

NOTE: Effective June 1, 2007, room rental rates will change to the following schedule:

Morning – 4 hours: \$25  
Afternoon – 4 hours: \$25  
Evening – 4 hours: \$25

In general, morning hours will be 8 – 12; afternoon will be 12:30 – 4:30; and evening will be 5 – 9. We will try to accommodate your preferred time frame if at all possible. There will be a \$5 charge for an additional hour.

## The 2100 Building

### Meeting Room Rental Information

**Location:** 2100 24<sup>th</sup> Avenue South  
Seattle, WA 98144  
206.407.2100

The 2100 Building has three meeting rooms available for rent to “501C3” nonprofit organizations for meetings and training sessions. Reservations can be made up to a maximum of three months in advance. Currently the rental fee is \$25 event.

#### Meeting Rooms:

- **Board Room:** seats 46 people in a three-tiered, horseshoe-shaped configuration at fixed desks.
- **Community Room “A”:** will seat approximately 35 people. Tables and chairs are available.
- **Community Room “B”:** will seat approximately 45 people. Tables and chairs are available.
- **Community Rooms A & B combined:** will seat approximately 80 people and rents for \$50 per event.
- **Art Room:** seats 30 people with tables and chairs.
- **A kitchen** is available in conjunction with the meeting rooms. There is no fee if it is only used for coffee and ice water. If it is used for food preparation or service, the fee is \$25 per event. Users are responsible for all consumables, i.e. napkins, coffee, tea, sugar, creamer, foil, plastic wrap, etc. and for cleaning the kitchen after use.

**Reservations:** Rooms may be reserved up to three months in advance by contacting the building office:

Telephone: 206.407.2100

Fax: 206.407.2101

Email: [joann@laurelgroup.org](mailto:joann@laurelgroup.org)

**Building access:** For security reasons, the front doors are locked from 7:00pm to 7:30am unless there is a room reservation outside that time frame. We will schedule the doors to be unlocked according to the time you reserve for an event.

**Room set-up/breakdown:** *Room set-up/breakdown is the responsibility of the user.*

If you will not be in attendance for the event, someone in attendance must be responsible for the set-up/breakdown and they must be informed that building staff is not available to do it. *Please be sure to plan enough time and arrange for enough people for the set-up/breakdown.*

Your participation in this allows us to keep the room rental rates to a minimum.

We have 27 rolling, rectangular, 6' tables and 112 chairs. Tables and chairs can be left in the configuration you used. If you don't want the extra tables in the room, please move them to the hallway. Do not stack them or fold them down. If you move coat racks or tables and chairs out of the room, please replace them to their original location.

Clean-up of the room includes wiping tables if necessary and placing food waste, wrappers, and containers in large plastic bags (available in the kitchen) and taking them to the kitchen. It is absolutely necessary that recycle be separated from trash and put in the proper receptacles. Please allow time to put any dirty dishes in the dishwasher. Please see the checklist in the kitchen if you are using it.

If there are any spills, please notify us by the next day. If there are stains which require professional cleaning, you may be billed for this service.

**Food/Beverages/Smoking:** Alcoholic beverages and illegal substances are not allowed on the premises. Please inform us in advance if you are serving food. This is a non-smoking facility.

**Recycling:** The City of Seattle has a new recycling ordinance that bans recyclable materials from trash dumpsters. Please put all paper, plastic, and cans in the recycle boxes. Plastic bottles must be empty and tops go in the trash.

**Catering:** We are pleased to have The FareStart Café, which offers a variety of sandwiches, salads and soups, along with tasty espresso beverages and Essential Baking Company pastries, at The 2100 Building. FareStart is a nonprofit organization started in 1992 to provide job training and placement in the food service industry to homeless adults. The café here is an on-the-job training site for their Youth Barista Training Program. With 72 hours advance notice, they will provide on-site catering services for your event. Please call the cafe at 206-407-2195.

**Certificate of Liability:** A Certificate of Liability with Thistledown LLC named as additional insured may be requested at the time the room is reserved.

**Equipment:** Two rooms have large, glass white boards and screens. We can generally provide easels, a TV/VCR, overhead projector and portable screens. Easel pads, pens, etc. are the responsibility of the user. Please note that we do not guarantee equipment will be available unless it is listed on your room confirmation and we do not have a projector for PowerPoint presentations.

**Cancellation:** Notice of cancellation is requested in writing or by email at least 24 hours in advance of the event date. Failure to do so will result in a \$15 fee.

**Payment:** You will be sent an invoice after your event. Please mail payment to Thistledown LLC, PO Box 77670, Seattle, WA 98133

### **Driving Directions:**

The 2100 Building is located on 24<sup>th</sup> Avenue South between South Hill and South Walker Streets. It is one block east of Rainier Avenue South, in the same neighborhood as Remo Borracchini's Bakery, and Mutual Fish. On-street parking is available in the surrounding area, and in a street-level garage accessed through the alley. VEHICLES PARKING INSIDE THE FENCED AREA ACROSS THE STREET WILL BE TOWED AT OWNERS EXPENSE.

#### **Directions from anywhere:**

- Get onto Interstate-90
- Take the Rainier Avenue South exit
- At the end of the ramp, turn right onto Rainier Avenue South
- Turn left onto South Massachusetts Street
- Turn right onto 24th Avenue South
- The building is several blocks down, just past South Hill Street

**Lighting info for evening events:** The lights are on an automatic timer that will blink the lights just before 9 pm. Light panels are inside each room adjacent to the doors; and for the hallway and restrooms, the panel is across from the restrooms on the wall just inside the hallway double doors. Press the "all on" button and the lights will stay on for another two hours.

**Important Note:** When referring to the building in any of your information for attendees, please use the building name, "The 2100 Building", **not** "Treehouse". Treehouse is one of ten tenants in the building and it is very disruptive to them when building visitors go to them for information.

**Contract:** The contract on the following page must be returned within 7 days to reserve your date. We will return a signed copy as your confirmation.

I understand and will comply with the above conditions of room rental at The 2100 Building. I also understand that the confirmation of this form is the verification of my reservation and until it is received, the reservation is not confirmed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return to The 2100 Building, fax: 206-407-2101

Contact Name:
Organization Name:
Phone:
Fax:
Email Address:
Billing Address:
Date(s) of Event:
Start Time/End Time: (Please be as accurate as possible so we can schedule our staffing.)
Room(s) Requested:
Number of Attendees:
Type of Event:
Event sign to read:
Total Cost of Rental:
Special Needs: (including A/V equipment): Note – we can provide easels but not flip charts and pens.
<b><i>Setup of the event (tables and chairs) is done by the Organization/Group not by the The 2100 Building Staff.</i></b>

**Confirmation: We confirm your reservation ONLY as specified above.**

---

**The 2100 Building Staff**