

## SUNSET HILL COMMUNITY ASSOCIATION FACILITY

Sunset Hill Community Association is a nonprofit community organization founded in 1922. Voting memberships are available to residents of the Sunset Hill and Adams Districts, and guest memberships are open to all.

The Clubhouse was constructed in 1929 and renovated in 1999. In 2005 both upper and lower halls were updated with fresh paint.

The facility is available for rental by community, non-profit, or private groups, when it is not being used for Community Association events. The rental income supports programs, events and other services of the Community Association.

SHCA Clubhouse is located in west Ballard; north of the Hiram Chittenden Locks and one block south of the Nordic Heritage Museum. It is served by Metro bus route #17 on 32<sup>nd</sup> Avenue NW.

The building has two floors, each comprising a large hall with fireplace, a kitchen and two restrooms. The upper hall has a piano and stage with curtains and professional lighting.

Both halls and the lower restrooms are wheelchair accessible.

The larger, upper hall (1400 square feet) accommodates up to 150 people. It was originally designed for lectures and dancing and has a linoleum-over-wood floor. There is a high ceiling, with a twinkling glass mirror-ball. The hall is suitable for parties, public meetings, and stage performances.

The lower hall (1000 square feet) accommodates up to 75 people, and provides a more intimate setting for meetings, workshops and smaller parties.

## FREQUENTLY ASKED QUESTIONS

### Which Hall do you recommend?

If you have a large party, reception or event, or any activity that would dominate the hall (music and dancing) we require that you rent both floors. The lower hall can serve as an entry, coat check, food preparation, staging or supervised children's play space.

For events featuring a presentation to a large group of people, the upper hall is ideal.

The cozier lower hall is comfortable for smaller gatherings, group meetings, and workshops.

### Do you allow alcohol?

Alcohol consumption is permitted inside the building as long as the appropriate Banquet Permit is obtained from a Washington State Liquor Store. Events where alcohol will be sold require a specific type of permit. Renters must abide by SHCA contractual requirements and State law.

### Is Music Allowed? What sound control do you require?

Live and recorded music is permitted, with the exception of amplified bands. We require renters to keep music and noise to a low volume, in accordance with Seattle's noise ordinance for residential zones.

There is a strict 10 pm cut-off time for music (9:00pm weeknights). All event activities must be ended by 11 pm (10:00 pm weeknights). Doors need to stay closed to keep music or loud sounds from disturbing our neighbors.

Activities need to remain indoors – use of the outside area is subject to prior arrangement and is only permitted during summer.

### What about Decorations?

Decorations must be free-standing. Please check with the building manager if you have any questions. Candles are not allowed.

### What is the Catering Policy?

Renters are welcome to prepare food, have a potluck or use an outside caterer. The kitchens on the rented floors are available to you.

### Is there a damage deposit?

We require a \$300 security deposit. We ensure that the building and grounds are clean and ready for all events, and we ask your consideration in leaving it as you find it. The security deposit is returned in full, after your event, when the building manager confirms that all contractual obligations have been met.

### What about Parking?

The driveway can accommodate two cars and adequate street parking is available on 30<sup>th</sup> Avenue NW and adjacent streets. There is a marked 30 minute Load Zone in front of our building, on 66<sup>th</sup> Street. We ask that guests be careful not to block neighbor's driveways.

### Building Amenities

The following amenities are available to all renters at no additional charge:

### Upper and Lower Halls

- 12 – 8 ft. rectangular banquet tables (seats 8-10)
- 4 – 6 ft. rectangular banquet tables (seats 6-8)
- 120 dining/meeting chairs
- Use of kitchen(s)
- Use of fireplace(s)
- Use of large (30-100 cup) coffee makers
- Handicap-access elevator available (on request)
- Free recycling and garbage disposal
- Off-street loading and unloading
- Projection screen & Chalkboard

### Upper Hall Only

- Performance stage with professional lighting
- Mirror ball
- Upright piano

## COMMUNITY HALL RENTAL INFORMATION

Sunset Hill Community Association's classic restored two-story Arts & Crafts clubhouse is available at reasonable rates for community events, meetings, workshops, parties, receptions, weddings and anniversary celebrations.

*We want our facility to be the right fit for your event, so it is important to discuss the details with the manager.*

### PARTIES & RECEPTIONS:

**4-11pm Friday, 8am-11pm Saturday  
8am-10 pm Sunday**

**Both Floors: \$650 for 5 hrs**  
\$100/hr. for each additional hour

**Lower Floor only: \$400 for 5 hrs**  
\$75/hr. for each additional hour

Staff fee during event time for parties/receptions - \$25/hr.

*For performances, lectures, workshops and other events, we offer weekend rentals for shorter times.*

[www.sunsethillcommunity.com](http://www.sunsethillcommunity.com)



Sunset Hill Community Association

3003 NW 66<sup>th</sup> Street  
Seattle, WA 98117

206-784-2927

Email: [info@sunsethillcommunity.com](mailto:info@sunsethillcommunity.com)

*Connecting Neighbors, Fostering  
Involvement In Our Neighborhood, and In  
The Larger Community*

Voted the 2001 "Best Neighborhood  
Community Facility Restoration-  
Neighborhood Matching Fund project" by  
the City of Seattle's Department of  
Neighborhoods!

The clubhouse is available for viewing by appointment, or at SHCA events. Please call Building Manager for appointment.

### WORKSHOP & MEETINGS:

**Weekend Rates**  
4pm Friday - 10pm Sunday

#### HALF-DAY (8 hours)

Both floors: \$600  
Upper floor: \$450  
Lower floor: \$300

#### FULL DAY (8am-10pm)

Both floors: \$800  
Upper floor: \$650  
Lower floor: \$350

*Discounts available for multiple-day and ongoing rentals*

#### Weekday Rates 8am Monday- 4pm Friday

#### HOURLY

Upper Floor: \$80 per hour  
Lower Floor: \$55 per hour

#### HALF-DAY (8am-4pm or 5-10pm)

Both floors: \$400  
Upper floor: \$300  
Lower hall: \$200

#### FULL-DAY (8am-10pm)

Both floors: \$500  
Upper floor: \$400  
Lower floor: \$300