

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	2011	2012
Main Hall	\$60/hour	\$60/hour
Painting Room	\$45/hour	\$45/hour
Outside Patio	\$40/hour	\$40/hour
Indoor Exclusive use	\$95/hour	\$95/hour
Indoor/Outdoor Exclusive use	\$135/hour	\$135/hour
* 4 hour minimum rental (all rentals have to end by 12am)		

Cal Anderson Shelter House	2011	2012
Main Hall	\$45/hour	\$45/hour
* 2 hour minimum rental (all rentals have to end by 11pm)		

Golden Gardens Bathhouse	2011	2012
Exclusive use (Main Hall, Wet Class room, Conference room)	\$155.00/hour	\$160.00/hour
* 4 hour minimum rental, Monday—Thursday		
* 8 hour minimum rental, Friday—Sunday		
(all rentals have to end by 11pm)		

Pritchard Beach Bathhouse	2011	2012
Main Hall	\$60/hour	\$60/hour
* 2 hour minimum rental (all rentals have to end by 11pm)		

Ward Springs Pump House	2011	2012
Main Hall	\$35/hour	\$35/hour
* 2 hour minimum rental (all rentals have to end by 11pm)		

Additional Fees:

Staff Fee \$25/hour/staff

*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 (non-refundable)	\$25
Alcohol Fee (non-refundable)	\$75
Maintenance fee:	
(Alki Bathhouse, Golden Gardens)	\$150
(Pritchard Beach)	\$75
(Cal Anderson Ward Springs)	\$50

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:

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
84 chairs

Cal Anderson Shelter House:

6 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 *except* for the Alki Bathhouse. .

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 , 4, or 8 hours depending on the facility and day of the week. This must be arranged at least 14 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 5pm-8:00pm (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 Pumpouse 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 14 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

Attn: Facility Scheduling

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

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.