



Russell dean Lowell Catering has combined with *The Loft* to bring you the event of your life time. Located in Bothell, the combination of this unique and exquisite setting, in harmony with the exceptional cuisine of Russell dean Lowell Catering, creates the ideal event.

The Loft



- *The Loft* is conveniently located above Russell’s Dining & Bar in a historic barn.
- *The Loft* has over 4000 square feet of clear-grain cedar, with high cathedral ceilings to create an elegant, yet intimate country setting.
- *The Loft* has a capacity of up to 230 guests for cocktails, or 200 guests for a plated meal.
- Russell dean Lowell Catering’s tables, ivory china, stemware and flatware for approximately 200 guests are included in your room rental. Table linens, napkins and chairs are charged separately, based on your needs.
- All alcohol is provided by Russell dean Lowell Catering is subject to Washington State Liquor Control Board guidelines. You may select from any combination of a full premium bar, wine, champagne, beer or specialty cocktail. Outside alcohol is not permitted on the premises.

Rental Pricing

Day	Jan, Feb, Mar, Oct, Nov	Apr-Sept, Dec
Friday	\$1,000.00	\$2,000.00
Saturday	\$1,500.00	\$2,500.00
Sunday	\$800.00	\$1,200.00
Monday	\$300.00	\$300.00
Tuesday	\$400.00	\$400.00
Wednesday	\$500.00	\$500.00
Thursday	\$800.00	\$1,000.00

Reservations

A deposit is required to reserve your event date. This deposit is comprised of both a refundable damage/security deposit and a nonrefundable rental deposit. The room rental deposit will be applied to the total event fee. Thirty (30) days prior to your event we require half (50%) of your total estimated event cost (not including security/damage deposit). Eighty percent (85%) of your total estimated balance is due prior to the event.

Damage Deposit

A \$250 damage/security deposit is due at the time of your room rental deposit. The damage deposit is fully refundable if written notice of cancellation is made no later than three (3) months prior to the date reserved. Damage deposits will either be refunded within two (2) weeks after the event or credited towards the remaining balance, with the condition *The Loft* is left clean and without damage to the property or the equipment.

Rental Time

Rental time will consist of the hours contracted. It is your responsibility to discuss your set up needs as thoroughly as possible with our event coordinator prior to the event. Russell dean Lowell Catering reserves the right to assess additional rental and/or staffing charges should your occupancy of the building exceed the contracted time.

Set Up and Take Down

Russell dean Lowell Catering is responsible for set up and removal of chairs and tables. You will be asked to provide us with a room schematic so that we may set the room accordingly. **Decorations may not be secured to the premises with staples, nails, masking tape, cellophane tape or black tape.** Russell dean Lowell must approve written explanations of all decorations, entertainment, and any special equipment. The facility must be returned to the same manner of cleanliness as it was received, including removal of any client décor. We ask that no rice, glitter, confetti, or birdseed be thrown on the premises. Bubble blowing is only permitted outdoors; absolutely no bubbles inside the facility. A clean-up fee will be deducted from your deposit should any of the preceding occur.

Rental Pick up and Delivery

Unless specific instructions have been made with one of our coordinators, any outside rental requirements will be made by Russell dean Lowell Catering. Due to lack of storage space, Russell dean Lowell Catering requires that rental deliveries and pick ups happen within your contracted usage time. Please contact the office to arrange for special delivery and pick up times, should extenuating circumstances exist. Russell dean Lowell Catering assumes no responsibility for any missing items which a client chooses to store at our facility outside of the client's scheduled rental period. Piano delivery and pick-up **MUST** happen within your usage time. We request that all delivery/pick-up personnel check in at the office.

Parking

There is ample free parking at the facility.