Seattle Parks

Facility Rental Brochure

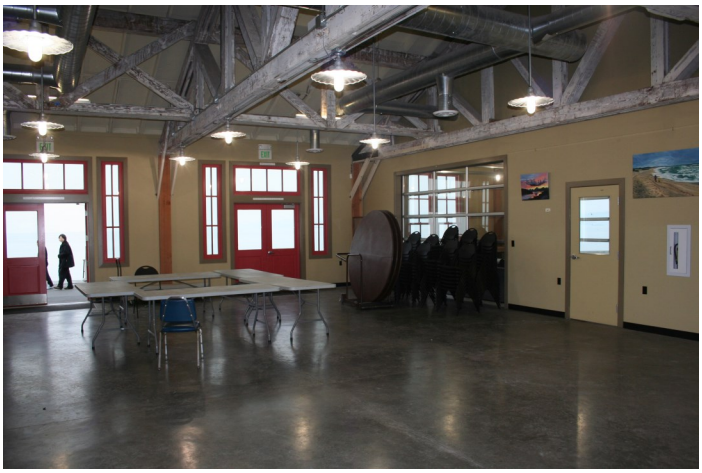
7201 E Green Lake Drive N
Seattle, WA 98115
206-684-7254
Fax:206-684-4853
parksspecialamenitysites@Seattle.gov

SEATTLE PARKS AND RECREATION

UPDATED:
12/15/16

Alki Bathhouse

2701 Alki Ave SW
Seattle, WA 98116



Neighborhood
West Seattle/ Alki

	Rental			Capacity		Equipment		
Room	Fee (per hour)	Minimum Hrs	Seat-ed	Stand-ing	Sq Ft	Chairs	Round Tables	Rectan-gular Tables
Main Hall	$60	4hrs weekends	85	100	1,550	84	5	13
Paint-ing room	$45	4hrs weekends (Needs to be rented in con-juncture with Main Hall)			550			
Patio	$40	4hrs weekends (Needs to be rented in con-juncture with main hall and Painting Rm)			432			
Parking	Street parking, first come first serve							

ADDITIONAL FEES

Staffing (Required): $25hr/per staff + additional hour.
Processing fee: $25(non-refundable)
Maintenance Fee: $150
Alcohol fee (if applicable): $75
Damage/Cleaning Deposit (refundable):
Without alcohol $250/ With alcohol $500

ADDITIONAL INFO

Open Viewing Times: Thursdays from 6pm-8pm (Tours do not occur on Holidays and may be cancelled occasionally for other reasons)

All rentals must be completed by 12:00am, midnight.
This facility is located in a public park and the outside is subject to projects, special events, and programming.
No Helium Balloons allowed
No glitter allowed
Painters tape is the only tape permissible

Onsite Sales Fee *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.

Cal Anderson Shelter House

1635 11th Ave
Seattle, WA 98122

NEIGHBORHOOD
Capitol Hill

Option I: Regular Rentals
Hourly Fees
Main Hall: $10.00/hr
Staffing (Required): $25/hr + additional hour
*2 hour minimum rental
Flat Fees
Processing: $25 (non-refundable)
Maintenance: $75
Alcohol Fee: $75
Refundable Damage Deposit:
Without Alcohol: $250
With Alcohol: $500

Option II: Rentals Reserving 6 or More Times
Hourly Fees
Main Hall: $22.50/hr
*2 hour minimum rental
Flat Fees
Processing: $25 (non-refundable)
Maintenance: $75
Refundable Damage Deposit: $500 key deposit
No Alcohol Allowed

Room	Capacity		Equipment		
	Standing	Sq Ft	Chairs	Round Tables	Rectangular Tables
Main Hall	44	900	33	N/A	3
Kitchen		100			
Parking	On street metered parking. First come first serve				

ADDITIONAL INFO

Open Viewing Times: by appointment, 206-684-7254

All rentals must be completed by 11pm.
This facility is located in a public park and the outside is subject to projects, special events, and programming.
No Helium Balloons allowed
No glitter allowed
Painters tape is the only tape permissible

Onsite Sales Fee *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.

Dakota Place

4304 SW Dakota St
Seattle, WA 98116

NEIGHBORHOOD
West Seattle

	Rental			Capacity		Equipment		
Room	**Fee** (per hour)	**Minimum Hrs**	**Seat-ed**	**Stand-ing**	**Sq Ft**	**Chairs**	**Round Tables (3.5 ft Diame-ter**	**Rectan-gular Tables**
Main Hall	$75	4hrs week-ends	110	160	1,550	75	11	7
Confer-ence Rm	Comes included with the main hall				550			
Patio	$45	4hrs on week-ends (Needs to be rented in conjuncture with the bldg)			432			
Parking	Street parking, first come first serve							

ADDITIONAL FEES

Staffing (Required): $25hr/per staff+ additional hour.
*4 hour minimum rental
Processing: $25 (non-refundable)
Maintenance Fee: $150
Alcohol Fee (if applicable): $75
Refundable Damage Deposit:
Without Alcohol: $250
With Alcohol: $500

ADDITIONAL INFO

Open Viewing Times: Saturdays 8:30am-10:30am
Building Features (no additional costs):

- Main hall and side room
- Catering refrigerator
- Convection/microwave oven
- A/V System (2 projection screens , integrated speaker system, Large flat screen TV)

All rentals must be completed by 11pm.
This facility is located in a public park and the outside is subject to projects, special events, and programming.
No Helium Balloons allowed
No glitter allowed
Painters tape is the only tape permissible
*Patio Rentals: MUST use rental equipment with rubberized feet only.
Onsite Sales Fee *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.

Golden Gardens Bathhouse

8498 Seaview PL NW
Seattle, WA 98117

NEIGHBORHOOD
BALLARD

Room	Fee (per hour)	Minimum Hrs		Seat-ed	Standing	Sq Ft	Chairs	Round Tables	Rectan-gular Tables
Exclusive Use (Includes all three rooms)	$175	8hrs week-ends	4hrs week-days	140	200	1,980	160	19	24
Parking	Parking Lot with 75 spaces on a first come first serve basis								

ADDITIONAL FEES

Staffing (Required): $25hr/per staff+ additional hour.
Processing fee: $25 (non-refundable)
Maintenance Fee: $150
Alcohol fee (if applicable): $75
Damage/Cleaning Deposit (refundable):
Without alcohol $250 / With alcohol $500

ADDITIONAL INFO

Open Viewing Times: Tuesdays from 6:30pm-8:30pm, Fridays from 8am-10am. (Tours do not occur on Holidays and may be cancelled occasionally for other reasons)

- All rentals must be completed by 11pm.
- Painters tape is the only tape permissible
- Please be aware that Golden Gardens is a large, busy and popular public park. The park remains open to the public and to the scheduling of other events in addition to bath-house rentals. There may be events such as (but not limited to) picnics, volleyball tournaments, weddings, concerts, birthday parties, large citywide special events and construction or public work projects in Golden Gardens park simultaneously.
- No parking may be reserved at Golden Gardens park for any event. Parking is on a first come, first served basis. Parking can be very difficult during the summer months, particularly on the weekends.

Onsite Sales Fee *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.

Mt. Baker Rowing and Sailing Center

3800 Lake Washington BLVD South
Seattle, WA 98118

NEIGHBORHOOD
MT BAKER

Room	Capacity		Equipment			
		Sq Ft	Chairs	Round Tables	Rectangular Tables	Cocktail Tables
Exclusive Use includes kitchen and A/VI	90 Seated/ 120 Cocktail or Audience Configuration	1,450	120	14	12	6
Small Room	20	900	20	1	5	N/A
Parking	Parking lot has 60 spaces and 4 handicapped accessible Spaces. First come, first serve. Parking cannot be reserved.					

ADDITIONAL INFO

Open Viewing Times: Tuesdays 5pm-7pm, Thursday 3pm-5pm, Saturdays 9:30am-11:30am.
(Tours do not occur on Holidays and may be cancelled or rescheduled *occasionally* for other reasons. Please contact the Event Scheduling office, 206-684-7254, if you wish to confirm viewing times)

All rentals must be completed by 12:30am (All guests and equipment out and facility back to it's original condition)
This facility is located in a public park and the outside is subject to projects, special events, and programming.

Onsite Sales Fee *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.

SITE FEATURES

- Elevator from lobby to upper floor making the room fully ADA accessible
- Large outdoor deck (1,050 sq. ft) overlooking Lake Washington.
- Second, small deck with view of lake and shore
- Large, glass doors fold away to open the room to each deck
- Two large screen, flat-panel TVs, DVD/BluRay, and laptop computer connections for presentations
- Wi-Fi internet access
- Built-in lecture and A/V sound system with microphones
- Gas fireplace
- Heat and Air conditioning
- Hardwood floors and wood paneling
- Two elegant, tiled, unisex restrooms on same floor for patron's exclusive use. Additional restrooms and changing areas available on request at ground level.
- Caterer's kitchen with large commercial refrigerator, ice maker, one warming oven and plug-ins for additional ovens

Users planning to use the A/V system for slide shows and computer presentations are strongly encouraged to test their computers on our system prior of the day of the rental to ensure proper operation. If you will be using a Mac laptop, you will need to obtain an adapter that will allow the computer to connect to a VGA or HDMI cable. The specific type of adapter depends on the type and age of your Mac computer. If you are unsure about which adapter to use, take your Mac to an Apple store or another Apple retailer to obtain the correct adapter.

Mt. Baker Rowing and Sailing Center

3800 Lake Washington BLVD South
Seattle, WA 98118

RATE OPTIONS

Option I: Friday –Sunday, After 2:00pm
Five Hour Minimum
Hourly Rates
Main Hall (Kitchen and A/V included) $220
Staffing Fee (Required): $25hr/per staff + additional hour
Small meeting room: $25
One time fees
Processing: $25 (non-refundable)
Maintenance: $150
Alcohol (if applicable): $75
Damage Deposit: $250 without alcohol; $500 with

A five hour reservation in just the main hall, without alcohol, is approximately **$1,425.00**. This does not include the damage deposit or additional permit requirements.

Option II: Friday– Sunday, Before 2:00pm
Two Hour Minimum
Hourly Rates
Main Hall (Kitchen and A/V included) $140
Staffing Fee (Required): $25hr/per staff + additional hour
Small meeting room: $25
One time fees
Processing: $25 (non-refundable)
Maintenance: $75
Alcohol (if applicable): $75

A two hour reservation in just the main hall, without alcohol, is approximately **$380.00**. This does not include the damage deposit or additional permit requirements.

Option III: Monday-Thursday
Two Hour Minimum
Hourly Rates
Main Hall (Kitchen and A/V included) $140
Staffing Fee (Required): $25hr/per staff + additional hour
Small meeting room: $25
One time fees
Processing: $25 (non-refundable)
Maintenance: $75
Alcohol (if applicable): $75

A two hour reservation in just the main hall, without alcohol, is approximately **$380.00**. This does not include the damage deposit or additional permit requirements.

Pritchard Beach Bathhouse

8400 55th Avenue South
Seattle, WA 98118

NEIGHBORHOOD
RAINIER BEACH

Room	Rental			Capacity		Equipment		
	Fee (per hour)	Minimum Hrs	Seat-ed	Stand-ing	Sq Ft	Chair s	Roun d Ta-bles	Rectangu-lar Tables
Main Hall	$35	2hrs	70	90	1,645	90	N/A	15
Parking	There is a public parking lot south of the building. First come first serve.							

ADDITIONAL FEES

Open Viewing Times: by appointment, 206-684-7254

Staffing (Required): $25hr/per staff+ additional hour.
Processing fee: $25 (non-refundable)
Maintenance Fee: $75
Alcohol fee (if applicable): $75
Damage/Cleaning Deposit (refundable):
Without alcohol $250/ With alcohol $500

ADDITIONAL INFO

All rentals must be completed by 11pm.
This facility is located in a public park and the outside is subject to projects, special events, and programming.
No Helium Balloons allowed
No glitter allowed
Full size refrigerator available
Painters tape is the only tape permissible

Onsite Sales Fee *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.

Ward Springs Pump House

Ward St and 4th Ave N
Seattle, WA 98119

NEIGHBORHOOD
QUEEN ANNE

Room	Rental			Capacity		Equipment		
	Fee (per hour)	Minimum Hrs	Seated	Standing	Sq Ft	Chairs	Round Tables	Rectangular Tables
Main Hall	$20	2hrs	20	40	286	30	N/A	5
Parking	On street metered parking. First come first serve							

ADDITIONAL FEES

Open Viewing Times: by appointment, 206-684-7254

Staffing (Required): $25hr/per staff+ additional hour.
Processing fee: $25 (non-refundable)
Maintenance Fee: $50
Alcohol fee (if applicable): $75
Damage/Cleaning Deposit (refundable):
Without alcohol $250 /With alcohol $500

SITE FEATURES

Private unisex restroom
Charming brick interior
Views of the Space needle
Located in a quite corner park
Steps away from a playground
Unheated throughout year/5 outlets available

ADDITIONAL INFO

All rentals must be completed by 11pm.
This facility is located in a public park and the outside is subject to projects, special events, and programming.
No Helium Balloons allowed
No glitter allowed
Painters tape is the only tape permissible

Onsite Sales Fee *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.

Required Permits and Paperwork:

Event Insurance (required, but not limited to, events serving or selling alcohol):

Certificate of insurance with the City of Seattle added as additional insured for primary and non-contributory limits.

The mere statement of additional insured on the certificate is not acceptable: a copy of the actual additional insured policy or endorsement wording must be attached to the certificate.

Surplus line certificates must be issued and stamped by a Washington State licensed surplus line broker.
PLEASE NOTE THAT "SOLE NEGLIGENCE" WORDING IS UNACCEPTABLE**.**
Minimum coverage and limits of liability are $1,000,000 per each occurrence Commercial General Liability insurance, including Host Liquor Liability
if alcoholic beverages are served at no charge. If alcoholic beverages are sold
$2,000,000 each common cause Liquor Liability is required.
(All limits and coverage may be adjusted to meet exposure as determined by the
City of Seattle Risk Manager)

At your request, the Indoor Event Scheduling Office can provide a list of resources that may be able to arrange for insurance coverage.

Markel American Insurance Company cannot provide the sufficient requirements the City dmands for the Liability Insurance. Policies issued through WedSafe.com or using Markel American Insurance Company are not accepted.

Alcohol Permits:

Required to serve or sell alcohol.

Banquet Permits: Required for the service and consumption of liquor at a private, invitation only banquet or gathering.
http://liq.wa.gov/licensing/banquet-permits

MAST Training and Mixologists licenses: All alcohol must be served from a MAST trained AND insured bartender who holds CLASS 12 Mixologist license. This is required by Seattle Parks and Recreation.
http://liq.wa.gov/licensing/get-mast-permit-0

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

Fire Permits:

May be required for use of candles, open-flame, onsite cooking, and events with atypical layout or decor.

Seattle Fire Department Permit Office: (206) 386-1450
www.seattle.gov/fire

SEATTLE PARKS FACILITY RENTAL FAQ'S

How do I book an event?

1. We will need a completed application and a signed Attachment I: General Terms & Conditions before processing any reservation. The application is a comprehensive application that is meant to encompass all potential events in Seattle Parks facilities. Anything not applicable on the application please put "not applicable" or "N/A"
2. After processing your application, we'll email you a confirmation. The $25 processing fee and damage deposit is due upon receiving this confirmation. Five (5) business days will be allotted to submit payment .
3. All required paper work and rental balance is due 90 days prior to the scheduled event, at the latest. For events booked less than 90 days prior to scheduled event, rental balance is due along with the damage deposit; paperwork is due ASAP. Reservations are subject to cancelation if payment and paperwork are not received by the 90 day deadline.
4. Once payment towards the rental balance is made it is non-refundable.

What if I decide to cancel my reservation?

If at any time up to 181 days prior to the scheduled event you decide to cancel, Seattle Parks and Recreations shall retain $75 ($25 processing fee + $50 cancelation fee) from the damage deposit. If you decide to cancel between 180 days and 91 days prior to the scheduled date, $275 ($25 processing fee + $250 cancelation fee) of the deposit shall be retained. If the renter cancels with 90 or fewer days notice, the $25 processing fee and all rental fees will be retained, 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 the cancelation. Cancelation is only confirmed upon receiving this notice.

What do rental staff do and why am I paying for them?

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'll also bring-out and bring-in the tables and chairs and help facilitate clean-up. All set-up, set-down, decorations, and clean-up is your primary responsibility.

What does my rental include?

Rental includes use of the reserved room, tables, chairs, and bathrooms* at the facility that has been reserved specifically for your event. Please refer to the specific facility in this brochure for exact table and chair count. Rental does not include the use of any outdoor space unless specified on the rental contract.

* The bathrooms at Pritchard Beach are shared with the public during the months of June – September for the hours of the public swim beach, 11am – 7pm.

Can I bring in my own caterer?

Yes, we do not have a preferred catering list. You can either get your own catering vendor or cater it yourself.

What outdoor spaces are available for rent within the park?

Certain areas of the parks may be rented along with the indoor area. In order to book outdoor spaces please call (206) 684-4081. Rental of the facility does not include the outdoor space. All our facilities are located in public parks and are subject, but not limited, to City improvement projects, large special events, ceremonies, picnics, filming, etc.
The cement walkways surrounding the facilities cannot be rented and must remain open to the public. The patio areas located at Alki Bathhouse and Dakota Place only may be added to your reservations.

What other things may occur in the park on the day of my rental?

Please be aware that some facilities are located in busy and popular public parks. The park remains open to the public and to the scheduling of other events in addition to your bathhouse rental. There may be events such as (but not limited to) picnics, athletic use, weddings, concerts, birthday parties, large citywide special events and construction or public work projects in the park simultaneously.

Is it possible to reserve parking for my event?

No. All parking is public and operates on a first come first serve basis. Alki Bathhouse, Cal Anderson Shelter House, Dakota Place and Ward Springs Pump House are all street parking only.

Can I park next to the building to load and unload my supplies?
No. All motor vehicles must remain in public parking spaces and are not authorized in any other portions of the park. All unloading and loading of equipment must be done from public parking spaces. However, one catering or supply vehicle is allowed to stay parked next to the Alki Bathhouse and Golden Gardens Bathhouse only.

Can I come in early, day of, to set up?
Your rental time must be kept in one solid block.

Can I come in the day before my event to set up?
No. We do not allow set up the day or night before your event.

What time must I include on my application?
Your rental reservation must include all set-up, event time and clean-up time of your event.

How can I arrange to see the facility prior to my event?
There are scheduled tour times for many of the facilities. Tours do not occur on Holidays and may be cancelled or rescheduled *occasionally* for other reasons. Please contact the Event Scheduling office, 206-684-7254, if you wish to confirm viewing times:

- Alki Bathhouse, Thursdays 6pm-8pm (No appointment necessary).
- Golden Gardens Bathhouse, Tuesdays 6:30pm-8:30pm & Fridays 8am-10am (No appointment necessary).
- Dakota Place, Saturday 8:30am-10:30am (No appointment necessary)
- Mt. Baker Rowing and Sailing Center, Tuesdays 5pm-7pm, Thursday 3pm-5pm, & Saturdays 9:30am-11:30am (No appointment necessary).
- To tour Cal Anderson Shelter House, Pritchard Beach Bathhouse, or Ward Springs Pump House please call to make an appointment, (206) 684 7254.

How do I acquire permission to serve alcohol?
In order to serve alcohol at your event you must pay the $75 alcohol fee, provide a banquet permit, a Class 12 mixologists license, and your certificate of insurance to the Event Scheduling Office. (Events wishing to sell alcohol must submit additional documents, please check with the scheduling office for details). You must also hire a licensed bartender. Please note that alcohol at your event is only permitted to be served and consumed within the facility. As a renter it is your responsibility to monitor your guests and to post signs stating "No Alcohol Beyond This Point" at all exits.

How do I change the date or hours of an already scheduled event?
Depending on availability you may be able to alter the day or times of a booked event. For information call (206) 684-7254, <u>changes are only guaranteed if made 30 days in advance of your rental.</u>

What paperwork do I need to send in?
Although it may vary, paperwork usually includes: Application, Attachment I: General Terms and Conditions and contract. For events with alcohol you'll also need a banquet permit, Class 12 mixologists license, and Certificate of Insurance. Some events may require an Attachment II document or other additional licenses/permits. Please check with the Scheduling Office for specific requirements for your event.

How can I make payment for my rental?
You have three options:
1. Give us a call, 206-684-7254, with a card and we'll process it over the phone and email you a receipt.
2. Mail us a check to our Green Lake office. After processing your payment we'll email you a receipt.
3. Visit us in our office at Green Lake with payment. Unfortunately we don't have exact change so please come prepared with the right amount if using cash.

We accept Visa, Master, American Express, cash, or check. Please make out all checks to "City of Seattle".

Please send all payment and paperwork to:
Event Scheduling
Green Lake Community Center
7201 E Green Lake Drive N.
Seattle, WA 98115

fax: (206) 684-4853
phone: (206) 684-7254