



Doxa Rental Guidelines

Thank you for considering Doxa Church for your upcoming event. Please read over this document carefully regarding our established policies and procedures. If you have any questions regarding the use of our facility, please contact our Events Manager at events@doxa-church.com.

Complete the Online reservation form
<https://doxachurch.wufoo.com/forms/m1ymsy8f1hqxjr0/>

Nonprofit or a Saturate the Sound partner? Ask about our non-profit rates.

Reservations:

To begin the reservation process please complete our online reservation request form. See link at bottom of this form.

Please take note of the following:

- Submission of your request does not guarantee a reservation
- Reservations are not considered confirmed until a signed contract and deposit (is applicable) have been received. We will make every effort to accommodate your request as soon as possible.

Tours

Tours of Doxa Church are available by appointment. Completion of our online reservation form is required prior to scheduling a tour.

Rentable locations:

The following spaces are available for reservations:

- Entire ground floor facility: includes Auditorium, Lobby, Café, kitchen, classrooms
- Auditorium: Capacity approx. 900+ depending on seating chart. Full stage and AV available
- Upper Balcony meeting space: Good teaching space, capacity 25-75, limited AV
- Lobby: Ideal for display area or meet & greet. Capacity 100-200
- Café Kitchen: industrial sink, residential dishwasher, no stove, limited refrigeration
- Café Space: Ideal for Lunch, Cocktail space or Meet & Greet, capacity 35-75
- Conference Room: Upstairs in Doxa offices. Large board room table, capacity 10-15
- Classrooms: Ideal for smaller meetings or for use as Breakout Rooms at larger events and conferences. (Currently set for Kid's Ministry space). Approximate capacity:

Room	Square Footage	Seating
#1	483	40
#2	435	40

#3	697	60
#4 & #5	730	70
#6 & #7	740	75

Fees

The Auditorium can be reserved for half-day/4 hours or full-day/8 hours. Other spaces can be reserved for increments of 2 hours / 4 hours / 8 hours

- Fees include a facility host.
- Room reservations must allocate an appropriate amount of time for set-up and tear-down. For example, if your meeting begins at 9 am, you should reserve the room for an earlier time to set-up tables, chairs and any other event materials.
- An hourly fee of \$25 will be applied to events exceeding their allotted time frame. See Audio/Visual for additional fees that will be applied if event exceeds allotted timeframe and an A/V engineer was hired.
- For events with food and/or more than 50+ people, please add an additional \$350 for janitorial services.
- Fees do not include security, janitorial, audio/visual services, set-up or take-down.

	Non- profit organizations Doxa and Partner use	For-profit organizations and general use
Auditorium	NA/\$650/\$1150	NA/\$1200/\$2000
Upper Balcony	\$100/\$175/\$225	\$150/\$225/\$300
Lobby & kitchen	\$175/\$300/\$400	\$250/\$350/\$500
Café & kitchen	\$100/\$175/\$225	\$150/\$250/\$325
Rooms	\$25/\$75/\$150	\$50/\$100/\$200

Rental Items

The following resources can be reserved for your event:

Item	Available Quantity	Fee (each)
8' Round Tables	23	\$10
Black cloth tablecloths	23	\$7
6' Rectangular tables	7	\$8
Black cloth tablecloths	8	\$8
Black padded chairs	1000	\$2ea
Black plastic chairs	195	\$1
8' Wooden Lobby table	1	no charge
6 Café tall tables with tall stools	3	no charge
Upholstered and occasional seating	various	no charge

**Coffee dispensers/percolators are not available for use.*

**We do not have catering equipment, carts or trays available for use.*

** We do not have white boards*

** Kitchen does not have a stove and has limited refrigeration.*

Parking

The parking lot in front of Doxa is owned by Republic Parking and is a paid lot. If you would like to negotiate a special parking discount for an evening or weekend event please email Joe at bellevueParking@rpnw.com.

Another parking facility is the Key Center lot directly east of the Doxa building. For any availability or discount information please email Rene Randall, Operations Manager at kilroyparking@rpnw.com

Security

For your safety, Doxa Church recommends and reserves the right to require that security be hired for events that meet the following criteria:

- 175+ people are expected to attend the event
- The event ends after dark

Set-up & Tear-down

- You are responsible for set-up and tear-down of all tables and chairs
- If you wish to hire a set-up and/or a tear-down team, please notify us when reserving space.

Liquor Permits

- A Special Occasion License allows a nonprofit or organization to sell spirits, wine or beer by the individual serving for on-premises consumption at a specified event. It is your responsibility to secure this License at least 45 days before your event. For more information, go to www.LCB.was.gov for specific fees and permits.

Decorating

- Please do not hang anything from the ceilings. The lights in the auditorium and lobby cannot be changed.
- Please do not attach or hang décor on sound absorbers.
- The Gallery art changes often. Art and furniture arranging's may be different than when you initially viewed the building. You may not remove art from the walls. Doxa furniture and displays can be removed for your event.

Classrooms and Conference Room

- Please do not attach anything to the walls that will leave a permanent mark or apply tape to the walls that might remove paint. No push pins, staples, nails or screws in the walls.

Audio/Visual Services *(Auditorium Only)*

- **Level 1: Full Service**
 - \$475 up to 4 hours*
 - \$750 up to 8 hours**
 - One audio engineer for band, soloist, multi-speaker event
 - One visual engineer for video presentation and/or pre-set theatrical lighting use

Audio includes: top of the line audio system including speakers, subs, sound board, in-ear monitor system, etc....

- **Level 2: Basic Service**
 - \$125 up to 4 hours*
 - \$250 up to 8 hours**
 - One visual engineer for video presentation and/or pre-set theatrical lighting
 - Audio service for up to two speakers

- **Level 3: Self-serve**
 - No Charge
 - One (1) wired microphone and one (1) wireless microphone for spoken word only
 - Basic, pre-set utility lighting
 - No audio or visual engineer will be present

*For events that exceed 4 hours, the full day fee will be applied

**For events exceeding 10 hours, a \$40 hourly fee per engineer will be applied.

Additional Information

For additional information about holding your event at Doxa Church, or to schedule a tour, contact Amy Lathrop at events@doxa-church.com.

Ready to take the next step? Complete the Online reservation form

<https://doxachurch.wufoo.com/forms/m1ymsy8f1hqxjr0/>