

Facility Rental Brochure

**Seattle Parks & Recreation
Facility Scheduling Office**
860 Terry Avenue N.
Seattle, WA 98109
(206) 684 7254—phone
(206) 684 4853—fax
sluevents@seattle.gov
www.seattle.gov/parks

Alki Beach Bathhouse
2701 Alki Avenue SW
Seattle, WA. 98116

**Cal Anderson
Shelter House**
1635 11th Avenue
Seattle, WA 98122

**Golden Gardens
Bathhouse**
8498 Seaview Avenue N.
Seattle, WA 98117

**Pritchard Beach
Bathhouse**
8400 55th Ave S.
Seattle, WA 98117

**Ward Springs
Pump House**
Ward Street & 4th Ave. N.
Seattle, WA 98109



Alki Beach Bathhouse



Pritchard Beach Bathhouse



Golden Gardens Bathhouse

Rental Fees & Charges

Damage Deposit:

Events without Alcohol	\$250
Events with Alcohol	\$500

*deposits are refundable unless damages or time overages occur

Hourly Room Fees:

Alki Bathhouse

Main Hall	\$50/hour
Painting Room	\$40/hour

* 4 hour minimum rental

Cal Anderson Shelter House

Main Hall	\$40/hour
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* 2 hour minimum rental

Golden Gardens Bathhouse

Exclusive use (Main Hall, Wet
Class room, Conference room) \$150.00/hour

* 4 hour minimum rental, Monday—Thursday

* 8 hour minimum rental, Friday—Sunday

Pritchard Beach Bathhouse

Main Hall	\$50/hour
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* 2 hour minimum rental

Ward Springs Pump House

Main Hall	\$30/hour
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* 2 hour minimum rental

Additional Fees:

Staff Fee	\$20/hour/staff
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*number of staff is dependant on size/type of rental. Average rental requires 1-2 staff. Additional may be required at Parks discretion

Booking Fee	\$20
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Alcohol Fee	\$60
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Maintenance fee:

(Alki Bathhouse, Golden Gardens)	\$150
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(Pritchard Beach)	\$75
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(Cal Anderson Ward Springs)	\$50
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Onsite Sales Fee	*10%
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*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:

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 demands 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.

Special Occasion License: Issued to non-profit organizations to sell alcohol on-premise for a specific date and location.

MAST Training and Mixologists licenses: All paid or volunteer staff involved in the sale, serving or pouring of alcoholic beverages must be MAST trained and hold CLASS 12 Mixologist licenses as required by the Washington State Liquor Control Board.

Applications can be obtained at a Washington State Liquor Store,
or by calling (360) 664 1600

Fire Permits:

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

Seattle Fire Department Permit Office: (206) 386 1331
www.seattle.gov/fire

SEATTLE PARKS FACILITY RENTAL FAQ'S

What does my Rental include?

Rental includes use of the hall and bathrooms* at the facility that has been reserved specifically for your event. Rental does not include the use of any outdoor space.

* 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.

What equipment is onsite for my use?

There are tables and chairs at each site which are included in your rental. Equipment is not permitted for use outdoors.

Alki Beach Bathhouse

13	2.5 x 6 ft rectangular tables	seat 6-8
3	6ft round tables	seat 8-10
84	chairs	

Cal Anderson Shelter House:

8	2.5 x 6 ft rectangular tables	seat 6-8
45	chairs	

Golden Gardens Bathhouse

18	2.5 x 6 ft rectangular tables	seat 6-8
18	5ft round tables	seat 8
140	chairs	

Pritchard Beach Bathhouse

15	2.5 x 6 ft rectangular tables	seat 6-8
55	chairs	

Ward Springs Pump House

5	2.5 x 6 ft rectangular tables	seat 6-8
25	chairs	

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 call (206) 684-4081.

The cement walkway and patio areas surrounding the facilities cannot be rented and must remain open to the public.

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

Anyone planning an event at one of the facilities should be aware that other events may occur in the park on the day of your rental. These can range from family picnics to large special events.

Is it possible to reserve parking for my event?

No. All parking is public parking and operates on a first come first serve basis.

Can I come in the day before my event to set up?

Depending on availability you may be able to schedule set-up time on the day prior to your event. There is a minimum time rental of 2 or 4 hours depending on the facility and this must be arranged at least 10 days prior to the date of the event.

How can I arrange to see the facility prior to my event?

There are scheduled tour times for many of the facilities:

Alki Bathhouse, Thursdays 6:30-8:30pm (No appointment necessary)

Golden Gardens Bathhouse, Tuesdays 6:30-8:30pm & Fridays 8-10am (No appointment necessary)

Pirtchard Beach Bathhouse, Wednesday 6pm-7pm (Please call to make an appointment)

Tours do not occur on Holidays and may be cancelled occasionally for other reasons.

To tour Cal Anderson Shelterhouse or Ward Springs Pumphouse please call (206) 684 7254.

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, changes must be made at least 10 business days in advance of your rental.

What paperwork do I need to send in and where do I send it?

Although it may vary, paperwork usually includes: contract, attachment 1, banquet permit, fire permit (for outdoor cooking) and certificate of insurance. Some events may require an attachment 2 document or other licenses/permits. Please check with the scheduling office for specific requirements for your event.

All information can be sent to:

South Lake Union
860 Terry Avenue N
Seattle, WA 98109

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

Attn: Facility Scheduling

How do I acquire permission to serve alcohol?

In order to serve alcohol at your event you must pay the \$60 alcohol fee, you must also purchase a banquet permit and provide a copy of this and your certificate of insurance to the Event Scheduling Office located at South Lake Union. (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. No alcohol is allowed in any outdoor location of the park. As a renter it is your responsibility to monitor your guests and to post signs stating “No Alcohol Beyond This Point” at all exits.

Preferred Caterers:

The Seattle Parks Departments' preferred catering list offers a number of options for your event! Each of the preferred caterers has intimate knowledge of and experience in working at the various venues. They can provide you with excellent service and assistance in making your event successful!

Blu Water

Elizabeth Williams
(206) 344 4757
www.bluwaterbistro.com

Epicurean

Todd Jones
(425) 827 5700
www.crabcracker.com

Foodz

Shelby Sewell
(206) 297 9634
www.foodzcatering.com

Lisa Dupar

Callie Meyer
(425) 881 3250
www.lisaduparcatering.com

Precise Catering

Helen Stewart/Larry Brooks
(425) 687 6528
www.precisecatering.com

Daniel's Catering

Main Line
(206) 689 7300
www.schwartzbrothers.com
www.danielscatering.net

Upper Crust

Jim Lustig
(206) 783 1826
www.theuppercrustcatering.com

Use of a preferred caterer is recommended but not required. You are welcome to use a different caterer of your choice or prepare the food yourself.

Department use only: Rental # _____ Deposit Due _____

Application for Rental

- We will need a completed application and a signed Attachment I: General Terms & Conditions before processing any reservations.
- The damage deposit is due 5 business days from the time we process your application.
- All required paper work and rental balance is due two weeks prior to Scheduled event.
- Any/all revisions to this application must be received in writing and approved by the Event Scheduling Office at least two weeks prior to the scheduled event.

Organization/Individual Renting the Facility: _____

Main Contact Person(s):

_____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

*Email _____

Phone 1: _____ Fax: _____

Phone 2: _____

Facility Requested: _____

Room(s) Requested: _____

Date(s) Requested: _____

Hours Requested :

Set up time (Start): _____ Event Hours (From) _____

Set down (End): _____ Event Hours (To) _____

Name of the Event: _____

Description of the Event:

Expected Attendance: _____

Food? Yes No
 Alcohol? Yes No
 Alcohol For Sale? Yes No

Name of Caterer (if applicable): _____
 Catering Equipment Brought in: _____

Security? Yes No
 Admission Fee? Yes No
 Candles? Yes No
 Donations Solicited? Yes No
 Items for Sale? Yes No

Description of items to be sold: _____

Staging/Lighting? Yes No
 Description: _____

Amplified Sound? Yes No
 Description: _____

The information supplied in this application is true and accurate to the best of my knowledge. I have read and agreed to the attached terms and conditions.

 Print Name Signature Date

Department Use Only:

_____ Completed Application
 _____ \$250 \$500 Damage Deposit

Two weeks prior to Rental

- _____ Final Rental Contract/Permit
- _____ Signed Attachment 1 –General Terms and Conditions
- _____ Signed Attachment 2 –Supplemental Provisions
- _____ Payment in Full
- _____ Banquet Permit (if hosting Liquor)
- _____ Special Occasion License (Selling alcohol, admission fee with alcohol)
- _____ Security Plan
- _____ Applicable Fire Permits (Candle, outdoor cooking, special effects, etc)
- _____ Applicable Health Dept. Permits (demonstrations, Food handling, etc)
- _____ Parking Plan
- _____ Fencing Layout
- _____ MAST Training License

NOTES _____

Seattle Parks Facility – General Terms and Conditions

ATTACHMENT I -- GENERAL TERMS AND CONDITIONS

- 1) **Retain Permit:** User must retain a copy of this permit on the premises throughout the scheduled event.
- 2) **Laws and Rules:** Renter shall not allow any lewd or illegal conduct on the premises. The User shall comply with all state laws, City ordinances, regulations of the Superintendent of Parks and Recreation applicable to activities in City parks, and any lawful order of a Departmental representative made to prevent injury or damage. No lewd conduct or gambling devices are permitted on the premises.
- 3) **Liquor:** No liquor shall be allowed in or about the assigned premises without prior approval, permit, and proof of insurance, if applicable. When permitted liquor is allowed inside the facility only, it is against the law for liquor to be consumed in the outdoor park. All catering employees or volunteers that pour, serve, distribute or sell alcohol must have on their person a Washington State Liquor Control Board Class 12 Mixologist Permit. No exceptions will be made to this. Parks Dept staff have the right to request to see and examine these permits at any time.
- 4) **Rental Hours:** Rental time must be pre-scheduled and begins at the start of setup and ends when the last person related to the event leaves the building. *Events that go beyond the scheduled time will be subject to time-and-a-half costs for room and staff charges.*
- 5) **No Smoking Indoors:** There will be no smoking allowed inside facilities or within 25 feet of doorways and windows. All cigarette butts must be picked up and ashtrays emptied from any outdoor smoking areas.
- 6) **Condition of Premises:** The User accepts the premises upon entry into possession. The User may inspect the premises at an earlier, mutually convenient time. Upon expiration or termination of the Permit or an earlier revocation, the User shall promptly return the premises in as good condition as received, reasonable wear & tear excepted, in a clean appearance, ready for use by another.
- 7) **Set Up/Take Down:** Renters are responsible for set-up and take down of the event and for clean up of the event.
 - A) No tape, including duct tape or masking tape, may be applied to any floor in the building except tape specifically defined as painter's tape. Painter's tape is blue.
 - B) The person(s) responsible for clean up must accompany the facility supervisor on a walk-through of the facility, *when take down is nearly completed but clean up crew is still available*, to ensure that clean up is complete and to identify any damage that might have occurred. Failure to satisfy this obligation may result in forfeiture of part or all of the renter's damage deposit.
 - C) All rented equipment that the renter may bring in for the event must be removed from the premises at the end of the specified time on the rental agreement.
- 8) **Approval Required:** The following activities are NOT ALLOWED without advanced written approval of the Parks Department: the sale of food, beverages, goods or merchandise; charging admission or fees for services. Any advanced writing approval will be included in the Contract or Attachment II of this Permit/Contract

- 9) **Changes to contract:** Should any changes occur prior to your requested use of the facility, notify staff at the facility immediately so that changes can be made to your rental agreement. Changes may increase or reduce fee amounts, prior to actual use of the facility. Changes must be made 5 business days in advance of scheduled use.
- 10) **Holding Deposit:** A holding deposit of \$500 shall be required to reserve space. This deposit is partially refundable; if at any time up to 60 days prior to the scheduled event the renter decides to cancel their event, 90% will be refunded. If the renter should cancel their rental between 60 days and 31 days prior to the scheduled date half of the deposit shall be returned. If the event is cancelled with 30 or fewer days notice, the entire deposit shall be retained by Seattle Parks and Recreation.
- 11) **Fees and Charges:** Fees and charges are detailed in the Permit/Contract and are *not* refundable. Full payment of all fees and charges (except the 10% of gross receipts, if applicable) are due 14 days prior to the first day of the scheduled event.
- 12) **Damage deposits** will be refunded, less the costs of any repairs due to damages to the facility or unpaid balances owed by the renter to the Parks Department. Damage deposits may be held by the department until the renter has paid agreed upon portions of sales, admissions or catering charges (as specified in Attachment II).
- 13) **Responsibility:** The User assumes responsibility for all activities conducted on the premises, including but not limited to supervision and control to prevent injury or damage; maintenance of the premises during the use; picking up bottles, debris and refuse; and providing security to maintain order. The Department disclaims any liability from, and the User agrees not to hold the Department liable for, any occurrences arising from the event as described in this permit.
- 14) **Cancellation, Relocation by Department:** The Department may, without liability, upon giving as much advance notice to the User as practical, cancel or terminate this Permit or relocate a scheduled use to a nearby available location if the premises are closed for repairs, necessary utilities or services cannot be supplied or a supervening order of a governmental officer or agency makes it necessary.
- 15) **Revocation:** The Department may revoke a permit and/or stop a use in progress if the User fails to comply with any State laws, City ordinances, including Seattle Municipal Code 25.08.520 regarding noise in public places, rules and regulations of the Superintendent of Parks and Recreation, and the terms of this permit. The Department may also revoke a permit and/or stop a use in progress if the User fails to secure a necessary permit, disregards a lawful order of an authorized representative of the Department, or engages in activity that may cause injury to the public or damage to the premises.
- 16) **No Assignment:** This permit and the permission granted may not be assigned, nor the premises sublet, without the prior written consent of the Department.
- 17) **Motorized Vehicles:** 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 only. Parking is first come first serve, **Parking Cannot be Reserved.**
- 18) **Post No Signs:** Signs are not allowed to be taped, hung, stapled, or nailed to any tree, sign post or exterior of a building without written permission.

Please Sign Initials _____

19) **Indemnity:** The User shall indemnify and hold the City harmless from any and all claims, actions, losses and damages to person or property (including but not limited to attorneys fees and expenses) suffered as a consequence of or arising or resulting, directly or indirectly, from any act or omission of the User on or about the premises.

In the event that any lawsuit based upon any such claim, action, loss, damage or cost is brought against the City, the User, after being notified that such lawsuit has been started, shall

defend such lawsuit at no expense to the City; and if, in such lawsuit, a final judgement is rendered against the City, or against the City and the User, jointly, the User shall promptly satisfy such judgment.

The User's liability under the indemnification agreement shall not be reduced by any City negligence; provided, that nothing shall require the User to indemnify the City against the sole negligence of any City officer, employee or agent acting within the scope of such person's employment.

20) **Insurance:** The User shall be required, at its sole cost and to secure and maintain continuously a policy or policies of insurance during the term of the Contract, known as: per accident; **Commercial General Liability (CG 00 01)/Comprehensive Personal Liability (HO3) as applicable to User**, and written on an insurance industry standard occurrence form as referenced, or equivalent, including premises/operations; products/completed operations; personal/advertising injury; contractual liability; and independent contractors liability, Liquor Liability/Host Liquor Liability (if applicable).

The policy(ies) minimum limits of liability for bodily injury and property damage shall be \$1,000,000 each occurrence and \$1,000,000 general, products/completed operations aggregate; If any vehicle is used in the conduct of the User's business, a policy **Automobile Liability (Business/Personal)** - written on an insurance industry standard form (ISO form CA 00 01) or equivalent, to include coverage for owned, non-owned, leased or hired vehicles. The minimum limits of liability for Bodily injury and property damage shall be \$1,000,000; The insurance as provided under items (1) and (2) above shall be endorsed to include The City of Seattle, its officers, elected officials, employees, agents and volunteers as an Additional Insured on ISO form CG2026 (or equivalent), and shall not be reduced or cancelled without forty-five (45) days prior written notice to the City; The User's insurance shall be primary as respects the City, and any other insurance maintained by the City shall be excess and non-contributing with the User's insurance; Evidence of Insurance - Property Use will not be permitted until the Department receives a certificate of insurance and the appropriate additional insured endorsement(s) in connection with the described work.

Subcontractors - User shall include all subcontractors performing any work included under this contract as an insured under its policies **or shall furnish** separate evidence of insurance as stated above for each subcontractor. All coverage for subcontractors shall be subject to all the requirements stated herein and applicable to their profession.

I, as a renter, have read and understood this agreement and have accepted responsibility for the terms listed. I accept responsibility for any damages to equipment or to the facility that occur in association with my use of the facility. I understand that any Facility Supervisor has the right to close the facility during a rental if he or she determines a situation to be unsafe.

Renter

Signature: _____ **Date:** _____

Print Name: _____