MAGNUSON PARK
INDOOR FACILITY RENTALS

Magnuson Park Event Scheduling
6310 NE 74th Street, #109E
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SEATTLE PARKS AND RECREATION

Updated November 2015

HANGAR 30

HANGAR 30

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 temperature controlled and offers a combination of 110 and 220 volt electrical outlets lining the walls. Additional electrical power can be added. Restrooms are located just off the main hall, although larger events may need to arrange for portable toilets. Parking areas at the north and south end of the Hangar may be secured for additional space.

Capacity

1300 - Weather permitting, the large garage doors can open at both the north and south ends of the building to expand the capacity.

Hangar Fees

$180/hour weekends (rental minimum of 10 hours)
$150/hour weekdays (rental minimum of 10 hours)

Staff Fees

$25/hour per staff fee + 1 additional hour; staff fees vary according to event type/capacity

Additional Fees

$25 non-refundable booking fee
$250 maintenance fee
$75 alcohol fee (if applicable)
$500 refundable damage deposit

Workshop Fee

$60/hour (optional additional room)

Onsite Sales Fees

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.

Equipment

30 five-foot round tables and 30 six-foot rectangular tables available for rental at $6 each
400 stacking chairs available for rental at $1 each

Notes

Building hours: 6:00 a.m. - 2:00 a.m.
This facility is located in a public park and the outside is subject to projects, special events, and programming.
No helium balloons allowed. Painters tape is the only tape permissible.
We have a small garbage dumpster and a small recycle dumpster onsite that your group can access during the rental. Any garbage/recycle that does not fit will require you to rent additional dumpsters or remove from the park at the end of your event.

Parking

There are 500 parking spaces near the Hangar, and 2600 total spaces in Magnuson Park, these are available on a first-come first-served basis.

WARREN G. MAGNUSON PARK

THE OFFICERS CLUB

OFFICERS CLUB

The Officers Club is a newly renovated space within historic building 30 at Warren G. Magnuson Park. This charming, intimate space has a main hall, gas fireplace, art-deco lounge area, and caterers' kitchen.

Capacity

80 banquet or 142 reception

Fees

$80/hour (rental minimum of 4 hours)

Staff Fees

$25/hour per staff + 1 additional hour; staffing fees may vary according to event type/capacity

Additional Fees

$25 non-refundable booking fee
$75 maintenance fee
$75 alcohol fee (if applicable)
$250-$500 refundable damage deposit

Onsite Sales Fees

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.

Equipment

8 five-foot round tables, 5 six-foot banquet tables, and 80 stacking chairs are included in the rental fee

Notes

Building hours: 8:00 a.m. - 12:00 midnight
This facility is located in a public park and the outside is subject to projects, special events, and programming.
Painters tape is the only tape permissible.

Parking

There are 500 parking spaces near Building 30, and 2600 total spaces in Magnuson Park, these are available on a first-come first-served basis.

Lounge

THE BRIG

VIEW RIDGE

THE BRIG

Once an actual ‘‘brig’’, or military jail, Building 406 is an informal space similar to a community center. It has several rooms available for informal events, meetings, and classes. The Brig is a great place for birthday parties, art classes, and other activities.

Garden Room
Capacity 60 banquet or 115 classroom
Fee $45/hour

Matthews Beach
Capacity 80 banquet or 140 classroom
Fee $60/hour

View Ridge Room
Capacity 80 banquet or 140 classroom
Fee $60/hour

Belvedere Terrace
Capacity 30 classroom
Fee $20/hour

GARDEN

Weekday Staff Fees $25 one-time fee
Weekend Staff Fees $25/hour per staff + 1 additional hour
Additional Fees $25 non-refundable booking fee
$25/hour Kitchen rental fee
$75 alcohol fee (if applicable)
$250-$500 refundable damage deposit

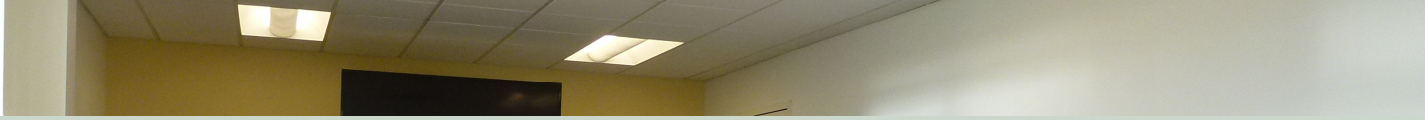
Onsite Sales Fees 10% - All onsite sales are subject to a 10% fee. This includes any admission fees paid onsite, and sales of food, beverages, alcohol, items and services made on Parks property. Fees due within 10 days of rental.

Equipment Chairs, five-foot round tables and/or six-foot banquet tables are included in rental fee.

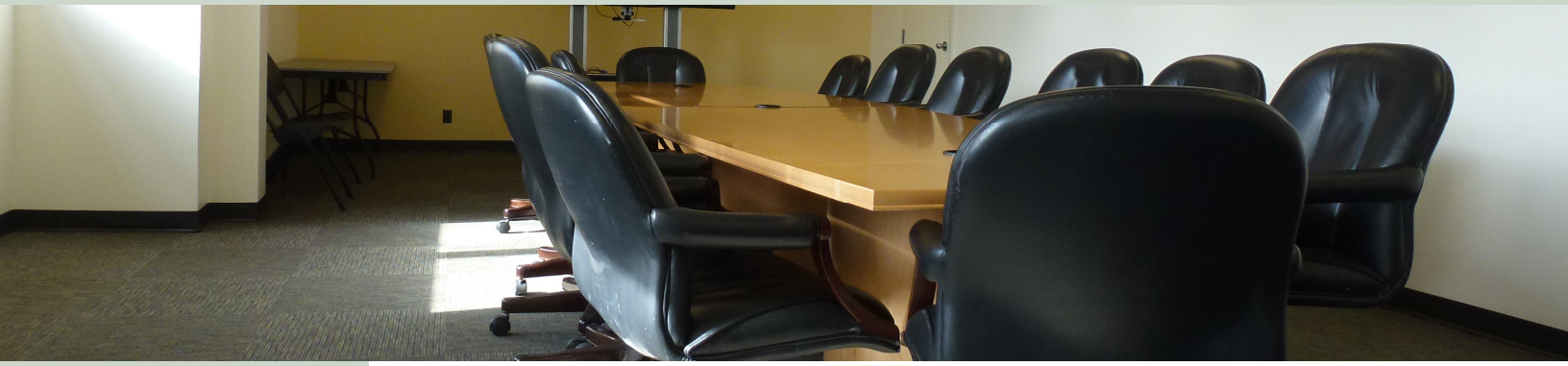
Notes Due to educational programming in the Brig we schedule this building on a quarterly basis, up to 3 months in advance.

Parking Parking is available on a first-come first-served basis.

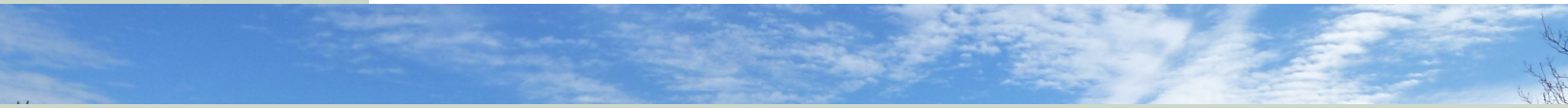
MATTHEWS BEACH



Conference Room



CONFERENCE ROOM	Located in Building 30, the conference room can be booked for small meetings or as an extra room for large Hangar events.
Capacity	20
Fee	$35/hour
Staff Fees	$25/hour per staff + 1 additional hour
Additional Fees	$25 non-refundable booking fee $75 alcohol fee (if applicable) $250-$500 refundable damage deposit
Equipment	Large conference table and chairs provided. TV monitor in picture is not available for use.
Parking	There are 500 parking spaces total in Magnuson Park available on a first-come, first-served basis.



Outdoor Events

OUTDOOR EVENTS	To schedule an outdoor event you will need to complete a Park Use Permit Application. This may be in addition or separate from an indoor rental application. For runs & walks please also refer to our Run/Walk Guidelines. Applications & Guidelines are available on our webpage: www.seattle.gov/parks/Magnuson/reservations.htm
Capacity	2000
Fees	See Outdoor Use Permit Application on our webpage.

Warren G. Magnuson Park

PERMITS + PAPERWORK

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

See Insurance Requirements Document located on Magnuson Reservations webpage.

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

Cancellation:
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. See Cancelation Policy on rental application.

Alcohol Permits:
Required to serve or sell alcohol.

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

- **MAST Training and 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.
  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

- **Special Event Permit:**
  Required for public events with alcohol sales.
  http://www.seattle.gov/specialevents/

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) 386-1331
www.seattle.gov/fire

WARREN G. MAGNUSON PARK

FREQUENTLY ASKED...

How do I book an event?

1. We need a completed application and 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”. Applications must be received at least 30 days in advance of the event.
2. After processing your application, we’ll email you a confirmation. The $25 booking fee and damage deposit are due upon receiving this confirmation. 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?

Hangar/Officers Club Rentals - 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 $75 ($25 booking fee + $50 cancelation fee) from the damage deposit. If the User should cancel their rental between 180 days and 91 days prior to the scheduled date, the $25 booking fee and the deposit paid shall be retained. If the renter cancels with 90 or fewer days notice the $25 booking fee and all rental fees will be retained.

Brig/Conference Rooms/Workshop/Community Center Rentals - If at any time up to 31 days prior to the scheduled event the User decides to cancel their rental, Seattle Parks & Recreation shall retain $75 ($25 booking fee + $50 cancelation fee) from the damage deposit. If the User should cancel their rental between 15 days and 30 days prior to the scheduled date, the $25 booking fee and 50% of the rental fees shall be retained, the damage deposit is refunded. If the renter cancels with 14 or fewer days notice the $25 booking fee and all rental fees will be retained.

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. Requests to reschedule are treated as cancelations; rentals can then be rebooked with a new application and fees.

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 restrooms* at the facility that has been reserved specifically for your event. Please refer to the specific facility on this brochure for exact 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 contract.

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?

Areas of the parks can be rented along with the indoor area. In order to book outdoor spaces please fill out a Park Use Permit application. The 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.

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

Please be aware that 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 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.

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) 233-7892,
Changes must be made at least 30 business days in advance of your rental.

Is it possible to reserve parking for my event?
No. All parking is public and operates on a first come first serve basis.

Can I come in early or the day before my event to set up?
Depending on availability, you may be able to book set-up time on the day prior to your event, all rental fees do still apply for this time. There is a minimum rental time that varies depending on the facility and day of the week. This must be arranged at least 30 days prior to the date of the event.

Your rental reservation must include all the time you need to set up, operate, teardown, and clean up at your event.

How can I arrange to see the facility prior to my event?
Tours do not occur on Holidays and may be cancelled or rescheduled occasionally for other reasons. Please contact the Events office, 206-233-7892, to schedule an appointment for viewing:

- Thursdays, 9:00 a.m. -1:00 p.m. (by appointment)
- Brig tours Thursdays, 6:30 p.m. - 8:30 p.m. (drop-in)

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 Event Scheduling Office. (Events wishing to sell alcohol must submit additional documents, please check with the scheduling office for details)
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.

What paperwork do I need to send in?
Although it may vary, paperwork usually includes: application, attachment I: general terms and conditions, date & time confirmation. 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, 206-233-7892, with a card and we’ll process it over the phone and email you a receipt.
2. Mail us a check. After processing your payment we’ll email you a receipt.
3. Visit us in our office at Magnuson Park 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, cash, or check. Please make out all checks to “City of Seattle”.

Please send all payment and paperwork to:
Magnuson Park Event Scheduling
6310 NE 74th St, #109E
Seattle, WA 98115
fax: (206) 684-4997
phone: (206) 233-7892
chelsea.johnson@seattle.gov

Any further questions please contact:
Phone: 206-233-7892
Email: chelsea.johnson@seattle.gov

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