

# SCHEDULING AND RESERVATIONS

## AT CAMP LONG



Camp Long, Seattle Parks and Recreation  
5200 35<sup>th</sup> Ave SW  
Seattle, WA 98126

**Ceremony reservations and January lodge use are scheduled starting in November of the previous year, all other rentals after the first Tuesday in January.**

**Office: (206) 684-7434**

**Fax: (206) 684-7435**

Seattle parks and gardens make lovely outdoor venues. Surround your ceremony with the elegance and beauty of nature. Choose from an array of quiet gardens, picturesque viewpoints, open meadows, and intimate natural settings. You can schedule an outdoor ceremony in almost any of our more than 400 parks. For scheduling events at other parks, call the **Event Scheduling Office** at **(206) 684-4081**.

Please remember that parks belong to everyone; we do not allow roping or otherwise isolating areas from general public use.

**The main hall** is bright and airy with high-beamed ceilings, numerous wood framed windows, hardwood floor, and large stone fireplace. Seventy chairs & twelve tables (30"x70") are available. Maximum capacity for the room is 72 people.

**The activity room** also known as the wonder lab is a great place for meetings and small parties. There is a fireplace and tables and chairs for up to 35 people.

### **Kitchen**

- Equipped with a four-burner stove, conventional and convection ovens, full size refrigerator, small freezer, sinks, dishwasher, and microwave.
- \$25 per hour charge for use of kitchen

### **Making a Reservation**

Our staff will reserve your event when you pay for the event (with deposit) and complete a rental agreement.

Full payment is required when you make the reservation.

For Ceremonies: our staff will make an appointment with you to talk about the requirements for your ceremony. However, Seattle Parks does not provide wedding planning services.

Cancellation of a reservation up to 15 days before the event will result in a partial refund of the fees. There will be no refunds for cancellations 14 days before the event. For more information on refund policy, please go to:  
<http://www.seattle.gov/parks/reservations/feesandcharges/refunds.htm>

## **To Help You with Your Planning**

### **General Rules and Regulations:**

Rental Agreement: You need a rental agreement to reserve a site. The rental agreement enables us to schedule your ceremony without conflict with other activities or events. We issue ceremony rental agreements on a first-come, first served basis.

Access: The park is open to the public. We do not close the park to public access during a wedding or other ceremony, even if it is not during regular business hours. The parking lot and the rest of the park are open when the gates are open. Vehicle access only with a pass obtained for \$10.

Services: We can schedule a reservation for you, but we cannot provide wedding planning services. We can help you with how to use the facility. This is a Do-It-Yourself facility, including set-up and clean-up.

Timing: We schedule ceremonies on a rolling year basis. For all other rentals, scheduling begins the first business day of January.

Alcohol: The Park Code (Seattle municipal Code Chapter 18.12.257) prohibits alcohol in Seattle Parks, except **in the lodge** with purchase of a liquor license, liability insurance and paying a required alcohol fee.

#### **ALCOHOL Policies:**

- Alcohol is not permitted outdoors or in cabins
- Alcohol is not permitted outside of the lodge
- All alcohol must be consumed inside the lodge after 6 p.m.

#### Food

Service: Your rental agreement allows you to provide your own food or have a simple delivery to the site. If you plan to have a caterer prepare food in the kitchen or to cook or barbecue outdoors, other fees apply. **All outdoor events must be alcohol free.**

Parking: The parking lot and on-street parking are available to you. However, parking can not be reserved for your party, so the lot remains available to the general public as well.

Sound: Amplified sound outdoors is not allowed, except with permission from the Superintendent for special events. Ceremonies with a small battery-operated microphone is okay.

Music Indoor: Lower volume or background music is ideal and respects other park users and neighbors.  
Outdoor: Please no amplified music; acoustic music only and no music after 10:00 p.m.

Setup: We do not provide setup. You need to arrange for such equipment as chairs, canopies, or catering gear through a private vendor, except for the use of the lodge tables and chairs which must remain indoors. *We ask that you complete all delivery drop off and pick up, setup, and cleanup during the time included in your rental agreement.* We will work with you to review your plans for rental company deliveries, tent setup, chemical toilets, dumpsters, and other special requests.

#### Lodge Care

Decorations can be elaborate, but nails, tacks and duct tape are not allowed. We request all facility users to return the rooms and kitchen to their original condition. We don't allow confetti, seeds, or rice; try flower petals! No helium balloons allowed due to fire danger. Failure to clean up appropriately will result in loss of the deposit and other fees may be charged as necessary.

#### Outdoor Site Care

When staging your decorations, please keep the environment in mind. Do not put nails into trees, or stake anything into the ground. Apparatus such as canopies must be free weighted. We don't allow confetti, seeds, or rice; try flower petals!

- Please remove all decorations and pick up any litter at the end of your rental
- Please do not remove or move objects of nature from or around the site.
- Please plan accordingly if you require electricity as electricity is not available outdoors. Battery operated equipment is best.

Trash: Please leave your area clean; gather and remove your trash so that others will find the area ready to use. We can provide you with trash bags. Please help with recycling and composting as well. There are bins for each of these at the north end of the parking lot.

Clean-up: We will provide you with sponges, brooms, mops, trash bags, recycle bags and anything else you need to help you clean-up. Please calculate time for cleaning up and help your guests. Any deposit is retained for damage or unsatisfactory cleaning. Excessive damage or janitorial needs may incur further charges which will be billed to you.

## Wedding Time Blocks

### **The reservation must include set-up and clean-up time.**

- All rentals must include time to clean and exit before the 10:30 p.m. closure
- Camp Long gates are closed and locked at 10:30 pm
- Prior arrangements must be made with Camp Supervisor to exceed the closure time of 10:30 pm
- Any exceptions granted will pay a staff fee of \$30 (overtime pay) per person per hour beyond 10:30 pm

We reserve the right to schedule more than one wedding per day as time allows.

### **We honor three outdoor locations for weddings or commitment ceremonies:**

- Cobblestone compass
- Parade field, Fire ring
- Under the trees at Cabin 4

### **Rehearsals**

Rehearsal space and time needs to be reserved and paid separately; it is not included in any wedding rental. Hourly charges apply.

## Fees and Charges: INDOORS

**Lodge room:** \$45.00/hour. Please include set-up and clean-up time.  
Fire Code Limit: 72 people.

**Wonder Lab:** \$35.00/hour. Fire Code Limit: 35 people.

**Kitchen:** \$25.00/hour.

**Alcohol Fee:** \$75.00. **Alcohol can only be served in the lodge after regular hours of operation.** \$250.00 – refundable alcohol deposit in addition to the damage deposit. Must provide proof of liability insurance naming City of Seattle as and additional insured. Banquet permit is required.

**Processing fee:** \$25.00 - non-refundable.

**Staffing fees:** \$25.00 - hourly rate + 1 extra hour per person for staffing fees for the entire wedding event. For other rentals, staffing is only required when the rental occurs after hours. The number of staff required will depend on the specifics of your event and will be determined by the Staff at Camp Long.

**Refundable Clean-up/Damage Deposit:** \$250.00. Any deposit is retained for damage or unsatisfactory cleaning. Excessive damage or janitorial needs may incur further charges which will be billed to you.

### **Catering and Special Equipment**

If you plan to bring in a caterer or special equipment, other fees apply. We define a caterer as a paid person or company that prepares and serves food or sets up equipment for that purpose. Special equipment can include a canopy no bigger than 400 square feet.

- If your caterer or other vendor needs vehicle access to the picnic site, please note this in your application, since vehicle access is not available without permission and a \$10 fee.
- The City requires a copy of the service provider's liability insurance **naming the City of Seattle** as additional insured for a minimum of \$1 million-\$2million in general liability insurance.

Cancellation of a reservation up to 15 days before the event will result in a partial refund of the fees. There will be no refunds for cancellations 14 days before the event. For more information on refund policy, please go to:

<http://www.seattle.gov/parks/reservations/feesandcharges/refunds.htm>

### **Fees and Charges: Outdoor Park Areas**

**There are no refunds** for reservations of outdoor areas except for ceremony fees.

**Outdoor Ceremony:** \$240 site fee with an additional \$120/hour for events longer than two hours. \$250 refundable damage/clean-up deposit. Ceremony fees supersede other amenity fees like cabin 4 or fire ring.  
No alcohol may be served outdoors.

**We honor three outdoor locations for weddings or commitment ceremonies:**

- Cobblestone compass
- Parade field, Fire ring
- Under the trees at Cabin 4

#### **Fire Ring**

A large uncovered campfire circle with many log benches. Great for large group activities. Staff are required from 5:30 pm until the end of the event.

**Capacity:** Up to 250 people

<b><u># Of People</u></b>	<b><u>Rates per hour, 4 hours or more</u></b>
1-50	\$10.00
51-100	\$11.00
101-150	\$12.00
151-200	\$14.00
201-250	\$18.00

**Damage/Clean up Deposit:** \$50 for 1-50, \$100 for 51-100, \$150 for 101-150, \$200 for 151 – 200, \$250 for 201-250 people

**Picnic Shelter Fees:**

Staff are required from 5:30 pm until the end of the event. (see staffing fees above) \$50 deposit.

- **West Shelter** rents for \$80 for half a day, with picnic tables and seats for approximately 30 people, with a maximum capacity of 50 people.
- **East Shelter** rents for \$90 for half a day, with picnic tables and seats for approximately 40 people, with a maximum capacity of 80 people.

**Vehicle Access:** \$10 for a load/unload pass.

**Cabins at Camp Long**

**Price:** \$50.00 per night (2 night maximum) **No refund on all the cabin reservations**

**Damage/Clean-up Deposit:** \$50 per cabin

**Each rustic cabin is equipped with:**

- Three double bunk beds, overhead lights, windows, two doors
- Picnic table, stone fireplace, fire circle and running water are available outside each cabin.
- Cabins are available for renting March - October, Tuesdays – Saturdays. Check in 2:30 p.m. check out at 12:00 p.m.

**Seattle Parks and Recreation accept Visa, Mastercard, American Express, checks or cash.**

**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, 100 Dexter Avenue 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****ADA Compliance**

Camp Long's lodge, picnic shelters, fire ring, and east comfort station are all ADA accessible. Contact Camp Long staff to inquire about accessible status of your particular site or to request accommodations due to disability. For information or

complaints concerning the Americans with Disabilities Act, please call the Department's ADA Coordinator at 684-4950

## **Hours of Operation**

### **November –February**

Closed Sundays & Mondays  
Open 10am – 6pm  
Tuesday through Saturday

### **March through October**

Closed Mondays  
Open 10am – 6pm  
Tuesday through Sunday

**(Special arrangements can be made for events on days when the park is closed, except on city holidays)**

## **Directions**

**By Car:** From 1-5 or Highway 99 South, take the West Seattle Bridge exit; follow the West Seattle Bridge west to the end. Take a left at the light onto 35<sup>th</sup> Ave. SW. proceed south to Dawson St. (about .8 mile). Take a left downhill on Dawson St. and you've arrived at **Camp Long**.

**By Bus:** Take Bus #21 to 35<sup>th</sup> Ave. SW & Dawson St. or #54 to Avalon, then transfer to #21.