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# Scheduling a Ceremony in Seattle Parks

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## Seattle Parks & Recreation

healthy people healthy environment strong communities

### Event Scheduling Office

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

Office: (206) 684-4080, Opt. 2

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

[www.seattle.gov/parks/reserve/  
outdoor-ceremony-reservations](http://www.seattle.gov/parks/reserve/outdoor-ceremony-reservations)

Seattle parks and gardens make lovely and in expensive outdoor venues for special ceremonies. 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. To hold a ceremony or special event in a public park, it is required to obtain a permit. You can schedule an outdoor ceremony at just about any of our more than 400 parks.

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

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## Making a Reservation

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### Scheduling a Ceremony in a Public Park is Easy!

*Our 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 material are available to aid your in your search; you can ask for these from our staff or 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 Homepage:**  
[www.seattle.gov/parks/reserve/outdoor-ceremony-reservations](http://www.seattle.gov/parks/reserve/outdoor-ceremony-reservations)
2. Call (206) 684-4080, Opt. 2 to make your reservation. The following parks are available for reservation on the first day of each new month, one year in advance: *Arboretum, Bhy Kracke, Hamilton Viewpoint, Kubota, Martha Washington, Oxbow, Parsons, Roanoke Park, and Sunset Hill Viewpoint.* You can reserve all other park sites beginning the first business day of the New Year. In general, 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. Please note the ceremony application process will begin at 10AM on the first business day of the new year. Completed applications are required at the time of booking. We will process applications received in-person or via email on a first-come, first-served basis. Payment is due within 14 days after your reservation has been confirmed. If payment is not received within that time frame, your reservation will be canceled.
4. If your initial application information has any changes, you must notify our office at least one month prior to your event. The final ceremony permit will be emailed to you at least two weeks prior to your ceremony.



## 2019 Fees and Charges: Outdoor Park Areas for Ceremonies

### Once Paid, All Fees are Non-refundable

We accept Visa, MasterCard, American Express, Discover, Diners Card, checks, and cash payments. \$20 Non-Sufficient Funds Check Fee.

### General Parks Ceremony:

- \$135 per hour with a two-hour minimum for most parks.
- \$170 per hour with a two-hour minimum for Alki Beach Park, Golden Gardens Park, Hamilton Viewpoint, Sunset Hill Viewpoint, and Volunteer Park.

### Garden and Specialty Site Ceremony:

#### Parsons Garden and Kubota Garden:

- \$200 per hour with a three hour minimum.
- \$30 per hour fee for a Parks Attendant.

#### Discovery Park:

- \$135 per hour with a two hour minimum.
- \$30 per hour fee for a Parks Attendant.

#### Volunteer Park Conservatory:

- \$170 per hour with a two hour minimum.
- \$30 per hour fee for a Parks Attendant.

#### Washington Park Arboretum:

- \$170 per hour with a two hour minimum.
- \$30 per hour fee for a Parks Attendant.

### Rescheduling Fee:

- \$25 fee to change ceremony date or location (*once ceremony fee has been paid*) within the same calendar year.

### Picnic Fees:

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

### Catering Fee:

- \$75 fee if you hire a catering company to come into the park and provide service, if park allows.
- The caterer must provide a certificate of liability insurance.

### Special Equipment Fee:

- \$75 fee if you setup any special equipment such as canopies/tents over 20'x20', stages, etc.
- The equipment company must provide a certificate of liability insurance.

### Attendant Fee:

- \$30 per hour fee for a Parks Attendant. Depending on the scope or location of your event, we may require that you hire an attendant to monitor the park.

## To Help You with Your Planning: Specialty Site Guidelines

### *Specialty Sites Requires an Attendant*

#### Parsons Gardens:

- Time options: 8am-11am, 12pm-3pm, 4pm-7pm
- Site capacity: 75 people
- No electricity or water available.
- A chemical toilet is provided Thursdays through Sundays between June and September.
- If you scatter flower petals, please pick them up.
- One 20'x20' or smaller canopy is allowed.
- Rehearsal time is open on Thursdays, 4:30-8:30pm

#### Kubota Garden:

- Time options: 8am-11am, 12pm-3pm, 4pm-7pm
- Site capacity: 150 people
- No electricity or water available.
- The Kubota Terrace is the only area in the park where ceremonies are permitted. Vehicle access is limited (for loading/unloading only).
- No attachment of any material to the Overlook Pavilion and its supports.
- A chemical toilet is provided for the park.
- If you scatter flower petals, please pick them up.
- Rehearsal time is open on Thursdays 4:30-8:30pm

#### Washington Park Arboretum:

- Site capacity: Varies from 15-75 people depending on permitted location. See page 4 for details.
- No electricity or water available.
- Permanent restrooms are available for use only at the Graham Visitor Center.
- No set up is allowed, including chairs and tables (standing ceremonies only). Please contact event scheduling staff with questions regarding this park.

#### Discovery Park:

- Site capacity: 35 or 75 people depending on the two permitted locations. See page 4 for details.
- No electricity or water available.
- Standing ceremonies only. No set up is allowed, including chairs and tables. Please contact event scheduling staff with questions regarding this park.

#### Volunteer Park Conservatory:

- Site capacity is 25 people in the seasonal house.
- No ceremonies can be scheduled in the Conservatory in the months of November and December.
- No set up is allowed, up to 18 chairs available upon request.
- No food or beverages are allowed
- Available for events after regular operating hours. Ceremonies and other events are not permitted during public hours.



# To Help You with Your Planning: General Guidelines

## Permit:

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

## Access:

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.

## 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.

## Sound:

Non-amplified (acoustic) music is allowed at any park. Please check with our schedulers for amplified music/sound restrictions. All sound must be approved in advance.

## Photos:

Your ceremony permit allows you to have photographs taken at your selected park during the hours you reserved. If you would like to take photos during other hours or at other parks an additional permit is required. A \$30 fee will apply and permits can be scheduled up to 14 days in advance.

## 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 delivery, setup and cleanup must take place within hours of your permit. Seattle Parks does not provide electricity. A \$75 fee applies for canopies larger than 400 square feet and insurance is required.

## Food Service:

Your ceremony permit allows you to provide your own food at the site. If you plan to hire a caterer a \$75 fee will apply and insurance is required. We define a caterer as a paid person or company that prepares and/or serves food or sets up equipment for that purpose. There is NO vehicle access into parks, this includes requests for load/unload purposes. Parking spaces cannot be reserved; catering/ equipment vehicles must park on a first-come, first-served basis.

## Parking:

All parking is first-come, first served and is not guaranteed. Parking is limited at most parks.

## Decorations:

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

## Trash:

Please leave your area clean; gather and remove your trash and decorations so that others will find the area ready to use.

## Insurance:

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

## 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.



## Choosing a Location: Here Are Just a Few of Our Favorites

You can schedule a ceremony at almost any of our more than 400 parks!

To schedule, please call Event Scheduling at (206) 684-4080, Opt. 2 unless otherwise noted below.

Specialty Outdoor Sites	Features and Amenities	Capacity
<b>Discovery Park</b> 3801 W Government Way 98199	A 534-acre natural area of breathtaking majesty. It provides spectacular views of both the Cascade and Olympic Mountains. Please see page 2 for guidelines specific to Discovery Park. For rentals inside the Daybreak Star Center please call 206-285-4425 ext.1020	North Bluff: 75 Chapel Lawn: 35
<b>Kubota Garden</b> 9817 55th Ave S 98118	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. Limited parking and a chemical toilet. Please see page 2 for specific guidelines.	Kubota Terrace: 150
<b>Parsons Gardens</b> 7th Ave W & W Highland Dr 98119	This intimate, lovely garden is a hidden gem on Queen Anne's south slope. The pathways and arbor at this historic landmark add to its ceremony ambience. It's ideal for small ceremonies, as there is limited on-street parking. Please see page 2 for specific guidelines specific.	75
<b>Washington Park Arboretum</b> 2300 Arboretum Dr E 98112	This beautiful park features 4,000 species of trees and shrubs. There are five ceremony locations. NO decorations, setup, or cooking/ barbequing are allowed. Please see page 2 for guidelines specific to the Arboretum. For indoor rentals at the Graham Visitor Center call 206-221-2500.	Pacific Connections:75 Woodland Pond: 25 Lookout Gazebo: 25 Lookout Pond: 50 Meadow: 70
<b>Volunteer Park Conservatory</b> 1247 15th Ave E 98112	The Conservatory at Volunteer Park offers an intimate site for a small ceremony of 25 people or less. Please see page 2 for guidelines specific to the conservatory or call 206-684-4743.	25
Outdoor Parks	Features and Amenities	Capacity
<b>Alki Beach Park</b> 1702 Alki Ave SW 98116	Choose from the lawn near the bathhouse or the reservable picnic site, both spaces have a beautiful view of the beach and the Puget Sound. Ceremonies are not allowed on sandy beaches.	100
<b>Bhy Kracke Park</b> Bigelow N & N Comstock Pl 1215 5th Ave N 98109	This hidden gem is a three-tiered park with a view of Lake Union and limited on-street parking.	150
<b>Carkeek Park</b> 950 NW Carkeek Park Rd 98177	Ceremonies can take place at picnic areas (picnic fees apply) or the Model Airplane field. Both have views of the Puget Sound.	Picnic areas:150 Model Airplane field: 50
<b>Colman Park</b> 1800 Lake Washington Blvd S 98144	Colman offers a Lake Washington shoreline setting with a balcony/rail structure and limited on street parking.	125
<b>Denny Blaine Park</b> 200 Lake Washington Blvd E 98112	This picturesque two tiered park offers a view of Lake Washington. Limited on-street parking.	50
<b>Don Armeni Boat Ramp</b> 1200 Harbor Ave SW 98116	This West Seattle waterfront park with boat launch, has a great view of downtown Seattle and the Puget Sound. Ceremonies are held on the lawn; parking is limited.	150
<b>Dragonfly Pavilion</b> 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> 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>Emma Schmitz Memorial Overlook</b> 4503 Beach Dr SW 98116	Emma Schmitz offers a stunning view of the Olympic Mountains and is located steps away from the Puget Sound.	30

Outdoor Parks	Features and Amenities	Capacity
<b>Ferdinand Street Boat Launch</b> S Ferdinand St & Lake Washington Blvd S 98118	Sweeping views of the Cascade Mountains and Lake Washington make this lakefront park perfect for a beautiful ceremony.	50
<b>Freeway Park</b> 700 Seneca St 98101	The first park constructed over a freeway. This beautiful park is a maze of unique architectural forms, fountains, and landscapes; perfect for those seeking an urban oasis for their ceremony.	75
<b>Fremont Peak Park</b> 4357 Palatine Ave N 98103	This park is perfect for a small, intimate ceremony. The landscape design details and territorial views will make your ceremony unforgettable.	40
<b>Golden Gardens North Meadow</b> 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> 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> 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>Licton Springs Park</b> 9536 Ashworth Ave N 98103	This cozy park, an old mineral spring site, offers rustic wooded glens. It has on-street parking and restrooms.	200
<b>Luna Park</b> 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> 1461 Magnolia Blvd W 98199	The picnic shelter and benches look across Elliott Bay to the Olympic Mountains; there are restrooms and on-site parking. (Picnic fees may apply)	200
<b>Martha Washington Park</b> 6612 57th Ave S 98118	An expansive grass lawn welcomes you to this park. There is a small orchard, and a few short trails leading down to the Lake Washington waterfront.	150
<b>Meridian Playground</b> Meridian Ave N & N 50th St 98103	Meridian features a flowering Tilth garden, a grass meadow, picnic shelter, and gazebo. There are restrooms and limited on-street parking. (Picnic fees may apply)	100
<b>Mount Baker Boulevard</b> S Mt Baker Blvd to S McClellan St 98144	Enjoy Mt. Baker's grassy promenade under maples, mountain ash, and chestnut trees leading to Lake Washington Boulevard and the beach.	100
<b>Oxbow Park</b> 6430 Corson Ave S 98108	Located in the heart of historic Georgetown, this park is home of the famous Hat n' Boot sculpture. Oxbow is a fun ceremony site for those looking for something a little different.	150
<b>Roanoke Park</b> 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. Limited street parking is available.	100
<b>Sunset Hill Park</b> 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> 1247 15th Ave E 98112	This beautiful park is located in the heart of Seattle. Outdoor ceremonies are allowed in the Dahlia Garden (blooms mid August-September) and Amphitheater area.	150

For information on indoor facilities available for rent from Seattle Parks, please visit our website: [www.seattle.gov/parks](http://www.seattle.gov/parks)





Rental # R \_\_\_\_\_

**Please contact the Event Scheduling Office to further discuss specific Seattle Parks & Recreation permit limits and restrictions.**

- A completed application is required at the time of booking. You must notify our office of any changes to your application at least one month prior to your event so that all your information is accurate and up to date.
- Full payment must be received within 14 days of placing a reservation or immediately if being reserved inside of two weeks prior to the event. The reservation will be canceled if payment is not received.
- All payments are non-refundable.

**The ceremony permit will be emailed to you approximately two weeks prior to your ceremony.**

**Contact Information**

Main Contact						
First Name*	Last Name*	Gender*	Ethnicity (optional)	Languages (optional)	Date of Birth* / /	
Residential Address*			Apt./Suite	City*	State*	Zip Code*
Primary Phone* ( )	Cell Phone ( )	Email Address*			Promotional Email	Check One* Bride Groom
Alternate Contact						
First Name*	Last Name*	Gender*	Ethnicity (optional)	Languages (optional)	Date of Birth* / /	
Residential Address*			Apt./Suite	City*	State*	Zip Code*
Primary Phone* ( )	Cell Phone ( )	Email Address*			Promotional Email	Check One* Bride Groom

**Park Site**

Park Requested*	Exact Location at Park*(Please attach a detailed map of your site plan)		
Event Name or Ceremony Type*		Date Requested*	
Hours Requested* <small>Hours requested must include ALL set-up/clean-up &amp; delivery times. (All overages will be billed to the permit holder)</small>	Ceremony Start & End Time*	Expected Attendance*	
Start Time:	End Time:		

# Ceremony Planning

**All set-up and take-down must be completed within your permitted time.**

**Vehicle access is not permitted at most parks.**

## Food/Beverage (Alcohol is NOT Permitted)

Please describe in detail\*:

Name of catering company: (Insurance is required):

Catering set-up time:

Catering take down time:

## Music/Sound (Please check with the Event Scheduling Office for music restrictions. All sound must be approved in advance)

Please describe in detail\*:

## Equipment (Seattle Parks does not provide any equipment. All commercial vendors must provide proof of insurance. Please plan 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 Chemical Toilets\*:

Equipment delivery time:

Equipment pick-up time:

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

Please describe any additional equipment or details:

## Vehicle Access

Not all parks are accessible for load/unload privileges. If you have special requirements which make it necessary for you to have vehicle access, please 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\*:

How Did You Hear About Us?

**\*Required Information**