



Seattle
Parks & Recreation

INDOOR FACILITY RENTALS



Event Scheduling Office
Seattle Parks & Recreation
300 Elliott Ave W, Suite 100
Seattle, WA 98119
Phone: 206-684-4080
Email: SPRevents@seattle.gov

ALKI BEACH BATHHOUSE



Description Sitting steps from the Puget Sound, the Bathhouse offers stunning views of the Sound, the Olympics and is within walking distance of numerous shops, restaurants and activities. The patio can be added for additional space and/or a beer garden.

Address 2701 Alki Ave SW, Seattle, WA 98116

Capacity Table Seating—84, Standing—100

Fees

- \$100/hr. Main Room and Painting Room (4 hour minimum)
- \$45/hr. Patio add-on (in addition to Painting & Main Room)
- \$34/hr. Per staff fee + one additional hour; staff fees vary according to event type and hours
- \$32.25 Non-refundable booking fee
- \$150 Maintenance fee
- \$75 Alcohol fee (if applicable)
- \$250-\$500 Refundable damage deposit



Equipment 5—5-ft. round tables, 18—6-ft. rectangular tables, and 85 stackable chairs

Available Hours 6:00 AM to 9:30 PM

Tours Every Thursday from 6:00 PM-8:00 PM (Check website for any canceled dates)



DAKOTA PLACE PARK BUILDING



Description With rustic brick, wood floors, projectors and surround sound, Dakota Place is a perfect mix of modern and vintage. It boasts a main room, with a smaller side room which can connect to large outdoor patio space. This historic building is within walking distance of many shops, restaurants, activities and has a small outdoor grass area.

Address 4304 SW Dakota St, Seattle, WA 98116

Capacity Table Seating—110, Standing—160

Fees

- \$80/hr. 4 hour minimum, available Friday-Sunday only
- \$50/hr. Patio add-on (in addition to the indoor space)
- \$34/hr. Per staff fee + one additional hour; staff fees vary according to event type and hours
- \$32.25 Non-refundable booking fee
- \$150 Maintenance fee
- \$75 Alcohol fee (if applicable)
- \$250-\$500 refundable damage deposit

Equipment 7—5-ft. rectangular tables (seat 6 each), 9—46-in. round tables (seat 4-6 each), and 70 chairs

Available Hours 6:00 AM - 10:00 PM

Tours Every Saturday from 8:30 AM -10:30 AM (Check website for any canceled dates)



GOLDEN GARDENS BATHHOUSE



Description Boasting views of Puget Sound this classic brick building sits steps from the beach on one side and a nearby playground on the other. The space also includes a large catering area. A large grass area just NE of the building is perfect for a wedding ceremony.

Address 8498 Seaview Pl NW, Seattle, WA 98117

Capacity Table Seating—140, Standing—200

Fees

- \$225/hr. 8 hour minimum/Fri-Sun, 4 hour minimum/Mon-Thurs
- \$68/hr. Staff fee (2) + one additional hour; two staff minimum.
- \$32.25 Non-refundable booking fee
- \$150 Maintenance fee
- \$75 Alcohol fee (if applicable)
- \$250-\$500 Refundable damage deposit

Equipment 17—5-ft. round tables, 23—6-ft. rectangular tables and 160 chairs

Available Hours 6:00 AM to 9:30 PM

Tours Tuesdays 6:30 PM to 8:30 PM
Fridays 8:00 AM to 10:00 AM
(Check website for any canceled dates)



MADRONA SHELTERHOUSE



Description This cozy space located in the family friendly park of Madrona is perfect for family gatherings, birthdays, special events, and meetings. Other park amenities include a play area, basketball court, sports field, tennis courts and picnic tables.

Address 3211 E Spring St, Seattle, WA 98122

Capacity Table Seating—20, Standing—35

Fees

\$35/hr.	2 hour minimum
\$34/hr.	Per staff fee + one additional hour; staff fees vary according to event type and hours
\$32.25	Non-refundable booking fee
\$75	Alcohol fee (if applicable)
\$250-\$500	Refundable damage deposit

Equipment 6—6-ft rectangular tables and 18 chairs

Available Hours 6:00 AM to 11:00 PM

Tours By appointment only



MT BAKER ROWING AND SAILING CENTER



Description Located in Stan Sayres Park, the site of Seattle’s famous hydroplane races. This beautiful upper-floor room with two decks offers sweeping views of Lake Washington and the Cascade mountains. Filled with light and finished with natural wood, the room creates a warm setting for special events. There are stairs and elevator access to this space, two Televisions for AV needs, plus a commercial size kitchen. In an adjacent building we host a smaller meeting room that includes an overlook deck. Note this 2nd floor space requires a walk up a flight of stairs.

Address 3800 Lake Washington Blvd S, Seattle, WA 98118

Capacity Table Seating—90, Standing—120

Fees

- \$230/hr. Fri-Sun 5hr. minimum
- \$150/hr. Mon-Thu or Fri-Sun before 2 PM 3hr. minimum
- \$34/hr. Per staff fee + one additional hour; staff fees vary according to event type and hours
- \$32.25 Non-refundable booking fee
- \$150 Maintenance fee
- \$75 Alcohol fee (if applicable)
- \$250-\$500 Refundable damage deposit

Equipment 8 rectangular tables, 12 round tables, and 100 chairs

Available Hours 6:00 AM to 9:30 PM

Tours Tuesdays 5:00 PM to 6:00 PM
Thursdays 3:00 PM to 5:00 PM
(Check website for any canceled dates)



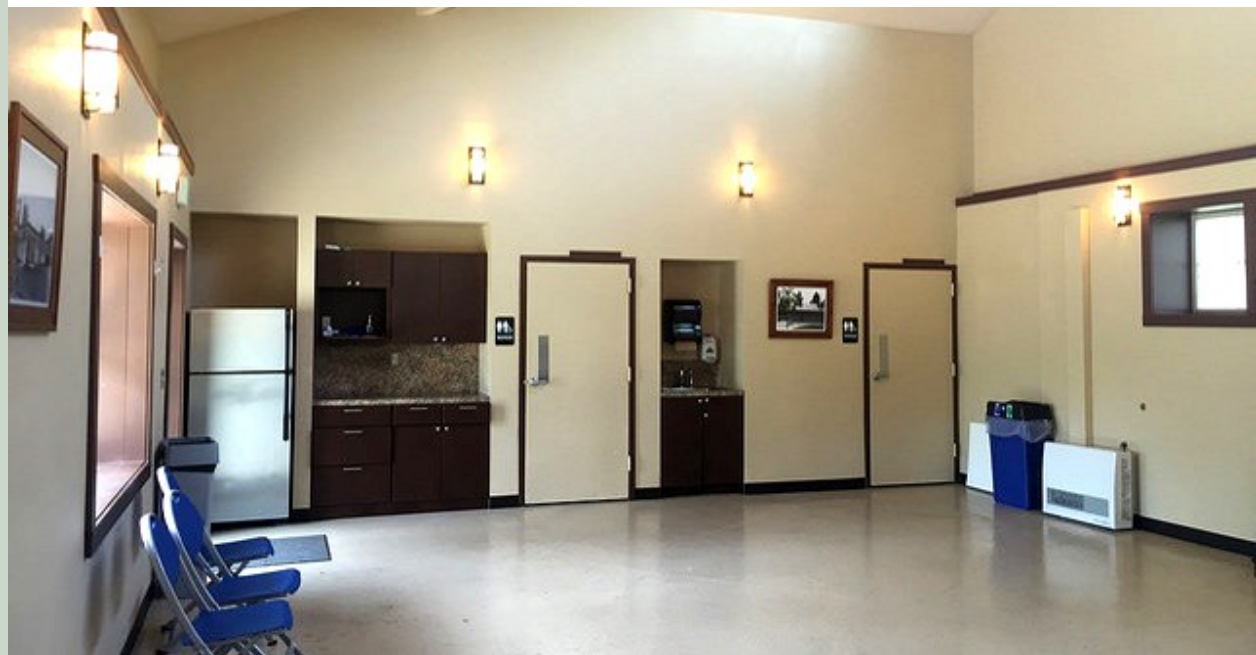
Small Meeting Room \$49.00/hr. (Seats 20 people)



PINEHURST SHELTERHOUSE



Description	Located in the quiet neighborhood of Pinehurst, light streams into this space that opens to a playground, basketball court and small ballfield. A great space for your next family gathering, neighborhood meeting, or children's birthday party.
Address	12029 14th Ave NE, Seattle, WA 98125
Capacity	Table Seating—30, Standing—53
Fees	\$45/hr. 2 hour minimum \$34/hr. Per staff fee + one additional hour; staff fees vary according to event type and hours \$32.25 Non-refundable booking fee \$75 Alcohol fee (if applicable) \$250-\$500 Refundable damage deposit
Equipment	6 round tables and 50 chairs
Available Hours	6:00 AM to 11:00 PM
Tours	By appointment only



PRITCHARD BEACH BATHHOUSE



Description Tucked away in the Rainier Valley, just north of Rainier Beach High School, this space sits on the shores of Lake Washington and is connected to a 19-acre natural wetland. The park features a swimming beach and beautiful waterfront views. The main hall is 1645 square feet.

Address 8400 55th Ave S, Seattle, WA 98118

Capacity Table Seating—70, Standing—90

Fees

- \$40/hr. 2 hour minimum
- \$34/hr. Per staff fee + one additional hour; staff fees vary according to event type and hours
- \$32.25 Non-refundable booking fee
- \$75 Maintenance fee
- \$75 Alcohol fee (if applicable)
- \$250-\$500 Refundable damage deposit

Equipment 9—6-ft rectangular tables, and 90 stacking chairs

Available Hours 6:00 AM to 11:00 PM

Tours By appointment only



ROSS SHELTERHOUSE



Description This large indoor/outdoor covered space is separated from a playground and open grass field by a large roll up door, perfect for connecting indoors with outdoors, while providing protection from the elements. Great for birthday parties, summer picnics, community meetings, classes, or other events.

Address 4320 4th Ave NW, Seattle, WA 98107

Capacity Table Seating—30, Standing—35

Fees

- \$35/hr. 2 hour minimum
- \$34/hr. Per staff fee + one additional hour; staff fees vary according to event type and hours
- \$32.25 Non-refundable booking fee
- \$75 Alcohol fee (if applicable)
- \$250-\$500 Refundable damage deposit

Equipment 7 rectangular tables and 45 folding chairs are provided.

Available 6:00 AM to 11:00 PM

Hours Tours By appointment only

Important Note Attached restroom facility is closed roughly Oct-April. A portable restroom is available those months.



WARD SPRINGS PUMP HOUSE



Description Located on SE slope of Queen Anne Hill enter this classic retrofitted city pump house thru original barn doors into a cozy space just steps from a playground. Minutes from downtown, it features a panoramic view of the city and is a wonderful space for birthday parties, meetings, and retreats. The space is 290 square feet. Ideal for spring/summer events!

Address 4th Ave N & Ward St 98109

Capacity Table Seating—20, Standing—40

Fees

\$20/hr.	2 hour minimum
\$34/hr.	Per staff fee + one additional hour; staff fees vary according to event type and hours
\$32.25	Non-refundable booking fee
\$75	Alcohol fee (if applicable)
\$250-\$500	Refundable damage deposit

Equipment 5 rectangular tables and 31 chairs are provided

Available Hours May through September only, 6:00 AM to 11:00 PM

Tours By appointment only



WARREN G MAGNUSON - HANGAR 30



Description Hangar 30 measures approximately 100 x 200 feet totaling 20,000 square feet. Ceilings are 30 feet in height; 20 feet to structural beams. The room is heated and offers a combination of 110 and 220 volt electrical outlets lining the walls. Additional electrical power can be added. A sink, warming oven, freezer, and restrooms are located just off the main hall. Includes two tables and 20 chairs. A large wood floored workshop space can be added to this rental. **Insurance is required for this venue.**

Address 6310 NE 74th Street, Building 30, Seattle, WA 98115

Capacity 1300* - *Weather permitting, the large garage doors can open at both ends of the building to expand the capacity into the adjacent parking lots.

Hangar Fees \$235/hr. Friday-Sundays (10 hour minimum)
 \$175/hr. Monday-Thur (10 hr minimum) unless ending before 6 PM (2 hour minimum)

Staff Fees \$34/hr. Per staff fee + 1 additional hour; staff fees vary according to event type and hours

Additional Fees \$32.25 Non-refundable booking fee
 \$250 Maintenance fee
 \$75 Alcohol fee (if applicable)
 \$250-\$500 Refundable damage deposit

Workshop Fee \$91/hr. Optional additional room (Workshop)

Conference Rm Fee \$42.25/hr. Optional additional room (meeting room)

Equipment 50—5-ft. round tables, 50—6-ft. rectangular tables, and 500 stacking chairs

Table Fees \$212.50/25 tables, \$425/ 50 tables or \$850/100 tables

Chair Fees \$250/100 chairs, \$625/250 chairs or \$1250/500 chairs

Available Hours 6:00 AM - 12:30 AM

Notes No helium balloons allowed. Groups over 250 people require additional dumpsters through private service. Larger events may need to arrange for portable toilets. Hanger doors can be left open. No./So. Parking lots can be added to reservations. Minimum 2 staff.

Parking There are 500 parking spaces near the Hangar, and 2600 total spaces in Magnuson Park, all available first-come first-served.

Tours Thursdays 6:30 PM to 8:30 PM
 Meet at Building 30 inside the doors with the blue awning.
 (Check website for any canceled dates)



WARREN G MAGNUSON - OFFICERS CLUB



Description Surrounded by evergreens walk into a large wood floored main room with a gas fire place and dimmable lights, but continue towards a smaller art-deco lounge that includes a bar. Behind the bar find a caterers kitchen with warming ovens and a freezer. Ideal for events with different ages or multiple groups.

Address 7448 63rd Ave NE, Seattle, WA 98115

Capacity Table seating—80, Standing—142

Fees \$102/hr. 4 hour minimum

Staff Fees \$34/hr. Per staff + 1 additional hour; staffing fees may vary based on event type and hours

Additional Fees \$32.25 Non-refundable booking fee

\$75 Maintenance fee

\$75 Alcohol fee (if applicable)

\$250-\$500 Refundable damage deposit

Equipment 8—5-ft. round tables, 6—6-ft. banquet tables, and 80 chairs

Available Hours 8:00 AM - 12:00 AM

Notes There are stairs and elevator access to this 3rd floor space.

Parking There are 500 parking spaces near Building 30, and 2600 total spaces in Magnuson Park, all available first-come first-served.

Tours Thursdays 6:30 PM to 8:30 PM
Meet at Building 30 inside the doors with the blue awning.
(Check website for any canceled dates)



Lounge

MAKING A RESERVATION

Choose a Site & Complete an Application

We encourage you to visit the site to make sure it works for your event. Complete and submit a Facility Use Application. Applications must be received at least 30 days in advance of the event.

Tours

See each facility's page in this brochure for times. Tours do not occur on holidays and may be cancelled or rescheduled occasionally for other reasons. For appointments contact the Events Office: 206-684-4080 x 2. Leave a message if not answered.

Application Process

1. Applications are accepted as early as the first business day of the month one year (12 months) in advance. (Online, Email, or U.S. Mail)
2. Applications are processed on the first business day of the following month, 11 months in advance by random lottery drawing.
3. A confirmation is emailed back to you by the fifth business day of the month, 11 months in advance.
4. All applications received outside of this process will be processed based on first-come, first-served availability.
5. The booking fee and damage deposit payments are due upon receiving the confirmation. 5 business days will be allotted to submit payment.
6. All required paper work and rental balance is due 90 days prior to the scheduled event.
7. Applications must be received at least 30 days in advance of the event.

For events booked less than 90 days prior to scheduled event, rental fees, damage deposit, and paperwork are due ASAP.

Reservations are subject to cancellation if payment and paperwork are not received by the 90 day deadline.

Permit

Your final permit will be emailed to you two weeks prior to the event. Permits are not issued without payment and insurance (if applicable). You will need to read, agree, and abide by the permit terms and conditions. It is your responsibility to bring the permit to the facility on the day of your event. If your initial application information changes, you must notify our office at least one month prior to the event.

Changes to Your Reservation

Changes must be requested at least 30 days in advance of your rental. Depending on availability you may be able to alter the day, time, and/or locations of a reservation.

Cancellations

If at any time up to 181 days prior to the scheduled event the User decides to cancel their rental, Seattle Parks & Recreation shall retain \$80.25 (\$32.25 booking fee + \$50 cancellation fee) from the damage deposit. If the User should cancel their rental between 180 days and 91 days prior to the scheduled date, the \$32.25 booking fee and \$250 of the paid damage deposit shall be retained. If the User cancels with 90 or fewer days' notice the \$32.25 booking fee and all rental fees will be retained, and the damage deposit will be fully refunded.

To officially cancel a reservation, the primary contact on the rental application is required to submit a letter or email a notice of cancellation. Cancellation is only confirmed upon receiving this notice.

Rental Staff

Rental staff are Parks supervisors. They are mandatory to reserve a facility. They'll open and close the building for you and if you have any problems pertaining to the building, they'll be there to trouble shoot. They will also bring-out and bring-in the tables and chairs for you to set up and help facilitate clean up. **All set-up, break-down, decorations, and clean-up is your responsibility.**

ADDITIONAL INFORMATION

Included in your Reservation

Rentals include use of the reserved space, tables, chairs and restrooms at the facility that has been reserved specifically for your event. Please refer to the specific facility in this brochure for approximate table and chair count. Restrooms at our facilities may be shared with tenants and other events. Rental does not include the use of any outdoor space unless specified on the rental permit.

Catering (+ insurance)

We do not have a preferred catering list. You can hire your own catering vendor or provide your own food.

Alcohol (+ insurance)

To serve alcohol at an event you'll need to provide: \$75 alcohol fee, a WSLCB Permit, a Class 12 mixologists license, and Insurance to the Event Scheduling Office. (Events wanting to sell alcohol must submit additional documents, inquire for details).

Note that alcohol at your event is only permitted to be served and consumed within the facility. As the permit holder it is your responsibility to monitor your guests and to post signs stating "No Alcohol Beyond This Point" at all exits.

Alcohol Permits: Required to serve or sell alcohol:

- **WSLCB Banquet Permits:**
Required for the service and consumption of liquor at a private, invitation only, gathering.
<http://liq.wa.gov/licensing/banquet-permits>
- **WSLCB Special Occasion License:**
Issued to non-profit organizations to sell alcohol on-premise for a specific date and location.
<http://liq.wa.gov/licensing/special-occasion-licenses>
- **MAST Training and Class 12 Mixologists licenses:**
All alcohol must be served from a MAST trained bartender who holds CLASS 12 Mixologist license. This is required by Seattle Parks and Recreation in addition to a Banquet Permit.
https://lcb.wa.gov/mastrvp/mandatory_alcohol_server_training
- **Special Event Permit:**
Required for public events with alcohol sales.
<https://www.seattle.gov/special-events-office>

Onsite Sales

10% - All onsite sales are subject to a 10% fee. This includes any admission fees paid onsite, and sales of food, beverages, alcohol, items and services made on Parks property. Fees are due within 10 days of rental.

Outdoor Areas & Other Park Activities

Areas of the parks can be rented along with indoor areas. A rental of the facility does not include the outdoor space. To book outdoor spaces inquire for information. The cement walkways surrounding buildings cannot be reserved. Patios at Alki Beach Bathhouse and Dakota Place Park may be added to your reservation.

All our facilities are located in public parks and are subject, but not limited, to City improvement or public works projects, large special events, athletic use, ceremonies, concerts, parties, picnics, filming, etc.

Outdoor Events

To schedule an outdoor event complete a Park Use Permit Application. This may be in addition or separate from an indoor rental application: <http://www.seattle.gov/parks/reserve/park-use-permits>

Runs & walks refer to Run/Walk Guidelines: <http://www.seattle.gov/parks/reserve/park-use-permits>

Community Center Rentals - Contact each individual center directly for information and reservations.

Setup, Cleanup and Decorations

Your reservation must include all time necessary to set up, operate, teardown and clean up your event. Depending on availability, you may be permitted to set up the day prior. All rental and staff fees apply for the additional time. Depending on facility and day, there is a minimum rental time of 2 to 10 hours. Total hours charged are determined on a case by case basis. Extensions must be requested 30 days prior to the event. Painters tape is required for hanging items. All setup & cleanup must be completed within the hours you reserved. The City of Seattle assumes NO liability for the loss or damage of property.

ADDITIONAL INFORMATION

Parking

All parking is public and first-come first-served. There are two exceptions; at Alki and Golden Gardens there is one reserved parking space next to the venue for catering vehicles, approval required in advance.

Paperwork/Documents

In addition to the application: Events with alcohol require a WSLCB alcohol permit, Class 12 mixologists license, and Insurance. Other documents vary, some events may require additional licenses and/or permits. Check with our office for specific requirements for your event.

Insurance

Some events, including those with alcohol, require a Certificate of Insurance (COI) with City of Seattle added as additional insured. An Additional Insured Endorsement page is required in addition to the COI. The Event Scheduling Office can provide resources that can arrange insurance coverage.

Fire Permits

A fire permit may be required for the use of candles, open-flame, on-site cooking, and events with atypical layout or decor. Seattle Fire Department Permit Office: 206-386-1450

Website: <https://www.seattle.gov/fire/business-services/permits>

Reduced Fees for Ongoing Rental Use—Series Rentals

For reservations with 6 or more dates in a calendar year, may have staff fees waived. All dates must be booked at the same facility. A 2-hour minimum per date and a \$500 refundable key deposit are required. At Magnuson, staff fees apply, and for Hangar 30 the room fee is reduced to \$95/hour (Mon-Thurs only).

Payment

Can be made online with a credit or debit card. If mailing a check please allow an extra week for delivery.

- The booking fee and damage deposit payments are due upon receiving our emailed confirmation. 5 business days will be allotted to submit payment.
- The remaining rental fees are due no later than 90 days in advance of the event.
- If the event is less than 90 days out all fees are due immediately.
- Please thoroughly review our cancellation policy before making payment.

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.

Access for People with Disabilities

Within the limitations of each park site, we will, at your request, make accommodations for people with disabilities. Please arrange this through our event scheduling staff when you schedule your ceremony. For information or complaints concerning the Americans with Disabilities Act, please call Seattle Parks at 206-684-4075.

Event Scheduling Office

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

Email: SPRevents@seattle.gov

Phone: 206-684-4080 x 1



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