



seattle metropolitan chamber of commerce

The Microsoft Events Center at the Seattle Metropolitan Chamber of Commerce offers 2,500 square feet of conference space that when divided can accommodate separate groups of up to 28, 42, or 49. When combined, the Events Center can accommodate 119 seated attendees (standing capacity is 148).

## Features

- 60" banquet rounds + chairs
- Registration table
- Space for event signage
- Complimentary A/V equipment including a projector and laptop in each room
- Catering Kitchen
- Up to 18, 5'x2' rectangle tables available upon request
- Additional LCD display in rooms A and C

## Events

- Conferences
- Seminars
- Board Meetings
- Workshops
- Keynotes
- Receptions

## Reservations

- (206) 389-7200
- [reservations@seattlechamber.com](mailto:reservations@seattlechamber.com)
- [seattlechamber.com/venue](http://seattlechamber.com/venue)
- 1301 5th Avenue  
Suite 1500, Seattle 98101



# Events Center

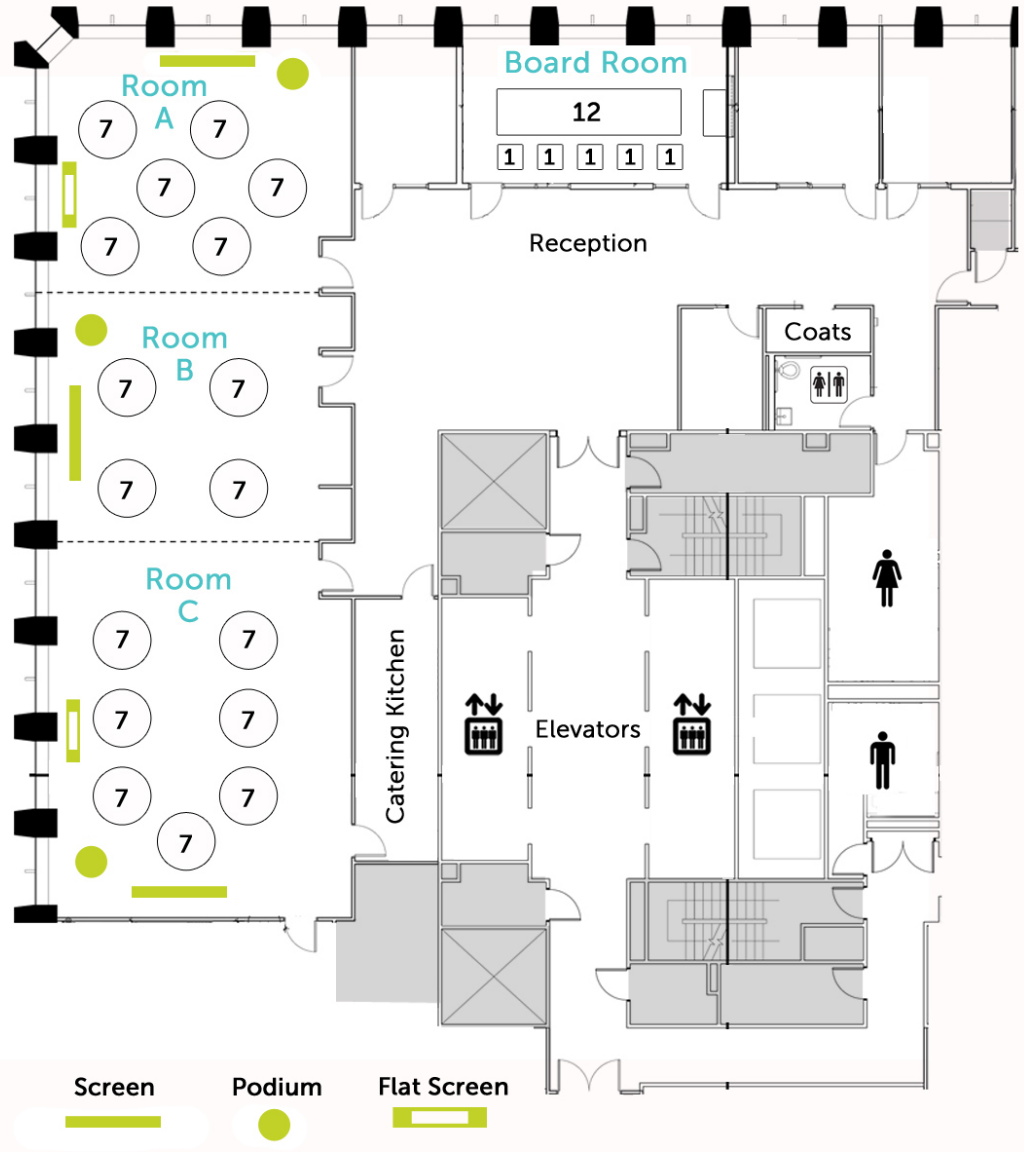
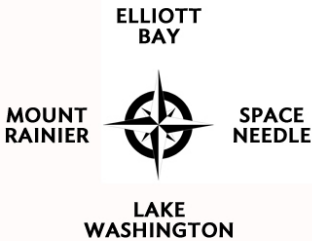
The Microsoft Events Center is located within the Seattle Metropolitan Chamber of Commerce on Floor 15 of the distinctive Rainier Tower. With views of Elliott Bay and the bustling downtown Seattle retail core, this centrally located venue is perfect for luncheons, networking events, and small conferences.



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# Microsoft Events Center

For more information:  
reservations@seattlechamber.com  
(206) 389-7200



## Room Capacity - Default Set Up

### MICROSOFT ROOM A

- 42 ppl (6 banquet rounds of 7)
- 25' W x 28' L

### MICROSOFT ROOM B

- 28 ppl (4 banquet rounds of 7)
- 25' W x 18' L

### MICROSOFT ROOM C

- 49 ppl (7 banquet rounds of 7)
- 25' W x 37' L

### MICROSOFT OFFICE BOARD ROOM

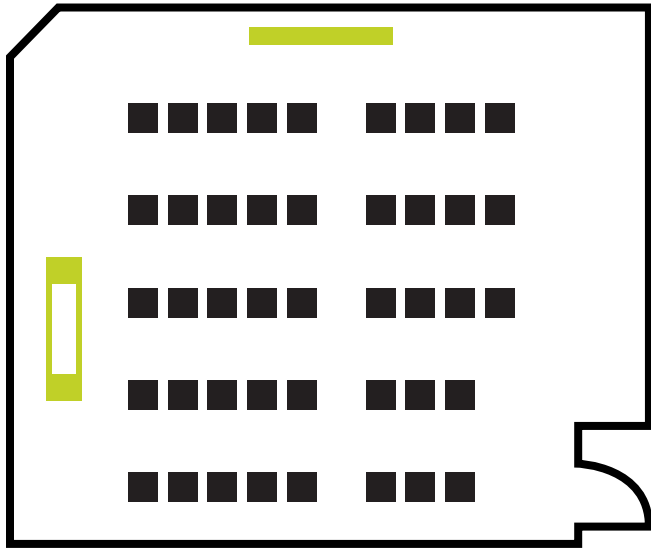
- 17 ppl (12 at table)
- Board table

The Events Center can be divided into three separate rooms to accommodate groups of 28-49 at banquet rounds. When combined, the Events Center seats 119 people.

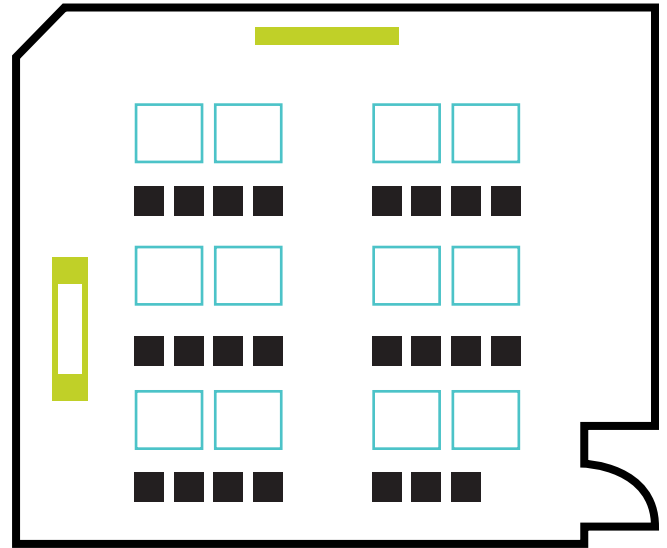
Reservations are required. Please call the Chamber at (206) 389-7200 or email [reservations@seattlechamber.com](mailto:reservations@seattlechamber.com) to check availability.

# Alternative Set-Up Options

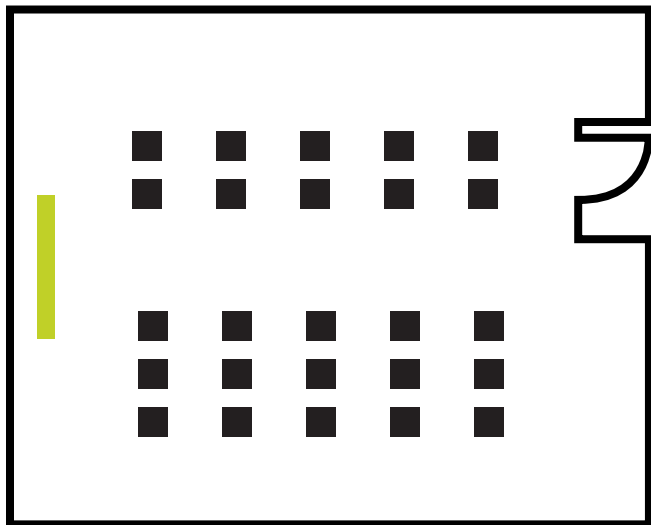
## ROOM A - THEATER SEATING



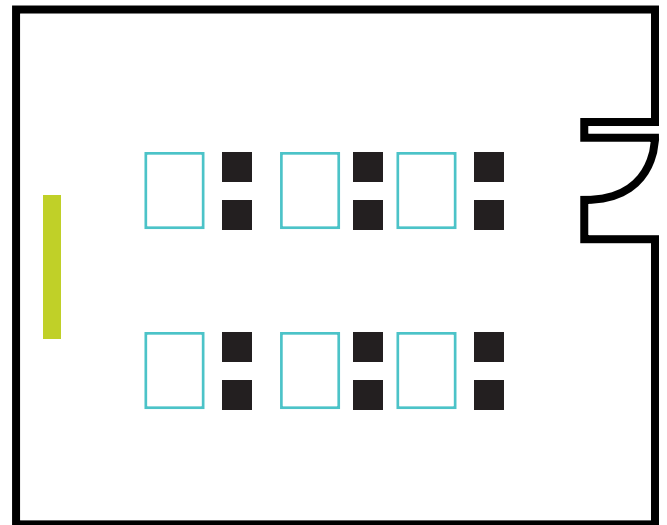
## ROOM A - CLASSROOM SEATING



## ROOM B - THEATER SEATING

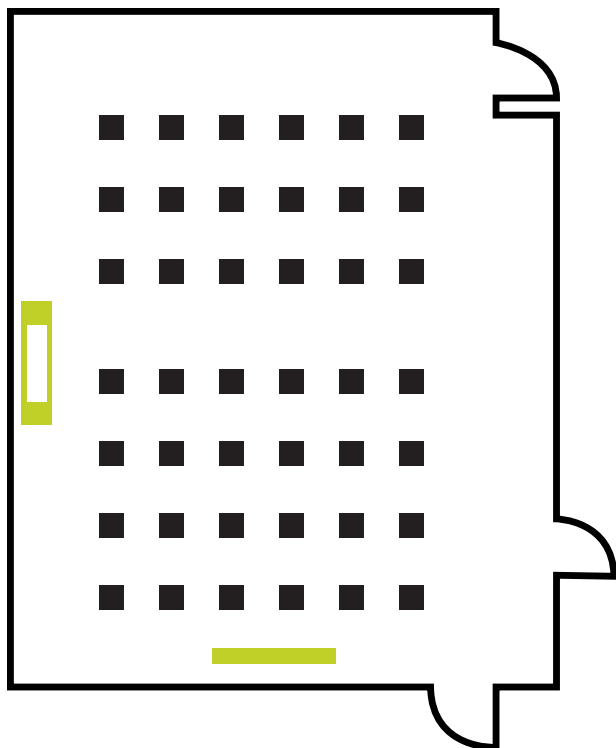
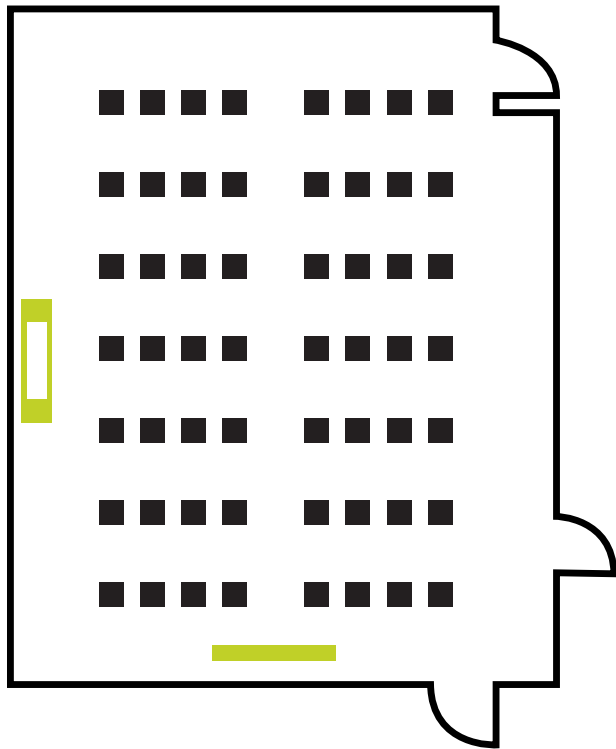


## ROOM B - CLASSROOM SEATING

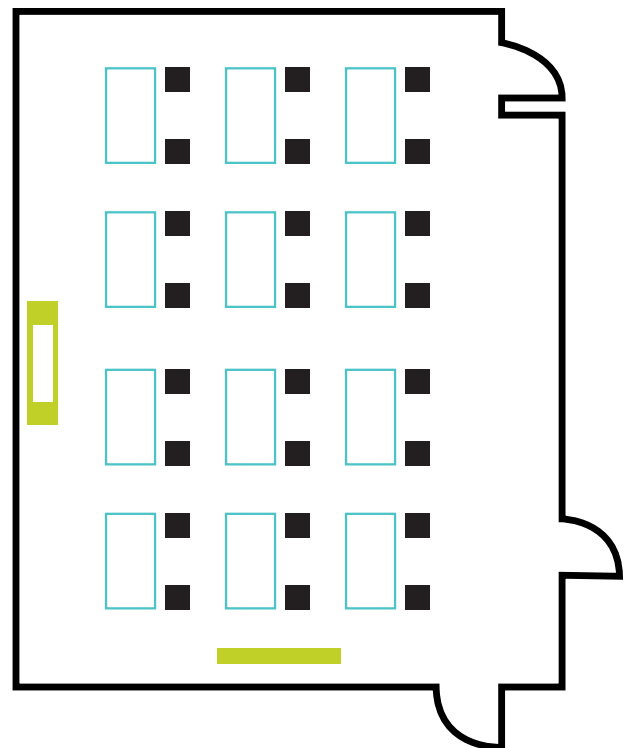
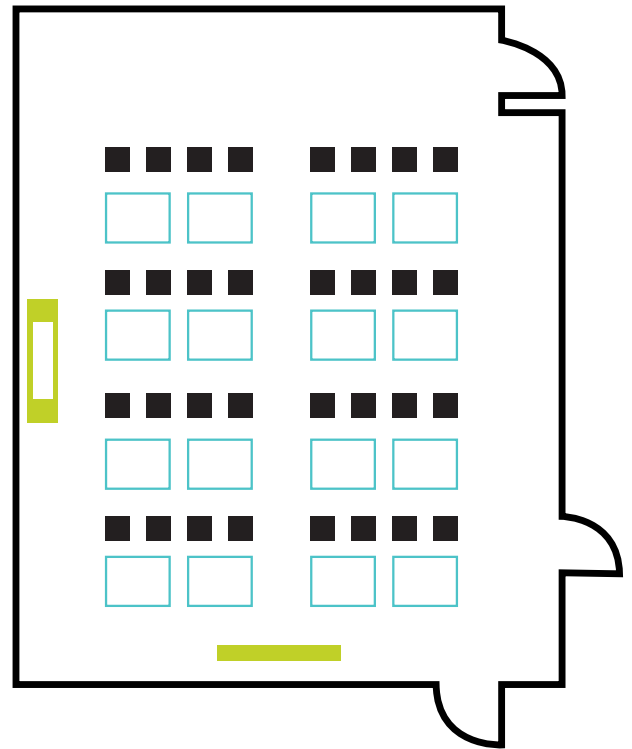


# Alternative Set-Up Options

## ROOM C - THEATER SEATING



## ROOM C - CLASSROOM SEATING





# Facility Description



## LOCATION

Seattle Metropolitan Chamber of Commerce, 1301 5th Avenue, Floor 15, Seattle, WA 98101

## FACILITY DESCRIPTION

The Microsoft Events Center is located within the Seattle Metropolitan Chamber of Commerce offices on Floor 15 of the distinctive Rainier Tower. With views of Elliott Bay and the bustling retail core of downtown Seattle, the Events Center is a centrally located venue that is perfect for luncheons, networking events, and small conferences.

### The Microsoft Events Center features the following furnishings & audio visual equipment:

- 60” banquet rounds & cushioned chairs on casters for easy movement
- 5’x2’ for name badges & registration materials
- Space for event signage in the 15th Floor elevator lobby & Chamber reception area
- Audio Visual equipment (at no additional cost):
  - Access to guest Wi-Fi
  - Built-in sound system with
  - Ceiling-mounted projectors & projection screens– 1 set per room
  - Speakers’ podium with integrated laptop & Crestron touchscreen for PowerPoint presentations. Users are guided through presentation set-up and can control lighting, displays, microphone & speaker volume, and window shades from a single screen – 1 set per room
  - Slide advancer/laser pointer – 1 per room
  - Wall-mounted 60” Flatscreen LCD monitor – in Rooms A & C
  - Wireless microphones:
    - Hand held – 2 per room
    - Lapel – 1 per room
  - Table-top microphone stands – 1 per room
  - Polycom speaker phone (renting parties must use their own conference call service) – 1 per room
  - Sound masking system (i.e. white noise)

## DEPOSITS & ROOM RESERVATIONS

Reservations are required; please contact the Chamber at (206) 389-7200 or [reservations@seattlechamber.com](mailto:reservations@seattlechamber.com) to check availability. A deposit of at least 50 percent of the room rate is required to hold your date. Any remaining balance is due no later than one business day prior to your event date.

The Chamber must receive the following to finalize your reservation:

- Facility Use Packet (starting on page 6 of this document)
  - Signed Terms & Conditions
  - Completed and signed Event Information Form
- Deposit (at least 50% of total room rate)—due no less than 10 business days before your event
- Proof of Liability Insurance—due no less than 10 business days before your event

These items may be returned to [reservations@seattlechamber.com](mailto:reservations@seattlechamber.com) or fax (888-392-2795). Until these items are received by the Chamber, the reservation is considered temporary and may be cancelled at the Chamber’s discretion.

# Room Setup and Rates

## CHAMBER MEMBER RATES

Listed rates are subject to change without advance notice. After hours rates may apply.

	Default Setup	Capacity	2 Hours	4 Hours	6 Hours	Full Day
Microsoft Room A	6 - 60" Rounds	42	\$125	\$225	\$325	\$425
Microsoft Room B	4 - 60" Rounds	28	\$100	\$175	\$250	\$325
Microsoft Room C	7 - 60" Rounds	49	\$125	\$225	\$325	\$425
Microsoft Rooms A & B	10 - 60" Rounds	70	\$175	\$325	\$475	\$625
Microsoft Rooms B & C	11 - 60" Rounds	77	\$225	\$425	\$625	\$825
Entire Events Center	17 - 60" Rounds	119	\$325	\$625	\$925	\$1,225
Microsoft Office Board Room	Board Room	12 at table, 17 total	\$100	\$175	\$250	\$325

**NON-MEMBER RATES** Listed rates are subject to change without advance notice. After hours rates may apply.

	Default Setup	Capacity	2 Hours	4 Hours	6 Hours	Full Day
Microsoft Room A	6- 60" Rounds	42	\$325	\$625	\$925	\$1,225
Microsoft Room B	4 - 60" Rounds	28	\$300	\$575	\$850	\$1,125
Microsoft Room C	7 - 60" Rounds	49	\$325	\$625	\$925	\$1,225
Microsoft Rooms A & B	10 - 60" Rounds	70	\$375	\$725	\$1,075	\$1,425
Microsoft Rooms B & C	11 - 60" Rounds	77	\$425	\$825	\$1,225	\$1,625
Entire Events Center	17 - 60" Rounds	119	\$525	\$1,025	\$1,525	\$2,025
Microsoft Office Board Room	Board Room	12 at table, 17 total	\$300	\$575	\$850	\$1,125

**Swap rounds for rectangle tables:** Members 1 room, \$200 2-3 rooms, \$400 Non-members 1 room, \$400 2-3 rooms, \$600

# Preferred Caterers



The caterers listed below are familiar with the Microsoft Events Center, ensuring a more seamless experience for your event. If there is a caterer not on the list that you'd like to use, you are welcome to do so for a fee (\$100 members/\$150 nonmembers).

Starbucks Coffee Company sponsors the coffee and tea provided for your use.

Please email the caterer(s) for a current menu. Menus are subject to change without advance notice. When scheduling your catering, be sure to mention that your event is being held at the Seattle Metro Chamber of Commerce.

## PREFERRED CATERERS



**Chef Taylor's Catering**  
[cheftaylorscatering@gmail.com](mailto:cheftaylorscatering@gmail.com)  
(206) 992-1983



**Gourmondo**  
[gourmondo@gourmondoco.com](mailto:gourmondo@gourmondoco.com)  
(206) 587-0190



**Jack's BBQ**  
[jacksbbq.com/catering-events](http://jacksbbq.com/catering-events)



**Piroshky, Piroshky**  
[cs@piroshkybakery.com](mailto:cs@piroshkybakery.com)



**Tutta Bella**  
[tuttabella.com/group-dining](http://tuttabella.com/group-dining)

# Terms and Conditions



## LAWS AND RULES

The renter shall not allow any lewd or illegal conduct on the premises throughout the scheduled event. The user shall comply with all state laws, City ordinances, and any lawful order of a Chamber representative made to prevent injury or damage.

## CANCELLATIONS

The holding deposit will be refunded in full if the renter cancels the event more than 61 business days prior to the scheduled event. If the renter decides to cancel an event after that time, the renting party agrees to forfeit a portion of the deposit to the Chamber in the amounts set forth below:

- If cancelled within 60 days we will return 100% of the deposit. If you reschedule the meeting within 60 days of the cancellation date, the full deposit will be rolled over.
- If cancelled within 30 days, we will not return the deposit. If you reschedule the meeting within 60 days of the cancellation date, the full deposit will be rolled over.
- If you have specific questions regarding your reservation, please call the Chamber at 206-389-7200.

To officially cancel a reservation, the primary contact on the application is required to submit a letter or email notice of the cancellation. Cancellation is only confirmed upon receiving this notice.

## FORCE MAJEURE

Either party will be excused from delays in performing or from its failure to perform hereunder to the extent that such delays or failures result from causes beyond the reasonable control of such party, including, but not limited to, acts of God, war or terrorist acts, government regulation or action, disasters, civil disobedience, strikes or threats to strike (except that neither party may terminate the Agreement for strikes or labor disputes involving their own employees or agents), regulations or orders of governmental authorities; power outages, inclement weather (i.e. hurricane, tornado, floods), epidemics (i.e. SARS), or any event not within a party's reasonable control which make performance excessively difficult, costly or harmful, to one or both parties (each, a "force majeure event"). If a party is unable to perform its obligations under this agreement due to a force majeure event, such party will provide prompt written notice to the other party, and may terminate this agreement without further liability of any nature. All deposits will be refunded within 60 days of the force majeure event.

## CONDITION OF PREMISES

The user accepts the premises upon entry into possession. The User may inspect the premises at an earlier, mutually convenient time. Upon conclusion of the event, the user shall promptly return the premises in as good condition as received, reasonable wear and tear excluded, in a clean appearance, ready for use by another user. The Office and Events Center Manager will send a Post Events Checklist to be filled out by the user at the conclusion of their event.

The user(s) agrees to cover financially, in excess of normal wear and tear, any damage to the Microsoft Events Center inflicted by the renting party or its guest(s).



## **SET UP/TAKE DOWN**

Unless paying for Chamber labor to do so, the renting party is responsible for set up and take down of the event and for cleanup of the event. Failure to do so may result in forfeiture of part or all of the damage deposit and/or additional cleaning fees. The person(s) responsible for cleanup shall complete the Post Event Checklist and accompany the Office and Events Center Manager on a walk-through of the facility when take down is nearly complete but cleanup crew is still available, to ensure that cleanup is complete and to identify any damage. Any items identified as belonging to the renting party and left behind may result in a disposal fee. Please refer to the Condition of Premises section regarding additional fees.

## **CHANGES TO CONTRACT**

Should any changes occur prior to your requested use of the facility, notify [reservations@seattlechamber.com](mailto:reservations@seattlechamber.com) so that changes can be made to your rental agreement. Changes may increase or reduce fee amounts, prior to actual use of the Events Center. Accommodations are dependent on availability.

## **INDEMNITY**

The user shall indemnify and hold the Chamber harmless from any and all claims, actions, losses and damages to person or property (including, but not limited to attorney's fees and expenses, suffered as a consequence of or arising or resulting, directly or indirectly, from any act or omission of the user on or about the premises.

In the event that any lawsuit based upon any such claim action, loss, damage or cost is brought against the Chamber, the user, after being notified that such lawsuit has been started, shall defend such lawsuit at no expense to the Chamber; and if, in such lawsuit, a final judgment is rendered against the Chamber, or the Chamber and the user, jointly, the users shall promptly satisfy such judgment.

The user's liability under the indemnification agreement shall not be reduced by any Chamber negligence; provided, that nothing shall require the user to indemnify the Chamber against the sole negligence of any Chamber employee or agent acting within the scope of such person's employment.

## **RESPONSIBILITY**

The user assumes responsibility for all activities conducted on the premises, but not limited to, supervision and control to prevent injury or damage; maintenance of the premises during the use; picking up bottles, debris, and refuse; and providing security to maintain order. The Chamber disclaims any liability from, and the user agrees not to hold the Chamber liable for any occurrences arising from the event as described in the reservation application.

## **INSURANCE**

All users must provide proof of liability insurance naming the Seattle Metropolitan Chamber of Commerce as the certificate holder. Proof of liability insurance is due no less than 10 business days before your event. Until insurance is received by the Chamber, the reservation is considered temporary and may be canceled at the Chamber's discretion.

## **NO ASSIGNMENT**

This permission may not be assigned, nor the premises, sublet, without the prior written consent of the Chamber.

## **ENDORSEMENT**

The Chamber does not endorse or promote the products or services presented by members or external parties that have rented the Microsoft Events Center.

## RENTAL HOURS

Events Center operating hours are 7:30 a.m. to 5:00 p.m., Monday – Friday. Events outside these hours must have Chamber staff present. If you are planning an after-hours event, please contact [reservations@seattlechamber.com](mailto:reservations@seattlechamber.com) to check staff availability. **After hours rates may apply.** The Rainier Tower is not open to the public on weekends.

## PARKING

Parking near the Rainier Square Tower:

**Rainier Square**  
401 Union Street  
(on-site)

**Puget Sound Plaza**  
1325 Fourth Avenue  
(.1 miles)

**1200 Building**  
1200 5th Avenue  
(.1 miles)

**Hilton Garage**  
601 Union Street  
(.2 miles)

## LOADING ZONE

Located in the Rainier Square Parking Garage. Please reach out to [info@seattlechamber.com](mailto:info@seattlechamber.com) for information on how to access & reserve the loading zone.

## LINENS

Please contact the caterer of your choice for their information on renting linens.

## ALCOHOL POLICY

Per Washington State law, a banquet permit must be displayed if alcohol will be served at your event. Selling alcohol is not permitted. If your caterer does not have a banquet permit, you must purchase one for your event. Please visit the Washington State Liquor Control Board website: <http://liq.wa.gov/licensing/banquet-permits> for more information. When you purchase your banquet permit online, an email copy of it is sent to your local liquor enforcement office. Officers can visit gatherings, so it is important that you sign and post a copy of your permit at the location where you will be serving the alcohol at your event.

## TRASH & RECYCLING

Seattle law prohibits recyclable or compostable materials being placed in the trash. Please use the compost, recycling, and trash receptacles provided in each room.

## NO SMOKING

Rainier Tower is a non-smoking facility.

## DECORATIONS

The Chamber does not permit decorations to be affixed to walls using nails, staples, thumb tacks, or similar method. “Airborne” materials such as confetti, bubbles, rice, sparklers, or similar substances are prohibited. Candles must have an enclosed flame.

## AUDIO VISUAL EQUIPMENT

AV is controlled from the Creston touchscreen on the podium(s). Contact the Office Manager/Events Center Coordinator if you need assistance.

# Microsoft Events Center Requests



## EVENT INFORMATION

You will book the caterer on your own after confirming your event with the Chamber. Please read carefully and fill out form in its entirety.

Event Date		
Organization		
Event Name		
Event Organizer		
Organizer email		
Organizer phone number		
Person onsite at the event		
Onsite phone number (if different)		
Number of Attendees		
Rooms requested (Please enter rate from the "Rooms and Rates" table or from our website at <a href="http://seattlechamber.com/venue">seattlechamber.com/venue</a> )	<input type="checkbox"/> Microsoft Room A: Seats 42 (6 banquet rounds of 7) <input type="checkbox"/> Microsoft Room B: Seats 28 (4 banquet rounds of 7) <input type="checkbox"/> Microsoft Room C: Seats 49 (7 banquet rounds of 7) <input type="checkbox"/> Microsoft Office Board Room (12 at round table, 17 total)	\$
If you would like room set-up other than the default rounds, additional charges will apply	Yes, member rate for <input type="checkbox"/> 1 room (\$200) <input type="checkbox"/> 2-3 rooms (\$400) Yes, non-member rate for <input type="checkbox"/> 1 room (\$400) <input type="checkbox"/> 2-3 rooms (\$600) <input type="checkbox"/> No, I will use the default set-up (rounds)	\$
Setup start time		
Event start time (Events before 7:30 a.m. or after 5:00 p.m. require a staff member onsite; please indicate after-hours needs below. Subject to staff availability)		
Event end time		
Cleanup end time		

## EVENING EVENTS (AFTER 6:00 P.M.) - CURRENTLY UNAVAILABLE

By selecting "Yes" on the item(s) below, the Chamber will contact Rainier Tower Property Management, Wright Runstad & Co., on your behalf.

Hold trash pick-up until after event (if after 6:00 p.m.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No (No additional charge)	
Extend elevator service after 6:00 p.m.?	<input type="checkbox"/> Yes <input type="checkbox"/> No Extend until: (No additional charge)	
Keep 5th Ave entrance unlocked? Main entrance on 5th Ave locks at 6:00 p.m.	<input type="checkbox"/> Yes <input type="checkbox"/> No (\$160/4 hours)	\$
After hours HVAC (heating/cooling)?	<input type="checkbox"/> Yes <input type="checkbox"/> No (\$110.50/hour)	\$

## CATERING AND COFFEE/WATER SERVICE

Will you need pitchers of ice water?	<input type="checkbox"/> Yes <input type="checkbox"/> No (2 max per room, compostable cold cups included)	
Will you need coffee or hot water for tea?	<input type="checkbox"/> Yes <input type="checkbox"/> No (compostable hot cups and sleeves included)	
If yes to the question above, indicate qty: • Full capacity: 10, 12 oz cups • Half capacity: 5, 12 oz cups	Regular Pike Place Roast <input type="checkbox"/> Full capacity <input type="checkbox"/> Half capacity Decaf Pike Place Roast <input type="checkbox"/> Full capacity <input type="checkbox"/> Half capacity Hot Water <input type="checkbox"/> Full capacity <input type="checkbox"/> Half capacity	
Will you be using one of our preferred caterers listed on page 9?	<input type="checkbox"/> Yes, I will be using: <input type="checkbox"/> No, add: members \$100; non-members \$150)	\$
If no, indicate the name of catering service		\$

## ADDITIONAL NOTES

*\*To be filled out from the rate sheet plus additional charges as outlined above*

## PAYMENT (Check or Credit Card)

		Total Enclosed*	
Name on Card			
Card Type	<input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> DC		
Card Number			
CVV	Expiration Date	Zip Code	

Upon providing payment information, the card will be charged for a 50% deposit. The remaining 50% will be charged to the card the week prior to the event.

**If paying by check, please make payable to Seattle Metropolitan Chamber of Commerce and indicate the date of the event and/or the invoice number for which you are paying. Please remit payment to:**

Seattle Metro Chamber  
Attn: Accounts Receivable  
1301 Fifth Avenue, Suite 1500  
Seattle, WA 98101

By signing below, I agree to the terms and conditions as set forth on the preceding pages and authorize the payment amount as listed above. Remaining balance-if any-will be charged to the card on file no later than one day prior to your event

**User Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

# Post-Event Checklist



## EVENT INFORMATION

Return completed form to the Events Center Manager for final walk-through and sign off before leaving the facility.

Event Date	
Event Name	
Form completed by	

<input type="checkbox"/>	Creston touchscreen at podium powered down and peripherals (microphones, slide advancer) powered off, turned off, if used
<input type="checkbox"/>	PowerPoint slide(s) deleted from laptop, if used
<input type="checkbox"/>	Laptop powered down (.\Chamber), if used
<input type="checkbox"/>	Outside USB removed from laptop, if used
<input type="checkbox"/>	Any items belonging to the renting party removed from Events Center, catering kitchen, and lobby
<input type="checkbox"/>	Tables and credenzas wiped down (Clorox wipes provided)
<input type="checkbox"/>	Tables and chairs returned to default set up - banquet rounds, 7 chairs at each
<input type="checkbox"/>	Additional chairs, if any, stacked three high and stowed
<input type="checkbox"/>	Remaining trash/recycling/compostable items placed in appropriate receptacles
<input type="checkbox"/>	Crumbs on floor and/or chairs vacuumed (upright vacuum in coat room)
<input type="checkbox"/>	Front desk informed of any spills/stains
<input type="checkbox"/>	Coffee pots returned to catering kitchen & drained in sink, if used
<input type="checkbox"/>	Caterer dishware/equipment brought to catering kitchen, scraped clean into Compost Bin. Front desk notified of caterer equipment to be picked up. It is the responsibility of the event organizer(s) to arrange catering delivery & removal.
<input type="checkbox"/>	All items removed from Chamber provided registration table, if used

## FOR CHAMBER OFFICE USE ONLY

Date:	
Reviewer Name:	
Reviewer Signature:	