A – 5P: \$50 per hour. (Only for classes or workshops.)
 - Damage Deposit of \$250 holds the room and is refundable 14 days from event after inspection. Rental fees are payable in advance.
 - All day use of Chapel from 8A – 10P, Mon. – Fri. – \$600 per day.
 - \$15 per hour host fee for all events.

Reception Hall: (Approx. 800 sq. ft. with a small stage)

\$50 per hour first 3 hours (3 hour minimum) or \$150.00

- Weekday use 8A – 5P: \$40 per hour (for classes or workshops)
- Kitchen use is an additional \$20 per hour. Kitchen must be left clean.
- All day use from 8A – 10P: \$400 per day.
- Cleaning Deposit of \$150 holds the room and is refundable 14 days after event and inspection. Throw carpet are normally removed for food functions.
- \$15 per hour host fee for all events.

Living Room & Dining Room: (Approx. 350 sq. ft.)

\$25 per hour first 3 hours (3 hour minimum) or \$75.00

- Weekday use 8A – 5P: \$25 per hour.
- Kitchen use is an additional \$20 per hour. (Must be left clean.)
- All day use from 8A – 10P – \$150 per day.
- Living room can seat 15 people in a circle.
- Dining room can seat 10 people in a circle.
- \$15 per hour host fee for all events.

Guest Rooms: (Top floor – Stair access only)

Guest room information available upon request.

AV Equipment:

- One Projection Screen is available for use.
- WI-FI is available in building.
- One small TV that plays CD's onsite.
- No Amplification system is in meeting rooms.

Insurance Information:

A Certificate of Insurance must be supplied holding Subud Pacific Northwest (building owner) harmless before event can be held. Beer and Wine may be sold with proper permit.

Fees paid by check or cash in advance of rental unless special arrangements made. Full refund is given if 15 days notice of cancellation given. After 15 days the damage deposit is retained of \$250.

ALL FEES PAYABLE IN ADVANCE OF EVENT

10% off on all meeting room rental fees for non-profit organizations

Contact: Paul Nelson 206.422.5002 or pen@splab.org for a tour or for more information.