

VENUE FORM

The Pocock Rowing Center opened in 1994 and serves as home to several Seattle rowing clubs. The Center is located on waterfront property on the northeast end of Lake Union at 3320 Fuhrman Ave. East Seattle, WA 98102. The bottom floor houses all the rowing shells while the main floor serves several purposes. When not used for banquets or meetings, the main floor is a lounge for the Center's members as well as a workout area. The Center rents out both the banquet and conference rooms to anyone who is interested. There are times that the rooms cannot be rented due to high membership use. Please call Conal Groom at 206-328-0778 for more information.

Banquet Room

25 X 73 ft & 13 X 30 ft

167 Maximum capacity for standing events/120 Maximum capacity for seated events

\$125/hour for Friday, Saturday and Sunday events; \$100/hour for Monday-Thursday events – 6 hour minimum

\$250 Cleaning deposit

You are responsible for payment of set-up and clean-up times. Deposit = \$250 cleaning deposit + 20% of total room rental (non-refundable). Balance due date of event.

Conference Room

20 X 20 ft

8 person conference table; 30 maximum capacity for theater-style and/or standing reception functions

\$75/hour for Friday, Saturday and Sunday events; \$50/hour for Monday-Thursday events

\$150 Cleaning deposit

You are responsible for payment of set-up and clean-up times. Deposit = \$150 cleaning deposit + 20% of total room rental (non-refundable). Balance due date of event.

- A kitchen is available for your use at an additional \$25/hour.
- Tables and chairs provided. Set-up and clean-up are your responsibility in all areas that you have rented. If food and/or drinks are being served, tables must be covered with linens.
- Room (s) must be in the same condition as when you arrived.
- Free parking is directly across from the Center in designated spots (please call for details).

If you are interested in reserving a room (s), please fill out this portion and mail it to: Pocock Rowing Center at 3320 Fuhrman Ave. East Seattle, WA 98102. A confirmation letter and rental contract will be mailed which you should sign and return with your deposit.

Company/Group _____

Contact Person _____

Complete Address _____

Day Phone _____ Evening Phone _____

Date of function _____ Time (start & end) of function _____

Type of function _____ Which room (s) _____

of people _____ # of tables needed _____ # of chairs needed _____

Will you be serving any food and/or drinks? _____ Will you need access to our kitchen? _____

Other pertinent information we should know (i.e.-name, contact and phone of caterer) _____
