

## **Jim Ellis Preston Community Center - frequently asked questions**

**What types of events are held at Jim Ellis CC?** Jim Ellis CC is a great facility for wedding ceremonies, receptions, corporate retreats, seminars, trainings, meetings and celebrations.

**What is the capacity?** 80 for indoor only seated comfortably with 8 chairs around each table, up to 120 for seating using the rectangular tables. 125 to 150 for indoor and outdoor use seating people both indoors and under the party canopies outside.

**What parts of the facility are included in my rental?** *Downstairs:* Main room with stage and rock fireplace, smaller room with rock fireplace, full service warming kitchen, two restrooms and indoor tables and chairs. *Upstairs:* Bride's ready room with private bath, Bride's attendant's room upstairs and Groom's room upstairs. *Outdoors:* Wedding court with one party tent (May through Sept) and ten wrought iron outdoor table and chair sets.

**How early and late can we rent Jim Ellis CC?** The facility can be rented as early as 7am and as late as 12am. Your set up and cleanup time must be included in your rental time. We do not go later than 12am. We take bookings up to 18 months in advance.

**How much parking is available?** There are four spaces directly in front of the facility, there is a lower parking area for several vehicles and there is an overflow parking area just down the street at the old Preston Mill Site that can park over 100 vehicles. You cannot park along the roadway above the facility.

**When is the best time to visit the facility?** We don't have staff working onsite so you have to call and make an appointment to view the facility. We try to piggyback onto another reservation to help save staffing costs so you need to be fairly flexible.

**When can I book a rehearsal?** You can book a rehearsal on a Friday within 30 days of your event. Wednesday or Thursday rehearsals can be booked at the time you book your reservation.

**Will there be staff onsite to help us?** Yes, a facility coordinator will be available to you throughout the duration of your event.

**Is the facility going to be set up when we get there?** No, you are responsible for set up and cleanup. The facility coordinator may assist you but is not required to.

**Can we hang decorations inside the facility?** Yes, but you may only use 3M tape. We do not allow nails, tacks, staples, any type of adhesive other than 3M tape. Zip ties, s-hooks, shower hooks, window suction cups, tools, etc. have been used to hang decorations without causing damage. Christmas lights are allowed.

**Do you provide ladders for us to use?** No, you would need to bring a ladder if you think you need one. The ceilings are very high and you won't be able to hang anything from the ceiling or the light fixtures.

**Are the lights on dimmers?** Yes, in the main room only.

**Can we purchase additional hours the "day of" our event?** No, all rental hours must be purchased prior to the event date through the Regional Scheduling office @ 206-477-6150.

**Do we need to clean up after our event?** Yes, you will need to remove all of your items, clean up any spills, sweep the floors, clean up the kitchen, pick up the bathrooms, etc. Heavy cleaning will be done by maintenance staff. The facility coordinator will be onsite to monitor your cleanup and let you know what else needs to be done before you leave.

**Who handles the garbage?** You are responsible for taking the garbage out to the dumpster and the recycle bins. We will supply the garbage bags and cleaning supplies.

**What equipment does the facility have that we are allowed to use?** *Downstairs:* There is a 12'x6' electronic screen on the front end of the stage, there is a TV/DVD combo, microwave and three coffee pots; one 100 cup and two 50 cups. *Upstairs:* Iron and ironing board, make-up mirrors, microwave on groom's room side. We recently purchased a wireless mic system and a projector. Let us know in advance if you are interested in renting these items. There is a \$35 fee for audio/visual equipment.

**When can my rental items be delivered?** Deliveries can be made at the start of your rental time and should be picked up the same day or removed by you to be picked up elsewhere but if that isn't possible you can stack your rental items outside the back of the building and have them pick it up the next possible pick up date if there isn't a wedding following yours the next day. *We are not responsible for those items left at the facility or outside* and you are taking a risk that they might be stolen or damaged.

**Do you provide linens, dishes, glassware, serving pieces, etc?** No, you or your caterer will need to supply these items.

**Can our flower girl throw flower petals down the aisle during the ceremony?** Yes, as long as they are picked up immediately after the ceremony if the ceremony is held indoors. Ok for outdoor weddings.

**Can we use rice, birdseed, confetti, glitter or sparklers?** No, we do not allow these indoors or outdoors.

**Can we use candles?** Yes, but per the Fire Marshall's code they must be enclosed in glass that is as tall as the candle and flame. Floating candles are ok. The unity candle can be lit during the ceremony without a glass container as long as it is extinguished immediately following the ceremony. Any wax must be cleaned up immediately.

**Can we have music/band?** Yes, as long as you keep the music at a decent level. Our facility coordinator will monitor the music during the event and will let the DJ/band know if they need to turn it down. You cannot affect the neighbors up above the facility with loud music.

**Is there a dance floor?** Not a separate dance floor, but the floor inside the facility is hardwood and makes a perfect dance surface. Groups have danced on the wedding court outside as well.

**Can we use the tables and chairs outside for our outdoor wedding?** The indoor tables and chairs *cannot* be used outside. You can use the ten outdoor wrought iron table sets and chairs on the grass as long as you wipe the feet off before you move them back onto the wedding court. You will lose your security deposit if you take the indoor furniture outdoors.

**What are your catering rules? Can we provide our own food?** You do not have to use a caterer but can if you would like or you are welcome to provide your own food. The kitchen is a warming kitchen only and should not be used to cook food. It should be cooked before you get there. Outside BBQ is fine.

**Is alcohol allowed?** Yes, we allow bottled beer, wine and hard alcohol with prior approval. **No kegs allowed!** There is an additional alcohol fee if you are planning on having alcohol at your event and insurance is required.

**Do we need a licensed bartender?** No, but you will need to purchase a banquet permit from the WA State Liquor Control Board online at <http://liq.wa.gov/licensing/banquet-permits> You will be responsible for making sure alcohol is not be served or consumed by minors. The legal responsibility for any guest's consumption of alcohol rests with the individual signing the rental contract and the individual purchasing the WA State Liquor Banquet permit.

**Do you require event insurance?** Yes. We reserve the right to require insurance from any rental group.

**Can I buy insurance from the County?** No, we don't sell insurance but there are event insurance companies online that have provided insurance for events at Jim Ellis CC. Search online for "one-day event insurance".

**Is there a security/damage deposit?** Yes, we charge \$250 and you will get the security/damage deposit back no later than one month after your event if there is no damage to the facility.

**What if we cancel our booking?** King County has a fairly strict cancellation policy. Please be sure that you are certain you want the facility before booking it. We highly recommend that you view the facility before booking it.

**Are there hotels close to the facility?** The closest hotels are in Issaquah (for a complete listing please go to <http://www.issaquahchamber.com/> and there is one hotel in Fall City.

**How do I book the facility?** We can take all your rental information over the phone at 206-477-6150. Please allow about 5 to 10 minutes when you call. We take Visa, MC and Discover.

For more information please contact the Regional Scheduling office at 206-477-6150

Alternate format available upon request