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# Scheduling a Ceremony in Seattle Parks

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## Seattle Parks & Recreation

### **Event Scheduling Office**

Seattle Parks & Recreation  
300 Elliott Ave W, Suite 100  
Seattle, WA 98119

Office: 206-684-4080, Opt. 2

Email: [SPRevents@seattle.gov](mailto:SPRevents@seattle.gov)

Website: <https://www.seattle.gov/parks/reserve/outdoor-ceremonies>

*Seattle parks and gardens provide lovely outdoor venues for special occasions like weddings, memorials, and religious ceremonies.*

*Choose from an array of quiet gardens, picturesque viewpoints, open meadows, and natural surroundings.*

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## Making a Reservation

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*Event Scheduling staff are here to assist you in getting your ceremony permit.*

### **1. Choose a Site**

We encourage you to visit Seattle parks and gardens. Maps and other materials are available to aid your in your search. You can download information from the Parks' website.

#### **A to Z Park List:**

[www.seattle.gov/parks/find/parks/parks-a-d](http://www.seattle.gov/parks/find/parks/parks-a-d)

#### **Ceremonies Website:**

<https://www.seattle.gov/parks/reserve/outdoor-ceremonies>

### **2. Complete an Application**

We strongly recommend choosing a few alternate dates and/or locations in case your preferred choice is not available. We will contact you if your selection is not available.

We schedule one ceremony per day, per park with the exception of Parsons Gardens and Kubota Garden, where there are three time frames to choose from.

### **3. Application Lottery Process**

(Online, Email or U.S. Mail)

Applications are accepted as early as the first business day of the month one year (12 months) in advance. Applications received twelve (12) months in advance will be processed on the first business day of the following month, 11 months in advance at random. A confirmation is emailed back to you by the fifth business day of the month, 11 months in advance. All applications received within eleven (11) months of requested date will be processed in the order received.

### **4. Payment**

Once we confirm your reservation, payment is due within 14 days. Payment instructions will be included in your confirmation email. Payment can be made online by computer with a credit/debit card. If mailing a check please allow an extra week for delivery.

**DO NOT MAIL PAYMENT WITH YOUR APPLICATION.**

Unpaid reservations can be cancelled without notice. Please let us know if you don't need your reservation.

### **5. Permit**

Your final permit will be emailed to you about two weeks prior to the event. If your initial application information changes, you must notify our office at least one month prior to your event.



# Ceremony Fees and Charges

## Most Parks:

- \$148 per hour with two-hour minimum

## High Use Parks:

**Alki Beach, Golden Gardens, Hamilton Viewpoint, Sunset Hill Viewpoint, and Volunteer:**

- \$170 per hour with two-hour minimum

## Specialty Park Requirements:

The below Parks require more maintenance /care and require a \$34/hr fee for a Park Attendant.

## Parsons Gardens and Kubota Garden:

- \$200 per hour with three-hour minimum preset timeslot
- ✦ Timeslots: 8-11am, 12-3pm, or 4-7pm
- ✦ Can book multiple time slots

## Volunteer Park Conservatory and Washington Park Arboretum:

- \$170 per hour with two-hour minimum

## Discovery Park:

- \$148 per hour with two-hour minimum

## General Guidelines

### Permit:

You need a permit to hold a ceremony or special event in a public park. Permits enable us to prevent conflicting events. It is your responsibility to bring the required permit to the park. You need to read, agree, and abide by terms and conditions listed in this brochure and in the permit. We strongly encourage you to post your reservation signs early on the day of your event.

**For graduation ceremonies apply for a Park Use Permit:** [www.seattle.gov/parks/reserve/outdoor-event-permits](http://www.seattle.gov/parks/reserve/outdoor-event-permits)

### Event Timing and Equipment Setup:

Setup is allowed at most parks. You may arrange for chairs, canopies, or catering through private vendors. NO vehicle access is permitted. All setup, cleanup, and deliveries/collection must occur within hours requested. This helps prevent overlap between events. Seattle Parks does not provide electricity. A \$75 fee applies for canopies larger than 400 square feet and insurance is required. Electricity and water are not provided.

### Location and Access:

See pages 3-4 for site specifics. Parks remain open to the public at all times. We **DO NOT** close any park to public access during a wedding or other ceremony. Ceremonies are not permitted on beaches. No vehicle access is allowed into parks.

### Parking:

Parking is limited at most parks and is not guaranteed.

### Trash:

Leave your area clean; gather and remove your trash and decorations so that others will find the area ready.

## All Fees are Non-Refundable once paid

We accept Visa, MasterCard, American Express, Discover and checks by mail.

## Other Fees:

### Rescheduling Fee

- \$25 fee to change ceremony date or location (*once ceremony fee has been paid*) within the calendar year.
- \$20 Non-Sufficient Funds Check Fee.

### Picnic Fees

- Depending on location and size of your event, shelter and/or picnic table fees may apply.

### Special Equipment Fee

- \$75 fee if you setup any special equipment i.e. tents/canopies over 20'x20', portable restrooms, stages, etc.
- Insurance required

## Decorations:

See pages 3-4 for site specific limitations. Keep the environment in mind when staging decorations. Do not put nails into trees or stake anything into the ground. Equipment such as canopies must be free-weighted. No confetti, seeds, or rice; try flower petals. Remove all decorations at the end of your event, including flower petals.

## Alcohol:

The Park Code (Seattle Municipal Code 18.12.257) **prohibits alcohol** in Seattle parks. Some indoor facilities may allow alcohol permits during non-operating hours; please check with individual facilities for more information. Smoking is not allowed.

## Food/Beverage:

Light snacks and standard non-adult beverages are approved. Any Catering must be done at designated picnic spaces or Indoor facilities.

## Sound:

Non-amplified (acoustic) music is allowed at any park. Amplified music/sound must be **pre-approved** and only during procession and ceremony.

## Photos:

Your ceremony permit allows you to have photographs taken at the park during the hours you reserved. An additional permit is required to take photos outside of your ceremony permit hours or park location. A \$30 fee will apply and permits can be scheduled no more than 14 days in advance.

**Insurance:**

Caterer and/or Special Equipment provider as applicable, shall provide proof of Commercial General Liability or Event Liability insurance coverage. "City of Seattle" must be named as an additional insured for primary & non-contributory limits of liability. Minimum limits vary from \$1Million-2Million CSL per occurrence.

**Access for People with Disabilities:**

Please review location descriptions on page 3 and 4 to determine if a site has partial ADA accommodation. Sites are as is. If you need support filling out the application please contact the Event Scheduling office. For information or complaints concerning the Americans with Disabilities Act, please call Seattle Parks at 206-684-4075.

**Anti-discrimination:**

As a matter of policy, law, and commitment, Seattle Parks does not discriminate on the basis of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or presence of any sensory, mental or physical handicap. (SMC 18.12.280) Discrimination complaints can be filed with the Seattle Parks Superintendent's Office at 100 Dexter Ave. N Seattle, WA 98109 or with the Equal Employment Opportunity Office, U.S. Department of the Interior, Washington D.C. 20240.



**Choosing a Location:** Nearly 500 parks to choose from, here are a few of our favorites

**Electricity and water are not available. No attaching items to structures. If flower pedals are used, must pick up**

| Specialty Outdoor Sites   | Features and Specific Guidelines  | Location & Capacity  |
|---|---|--|
| <p><b>Discovery Park</b><br/>3801 W Government Way 98199</p>          | <p>A 534-acre natural area of breathtaking majesty. It provides spectacular views of the Cascade and Olympic Mountains. For rentals inside the Daybreak Star Center call 206-285-4425 ext.1020</p> <ul style="list-style-type: none"> <li>• No setup allowed, including chairs or tables (standing ceremonies only)</li> </ul>  | <p>Chapel Lawn: 35</p>   |
| <p><b>Kubota Garden</b><br/>9817 55th Ave S 98118</p>                 | <p>This 20-acre Japanese garden features streams, waterfalls, ponds, bridges, and rock outcroppings. Nestled in the southeast corner of Seattle, the Kubota Terrace is a beautiful ceremony setting.</p> <ul style="list-style-type: none"> <li>• <b>Time options: 8am-11am, 12pm-3pm, 4pm-7pm</b></li> <li>• The Kubota Terrace is the only area where ceremonies are permitted. Vehicle access is limited; advance approval and insurance are required. (loading/unloading only).</li> <li>• Rehearsal time is open on Thursdays 4:30-8:30pm</li> </ul> | <p>Kubota Terrace: 150</p>   |
| <p><b>Parsons Gardens</b><br/>7th Ave W &amp; W Highland Dr 98119</p> | <p>This intimate, lovely garden is a hidden gem on Queen Anne's south slope. The pathways and arbor at this historic landmark add to the ceremony ambience.</p> <ul style="list-style-type: none"> <li>• <b>Time options: 8-11am, 12-3pm, 4-7pm</b></li> <li>• A portable toilet is provided Thur-Sun, between June and September.</li> <li>• One 20'x20' or smaller canopy is allowed.</li> <li>• Rehearsal time is open on Thursdays, 4:30-8:30pm</li> </ul>  | <p>75</p>  |
| <p><b>Washington Park Arboretum</b><br/>2300 Arboretum Dr E 98112</p> | <p>This beautiful park features 4,000 species of trees and shrubs. For indoor rentals at the Graham Visitor Center call 206-221-2500.</p> <ul style="list-style-type: none"> <li>• Restrooms available at Graham Visitor Center during open hours.</li> <li>• No setup allowed, including chairs or tables (standing ceremonies only).</li> </ul>   | <p>Pacific Connections:75<br/>Woodland Pond: 25<br/>Lookout Gazebo: 25<br/>Lookout Pond: 50<br/>Meadow: 70</p> |
| <p><b>Volunteer Park Conservatory</b><br/>1247 15th Ave E 98112</p>   | <p>The Conservatory is a historic greenhouse site for intimate ceremonies.</p> <ul style="list-style-type: none"> <li>• 18 chairs available upon request. No additional setup allowed.</li> <li>• Benches/Existing items cannot be moved.</li> <li>• No food or beverages allowed.</li> <li>• Available after 4:15pm Tuesdays - Sundays.</li> <li>• No ceremonies/photoshoots permitted September through December</li> </ul>   | <p>Seasonal House: 25</p>  |

**For information on Seattle Parks Indoor Event Facilities, visit our website:**

<http://www.seattle.gov/parks/reserve/event-space-rentals>

## Choosing a Location: Nearly 500 parks to choose from, here are a few of our favorites

| Outdoor Parks   | Features and Amenities   | Location & Capacity                          |
|---|--|--|
| <b>Alki Beach Park</b><br>1702 Alki Ave SW 98116                            | Choose from the lawn near the bathhouse or the reservable picnic site. Beautiful view of the beach and the Puget Sound. Ceremonies are not allowed on sandy beaches.                                 | 100  |
| <b>Bhy Kracke Park</b><br>Bigelow N & N Comstock Pl<br>1215 5th Ave N 98109 | This hidden gem is a three-tiered park with a view of Lake Union.  | 150  |
| <b>Carkeek Park</b><br>950 NW Carkeek Park Rd 98177                         | Ceremonies can take place at picnic areas (fees apply) and have views of the Puget Sound. Or choose the Model Airplane field.  | Picnic areas:150<br>Model Airplane field: 50 |
| <b>Colman Park</b><br>1800 Lake Washington Blvd S 98144                     | Colman offers a Lake Washington shoreline setting with a balcony/ rail structure.  | 125  |
| <b>Don Armeni Boat Ramp</b><br>1200 Harbor Ave SW 98116                     | This West Seattle waterfront park with boat launch, has great views of downtown Seattle and the Puget Sound. Ceremonies are not permitted on docks or access ways. Picnic fees may apply.            | Lawn areas: 150                              |
| <b>Dragonfly Pavilion</b><br>28th Ave SW & SW Dakota St 98126               | This hidden neighborhood park can accommodate a ceremony under the dragonfly sculpture or in the meadow below.   | 100  |
| <b>Ella Bailey Park</b><br>2601 W Smith St 98199                            | Located in the Magnolia neighborhood, this park has a large grassy lawn with panoramic views of downtown Seattle and Mount Rainier.  | 200  |
| <b>Fremont Peak Park</b><br>4357 Palatine Ave N 98103                       | Perfect for a small, intimate group, the landscape design details and territorial views will make your ceremony unforgettable.   | 40   |
| <b>Golden Gardens North Meadow</b><br>8498 Seaview Pl NW 98107              | Located in Ballard, this expansive grassy meadow is perfect for an outdoor ceremony. Enjoy stunning views of the Puget Sound and the Olympic Mountains. Ceremonies are not allowed on sandy beaches. | 200  |
| <b>Hamilton Viewpoint Park</b><br>California SW & SW Donald 98116           | This special park provides views across Elliott Bay to downtown Seattle, the harbor, and the Cascade Mountains.  | 200  |
| <b>Leschi Park</b><br>201 Lakeside Ave S 98122                              | Leschi park is a well manicured, rolling hillside of grass planted with exotic trees and gardens of roses. A view of Lake Washington makes this an ideal ceremony site.                              | 100  |
| <b>Luna Park</b><br>Alki Ave SW & Harbor Ave SW 98116                       | Luna Park offers an expansive view of Puget Sound and Seattle. Located on the north point of Alki Beach Park, a 2.5 ton anchor is the focal point in this waterfront park.                           | 100  |
| <b>Magnolia Park</b><br>1461 Magnolia Blvd W 98199                          | The picnic shelter and benches look across Elliott Bay to the Olympic Mountains. (Picnic fees may apply)   | 200  |
| <b>Oxbow Park</b><br>6430 Corson Ave S 98108                                | Located in the heart of historic Georgetown, this park is home of the famous Hat n' Boots sculpture. Oxbow is a fun ceremony site for those looking for something a little different.                | 100  |
| <b>Roanoke Park</b><br>950 E Roanoke St 98102                               | This intimate park is located in a residential area of Capitol Hill. The large grassy space is perfect for a ceremony.   | 100  |
| <b>Sunset Hill Park</b><br>NW 75th & 34th NW 98117                          | This small lawn with pathway rests on a 300 foot bluff offering magnificent panoramic views of Shilshole Bay, Puget Sound, and the Olympic Mountains.  | 100  |
| <b>Volunteer Park</b><br>1247 15th Ave E 98112                              | This beautiful park is located in the heart of Seattle. The Dahlia Garden blooms mid August through September.   | Dahlia Garden or Amphitheater: 150           |



**Contact the Event Scheduling Office to discuss specific permit limits and restrictions.**

- An application is required to make a reservation. We cannot hold dates without an application.
- Payment is due within 14 days of placing a reservation, or immediately if event is less than 14 days away. The reservation will be canceled without notice if payment is not received.
- All payments are non-refundable.
- Any changes to your application must be requested 30 days in advance of your event.
- A ceremony permit will be emailed to you approximately two weeks prior to your ceremony.
- We do not accept applications received less than 14 days before an event.

**Contact Information**

| Main Contact   |                 |                |                |               |                  |
|--|-----------------|----------------|----------------|---------------|------------------|
| First Name*  | Last Name*      | Birthdate*     | Gender*        | Ethnicity     | Languages        |
| Residential Address*   |                 |                | Apt/Suite*     | City*         | State* Zip Code* |
| Primary Phone*   | Alternate Phone | Email Address* |                | Relationship* |                  |
| Alternate Contact  |                 |                |                |               |                  |
| First Name*  | Last Name*      | Primary Phone* | Email Address* |               |                  |
| Day of Event Contact: MUST be Onsite   |                 |                |                |               |                  |
| First Name*  | Last Name*      | Primary Phone* | Email Address* |               |                  |
| Organization <i>(if Main Contact above is an event coordinator or other coordinating vendor)</i> |                 |                |                |               |                  |
| Organization Name:   |                 |                |                |               |                  |
| Mailing Address*   |                 |                | Apt/Suite*     | City*         | State* Zip Code* |

**Park Site** *(List up to 3 park or date choices) Please review Location & Capacity guidelines Including available time slots for specialty sites.*

|                              | Date* | Start Time* | End Time* | Park Name*  | Location Name or Description*<br><small>(Please attach a detailed map of your site plan)*<br/>No ceremonies on beaches.</small> |
|------------------------------|-------|-------------|-----------|---|---|
| 1*                           |       |             |           |   |   |
| 2*                           |       |             |           |   |   |
| 3                            |       |             |           |   |   |
| Event Name or Ceremony Type* |       |             |           | # of Hours Requested*<br><small>Must include ALL set-up/clean-up &amp; delivery times. (Overages will be billed to the permit holder)</small> | Expected Attendance*  |
|                              |       |             |           |   |   |

# Ceremony Planning

**All setup and takedown must be completed within your permitted time.**

**Food/Beverage** (alcohol is not permitted) Light snacks are allowed

Describe in detail\*:

**Music/Sound** (check with Event Scheduling for restrictions. All sound must be approved in advance)

Describe in detail\*:

**Equipment** (check with Event Scheduling for restrictions. All sound must be approved in advance)

# of Tents/Canopies\* (free standing/weighted only)

Tent/Canopy dimensions:

(200 sq.ft. limit on tents/400 sq.ft. limit on canopies)

# of Chairs\*:

# of Tables\*:

# of Portable Toilets\*:

Equipment delivery time:

Equipment pick-up time:

***(Toilets may not be delivered before Friday prior to the event and must be removed Monday following the event)***

Describe any additional equipment or details:

**Vehicle Access**

**Vehicle access is not permitted at most parks.** Kubota Gardens is accessible for load/unload privileges only with advance request. Insurance is required. If you have special requirements which make it necessary for you to have vehicle access, inquire before making your reservation.

**The information supplied herein is accurate to the best of my knowledge. I have read and understand the "Scheduling a Ceremony in Seattle Parks" guide and I understand and agree to abide by the rules set forth.**

**Signature\***

**Name\*** (printed)

**Date\***

**Return completed application by:**

**Online submittal**

**Email Attachment:** [SPRevents@seattle.gov](mailto:SPRevents@seattle.gov)

or by **U.S. Mail:**

**Event Scheduling Office**  
Seattle Parks & Recreation  
300 Elliott Ave W, Suite 100  
Seattle, WA 98119



**Seattle**  
Parks & Recreation

**How Did You Hear About Us?**