

## Rental Rates

### MEETING ROOMS

	1 Room	2 Rooms	3 Rooms
0-2 Hours	\$30.00	\$60.00	\$80.00
2-4 Hours	\$45.00	\$95.00	\$120.00
4-6 Hours	\$65.00	\$125.00	\$155.00
6-8 Hours	\$120.00	\$155.00	\$235.00
All Day	\$165.00	\$190.00	\$275.00

Max capacity	40	80	120
theater seating	40	80	120
banquet seating	32	64	96
classroom seating	20	40	60

### BANQUET ROOM

Max. capacity 600: theater seating 350, banquet seating 250, classroom seating 80

0-2 Hours	\$80.00
2-4 Hours	\$155.00
4-6 Hours	\$235.00
6-8 Hours	\$310.00
All Day	\$390.00

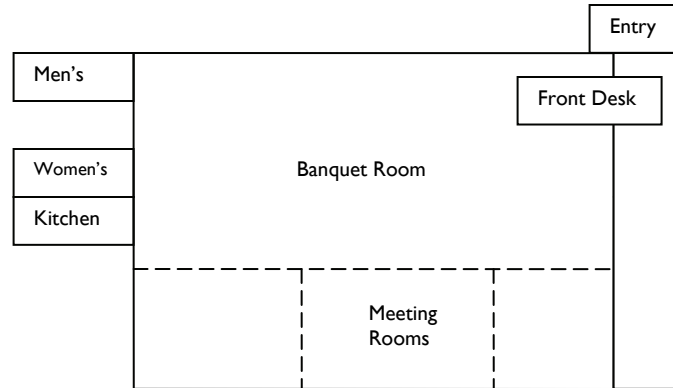
\$300.00 damage deposit for specified events  
 \$100.00 additional charge for any event serving alcohol

\$50.00 additional charge for use of kitchen (any food preparation or service)

- Coffee service, room dividers, staging, overhead projector, & LCD projector are available for a fee

\*\* Rates are subject to change without notice

## FLOOR PLAN



### City of Shelton

Shelton Civic Center  
 525 West Cota Street  
 Shelton, WA 98584

Phone: 360-426-4491  
 Fax: 360-426-7746  
 E-mail: [mziegler@ci.shelton.wa.us](mailto:mziegler@ci.shelton.wa.us)



City of Shelton

## SHELTON CIVIC CENTER



**MEETINGS**

**RECEPTIONS**

**COMMUNITY  
EVENTS**

**BANQUETS**

**CLASSES**

Tel: 360-426-4491



The Shelton Civic Center, located conveniently in downtown Shelton, near restaurants, coffee shops, and a hotel, provides flexible event space for rent. Constructed to serve the community with centralized city services and nearly 9,000 square feet of community use space. The facility is ideal for many events.

The Shelton Civic Center consists of a large banquet room with over 7,000 square feet of floor space, an adjacent kitchen, and restrooms. A public address system and tile floor add to the versatility of the facility.

Three meeting rooms are designed to open into each other to provide the flexibility of small to medium size gatherings. Or, the meeting rooms can open into the banquet room to add over 1,000 square feet of floor space.

With plenty of parking and central location close to a downtown hotel this is an ideal facility for many occasions.

The center is staffed with friendly, knowledgeable employees that are prepared to help make your event a success. Our staff will be available the day of your event to provide assistance, including the physical set-up of the rooms.



In order to make your event run as efficiently as possible the civic center offers various equipment for rent including, TVs, VCRs, DVD players, overhead projectors, projection screens, lecterns, slide projector, easels, white boards, staging, pole drapes, microphones and multimedia projectors.

Our banquet supplies include stacking chairs, 60" & 72" round tables, 6' & 8' rectangle tables included in room rentals.

#### **Driving Directions**

- West on Hwy 101 to the Shelton, Port Angeles exit.
- North Hwy 101 until the second Shelton exit (This is the City Center – Matlock exit.)
- Right onto Railroad Ave. at the end of the off ramp.
- Continue on Railroad Ave. until 5<sup>th</sup> street.
- Turn right on 5<sup>th</sup> street. Continue 1-½ blocks to the Civic Center entrance.

