

# DAYBREAK STAR INDIAN CULTURAL CENTER

Discovery Park, Seattle Washington

This graceful building is located high atop the bluff overlooking Puget Sound from Magnolia's Discovery Park. The spacious main level in contemporary Indian architecture with giant cedar timbers, high ceiling, and spectacular view, accommodates up to 300 for dinner or receptions. This unique location offers a variety of options for creative and interesting functions. One feature many guests have enjoyed is the use of one of our dugout canoes for buffets.

## SPACE RENTAL GUIDELINES & SPECIFICS

<i>Type of Events</i>	Weddings, Receptions, Corporate Meetings/Parties, Seminars
<i>Rental Fee</i>	\$1800 for a five-hour block of time. Only the lower level of the building can be rented. The building closes and events must be cleaned up and out by 11 PM. Upper level of the building is open to the public until 5 PM. <b>Payment is by cash, check, visa or mastercard. Prices are subject to change with out notice</b>
<i>Terms: Deposit and Fee</i>	\$500 holding/damage deposit is required at the time of booking. The deposit is <i>non-refundable</i> due to cancellation. Deposits are refunded within two weeks following the event, if the building is in the same condition as when you arrived. The building rental fee is due two weeks prior to the event.
<i>Maximum Capacity</i>	250 people for a sit-down dinner. 300 for a stand-up reception.
<i>Seating</i>	25 banquet size tables (8 feet x 30 inches) and 250 chairs are provided with your rental fee. The renter is responsible for the cost of renting any additional tables or chairs. Rental items are set-up by the renter.
<i>Set-Up</i>	The building is available for you to decorate and set-up prior to the event time on the same day. A floor plan for the set-up of your tables/chairs must be completed with the Building Manager two weeks prior to the event so we can have them ready when you arrive.
<i>Decorations</i>	Decorations are permitted, but must be put up only with tape. Nails, tacks or screws are not allowed to put up decorations. The renter must remove all decorations.
<i>Clean-Up</i>	Clean up is expected after your event ends and is not part of the five-hour rental period. The building and outside of the building should be left in the same condition as when you arrived. All items brought with you must be taken with you. Renter must remove all decorations. Equipment may not be left in the building after the event. Daybreak Star Indian Cultural Center is not responsible for items left, lost or stolen.
<i>Staff</i>	A staff person will be on hand during your event to assist you with questions about space rental needs. Daybreak Star staff is not responsible for set-up or clean up.
<i>Outdoor Events</i>	Arrangements/restrictions for outside events must be approved in advance of rental. Daybreak Star tables and chairs are not allowed outdoors. Extension cords are not provided.
<i>Catering</i>	You will select the caterer of your choice. Food must be prepared off-site and delivered. The caterer is responsible for bringing any items needed for food service. Do not place wet items on the hardwood floors, such as ice. Daybreak Star does not provide equipment or serving utensils.
<i>Kitchen Access</i>	Cooking is not allowed. Kitchen space is insufficient for cooking or storing large amounts of food. Use of the stove and oven are permitted for warming only. Renters are not allowed to use the dishwasher.
<i>Alcoholic Beverages</i>	Alcohol is permitted inside the building only with a Banquet Permit purchased through the Washington State Liquor Control Board at a State Liquor store. We must have the original copy 2 weeks prior to the event. The cost is \$10.00.
<i>Music/Dancing</i>	Bands and Disc Jockeys are allowed to set up for music and dancing indoors. Daybreak Star does not provide a PA system.
<i>Parking</i>	Parking next to the building is limited with only 25 spaces adjacent to the building. There is plenty of parking on the road leading up to Daybreak Star.
<i>Future Year Rentals</i>	Booking for the next calendar year begins in September. Contact the Events Coordinator for the exact date and time.
<i>LOUNGE Rental</i>	\$300 for a full day (6hrs or more) \$150 for a half day (1-5 hr block of time) Capacity 25. Payment is <i>non-refundable</i> due to cancellation. Payment required at the time of booking.