

## 2019 Highland Community Center Rental Fees

14224 Bel-Red Road • Bellevue, WA 98007

(425) 452-7686 • [HCC@bellevuewa.gov](mailto:HCC@bellevuewa.gov)



### Office Hours:

**Monday-Friday:** 9am-5pm

### Rental Hours:

**Monday:** 9am-5pm

**Tuesday – Friday:** 9am-8:30pm

**Saturday:** 9am – Midnight

**Sunday:** 9am-10pm

### Room Rental Fees:

Room	Square Feet	Occupancy	Rental Fee
<i>Multipurpose Room</i>	3,000	200	\$90.00 per hr
<i>Fireside Room</i>	1,000	40	\$55.00 per hr
<i>Resource Room</i>	600	25	\$35.00 per hr
<i>Art Room</i>	800	40	\$55.00 per hr
<i>Gymnasium</i>	2000	200	\$70.00 per hr
<i>Kitchen</i>	Commercial	NA	\$35.00 per hr
<i>*Rental Monitor</i>	Required for all after hour and weekend events		\$20.00 per hr

### Weekend/Holiday Rates

<b>Saturday/Holiday Rental Package*</b> <i>Multi-Purpose Room, Kitchen, and Fireside Room</i> <i>(4) hour minimum required.</i>	240 people.....	\$170.00 per hr
<b>Sunday Rental Package*</b> <i>Multi-Purpose Room, and Kitchen</i> <i>(4) hour minimum required</i>	200 people.....	\$120.00 per hr

### Notes:

- Rental times need to include set-up and takedown
- 30% off regular rate for non-profit groups with proof of non-profit status
- Half Off Rental Fee M-F Before 3pm (Jun, July, and Aug excluded; other exclusions may apply)
- Minimum hours required on after-hour/weekend/holiday rentals
- Additional staffing fees may be required for large groups, groups serving alcohol, and other groups at the facility's discretion.

### Special Use Permits:

<b>Catering fee</b>	Required for all catered events.....	\$50.00 per hr
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### Additional Charges:

<b>Cleaning fee</b>	If additional cleaning services are required after rental.....	\$100.00 per hr
<b>Overtime charges</b>	<i>Twice the regular hourly rental rate</i>	