



Seattle
Parks & Recreation

INDOOR FACILITY RENTALS



Event Scheduling Office

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

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ALKI BEACH BATHHOUSE



Description The Alki Beach Bathhouse offers beautiful views of the water and mountains and is within walking distance of the many shops, restaurants and activities along Alki Beach. The painting room can be added for additional space. Reasonable rates and friendly staff make this an ideal spot!

Address 2701 Alki Ave SW, Seattle, WA 98116

Capacity Table Seating—84, Standing—100

Fees

- \$70/hr. Main hall (rental minimum of 4 hours)
- \$50/hr. Painting room add-on(must be rented with main hall)
- \$40/hr. Patio Add on (must be rented with main hall)
- \$30/hr. Per staff fee + one additional hour; staff fees vary according to event type/capacity
- \$30.25 Non-refundable booking fee
- \$150 Maintenance fee
- \$75 Alcohol fee (if applicable)
- \$250-\$500 Refundable damage deposit

Equipment Five 5-ft. round tables, thirteen 6-ft. rectangular tables, and 84 chairs

Available Hours 6:00 am to midnight

Tours Every Thursday from 6:00pm-8:00pm (drop-in, appointment not needed)



BRADNER GARDENS



Description Bradner Gardens has a small shelter house available for groups of less than 20 people. Nestled in a charming garden and community p-patch with many fantastic artistic features, this spot is a perfect location for an intimate team or group setting. Stroll through the many beds of vegetables, take a break in the central seating area, and don't miss the elaborate mosaic tiled bathrooms!

Address 1730 Bradner Pl S, Seattle, WA 98144

Capacity Table Seating—15, Standing—20

Fees

- \$45/hr. Main room (2 hour minimum)
- \$30/hr. Per staff fee + one additional hour; staff fees vary according to event type/capacity
- \$30.25 Non-refundable booking fee
- \$25 Maintenance fee
- \$75 Alcohol fee (if applicable)
- \$250-\$500 Refundable damage deposit

Equipment Two 6-ft. rectangular tables and 32 chairs

Available Hours 6:00 am to 11:00 pm

Tours By appointment only



CAL ANDERSON SHELTERHOUSE



Description The Cal Anderson Shelterhouse is located on Capitol Hill in Cal Anderson Park. The newly remodeled site features a gas fireplace and is ideal for small events. The Main Hall is 900 square feet. Reasonable rates and friendly staff make this an ideal spot.

Address 1635 11th Ave, Seattle, WA 98122

Capacity Table Seating—33, Standing—45

Fees

- \$10/hr. Main hall (2 hour minimum)
- \$30/hr. Per staff fee + one additional hour; staff fees vary according to event type/capacity
- \$30.25 Non-refundable booking fee
- \$75 Maintenance fee
- \$75 Alcohol fee (if applicable)
- \$250-\$500 Refundable damage deposit

Equipment Six 6-ft. rectangular tables and 45 chairs

Available Hours 6:00 am to 11:00 pm

Tours By appointment only



COWEN PARK SHELTERHOUSE



Description The [Cowen Park Shelterhouse](#) is located in the wonderful Cowen Park. It is a marvelous location for hosting your company retreat, neighborhood association meeting or your next birthday. The Shelterhouse is a cozy space with a glass front facade allowing natural light to help brighten the space. It is a very quaint and serene location.

Address 5849 15th Ave NE, Seattle, WA 98105

Capacity Table Seating—25, Standing—35

Fees

- \$35/hr. Main room (2 hour minimum)
- \$30/hr. Per staff fee + one additional hour; staff fees vary according to event type/capacity
- \$30.25 Non-refundable booking fee
- \$25 Maintenance fee
- \$75 Alcohol fee (if applicable)
- \$250-\$500 Refundable damage deposit

Equipment Six 6-ft. rectangular tables and 45 chairs

Available Hours 6:00 am to 11:00 pm

Tours By appointment only



DAKOTA PLACE PARK BUILDING



Description Charming [Dakota Place Park Building](#) is located in West Seattle in Dakota Place Park. This historic building is within walking distance of many shops, restaurants and activities along California Avenue.

Address 4304 SW Dakota St, Seattle, WA 98116

Capacity Table Seating—110, Standing—160

Fees

- \$80/hr. Main hall (4 hour minimum/weekends, 3 hour minimum/weekdays)
- \$50/hr. Patio (must be booked with the main hall)
- \$30/hr. Per staff fee + one additional hour; staff fees vary according to event type/capacity
- \$30.25 Non-refundable booking fee
- \$150 Maintenance fee
- \$75 Alcohol fee (if applicable)
- \$250-\$500 refundable damage deposit

Equipment Seven 5-ft. rectangular tables (seat 6 each), nine 46-in. round tables (seat 4-6 each), and 75 chairs

Available Hours 6:00 am - 11:00 pm

Tours Every Saturday from 8:30 am -10:30 am (drop-in, appointment not needed)



GOLDEN GARDENS BATHHOUSE



Description The [Golden Gardens Bathhouse](#) offers a spectacular waterfront location to host your next special event. Your guests will never forget their experience at this unique venue!

Address 8498 Seaview Pl NW, Seattle, WA 98117

Capacity Table Seating—140, Standing—200

Fees

- \$200/hr. Main hall (8 hour minimum/Fri-Sun, 4 hour minimum/Mon-Thurs)
- \$30/hr. Per staff fee + one additional hour; staff fees vary according to event type/capacity
- \$30.25 Non-refundable booking fee
- \$150 Maintenance fee
- \$75 Alcohol fee (if applicable)
- \$250-\$500 Refundable damage deposit

Equipment 24 five-ft. round tables, 18 six-ft. rectangular tables and 160 chairs

Available Hours 6:00 am to 11:00 pm

Tours Every Tuesday from 6:30 pm to 8:30 pm and Friday 8:00 am to 10:00 am
(drop-in, appointment not needed)



MADISON PARK BATHHOUSE



Description The [Madison Park Bathhouse](#), located in Madison Park, is a medium-size room that can accommodate 70-75 people. Because this space is set-up year round for a preschool program during the school year, it can only accommodate small community meetings. During the months of July and August, larger celebrations are possible.

Address 4304 SW Dakota St, Seattle, WA 98116

Capacity Table Seating—50, Standing—75

Fees

- \$45/hr. Main hall (2 hour minimum)
- \$30/hr. Per staff fee + one additional hour; staff fees vary according to event type/capacity
- \$30.25 Non-refundable booking fee
- \$25 Maintenance fee
- \$75 Alcohol fee (if applicable)
- \$250-\$500 Refundable damage deposit

Equipment 6 rectangular tables, 30 chairs and 1 large conference table

Available Hours Limited seasonal availability, 6:00 am to 11:00 pm

Tours By appointment only



MADRONA SHELTERHOUSE



Description	The Madrona Playfield Shelterhouse is in the northeast corner of Madrona Playfield, next to the tennis courts. It is an ideal location for family gatherings, birthdays, special events, and meetings. Other park amenities include a play area, basketball court, and baseball field.
Address	3211 E Spring St, Seattle, WA 98122
Capacity	Table Seating—20, Standing—35
Fees	\$35/hr. Main hall (2 hour minimum) \$30/hr. Per staff fee + one additional hour; staff fees vary according to event type/capacity \$30.25 Non-refundable booking fee \$25 Maintenance fee \$75 Alcohol fee (if applicable) \$250-\$500 Refundable damage deposit
Equipment	Rectangular tables and chairs
Available Hours	6:00 am to 11:00 pm
Tours	By appointment only



MT BAKER ROWING AND SAILING CENTER



Description Mt. Baker Rowing and Sailing Center, located in Stan Sayres Park, offers a spectacular waterfront location to host your next special event. Your guests will never forget their experience at this unique venue! This beautiful, upper floor room offers sweeping views of Lake Washington and the Cascades from Stan Sayres Park, the site of Seattle's famous hydroplane races. Filled with natural light and finished with natural wood, the room creates a warm setting for special events.

Address 3800 Lake Washington Blvd S, Seattle, WA 98118

Capacity Table Seating—90, Standing—120

Fees \$230/hr. Fri-Sun (5hr. minimum) \$150/hr. Mon-Thu or Before 2pm, Fri-Sun (3hr. minimum)
 \$30/hr. Per staff fee + one additional hour; staff fees vary according to event type/capacity
 \$30.25 Non-refundable booking fee
 \$150 Maintenance fee
 \$75 Alcohol fee (if applicable)
 \$250-\$500 Refundable damage deposit

Equipment 10 rectangular tables, 10 round tables and 120 chairs

Available Hours 6:00 am to 12:30 am

Tours Tuesdays 5:00 pm to 6:00 pm
 Thursdays 3:00 pm to 5:00 pm
 Saturdays 9:30 am to 11:30 am
 (drop-in, appointments not needed)



Small Meeting Room \$42.25/hr. (Seats 20 people)



PINEHURST SHELTERHOUSE



Description The [Pinehurst Playground Shelterhouse](#) is located in a great neighborhood park. It is the perfect location to host your next family gathering, neighborhood association meeting, or children's birthday party. The Shelterhouse is a cozy space with windows throughout, allowing natural light to help brighten the space. Pinehurst Playground features a children's playground, a basketball court, and a large playfield.

Address 12029 14th Ave NE, Seattle, WA 98125

Capacity Table Seating—30, Standing—53

Fees

\$45/hour	Main hall (2 hour minimum)
\$30/hour	Per staff fee + one additional hour; staff fees vary according to event type/capacity
\$30.25	Non-refundable booking fee
\$25	Maintenance fee
\$75	Alcohol fee (if applicable)
\$250-\$500	Refundable damage deposit

Equipment 6 round tables and 50 chairs

Available Hours 6:00 am to 11:00 pm

Tours By appointment only



PRITCHARD BEACH BATHHOUSE



- Description** The [Pritchard Beach Bathhouse](#) is located along Lake Washington in a 19-acre natural retreat at Pritchard Island Beach. The park features a swimming beach and beautiful waterfront views. The main hall is 1645 square feet.
- Address** 8400 55th Ave S, Seattle, WA 98118
- Capacity** Table Seating—70, Standing—90
- Fees**
- \$40/hr. Main hall (2 hour minimum)
 - \$30/hr. Per staff fee + one additional hour; staff fees vary according to event type/capacity
 - \$30.25 Non-refundable booking fee
 - \$75 Maintenance fee
 - \$75 Alcohol fee (if applicable)
 - \$250-\$500 Refundable damage deposit
- Equipment** Tables and chairs are provided
- Available Hours** 6:00 am to 11:00 pm
- Tours** By appointment only



ROSS PLAYGROUND SHELTERHOUSE



Description The newly remodeled [Ross Playfield Shelterhouse](#) is located in the great neighborhood Ross Playground Park. It is the idea location for birthday parties, summer picnics, community meetings, classes or other events. The Ross Playfield Shelterhouse doors roll open onto a large covered entrance. It is located adjacent to a children's play area and a grass playfield. Restrooms are closed December 1st to March 1st.

Address 4320 4th Ave NW, Seattle, WA 98107

Capacity Table Seating—30, Standing—35

Fees

- \$35/hr. Main room (2 hour minimum)
- \$30/hr. Per staff fee + one additional hour; staff fees vary according to event type/capacity
- \$30.25 Non-refundable booking fee
- \$25 Maintenance fee
- \$75 Alcohol fee (if applicable)
- \$250-\$500 Refundable damage deposit

Equipment 7 Rectangle tables and 50 chairs are provided

Available Hours 6:00 am to 11:00 pm

Tours By appointment only



WARD SPRINGS PUMPHOUSE



Description The Ward Springs Pump House is located on Queen Anne Hill just minutes from downtown. It features a panoramic view of the City and is steps away from a playground. This is a wonderful location for birthday parties, meetings and retreats. The main hall is 290 square feet and comfortably accommodates up to 30 guests. This an ideal spot for spring/summer events! Please note the Pumphouse is not heated and restrooms are closed September 1 to April 1.

Address 4th Ave N & Ward St 98109

Capacity Table Seating—20, Standing—40

Fees

- \$20/hr. Main room (2 hour minimum)
- \$30/hr. Per staff fee + one additional hour; staff fees vary according to event type/capacity
- \$30.25 Non-refundable booking fee
- \$50 Maintenance fee
- \$75 Alcohol fee (if applicable)
- \$250-\$500 Refundable damage deposit

Equipment 5 Rectangle tables and 31 chairs are provided

Available Hours May through September only, 6:00 am to 11:00 pm

Tours By appointment only



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 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.

When can I submit an application?

We accept applications on the **first business day of each month** for all rental dates through the end of the same month the following year. All applications received on the first business day either in person or through email will be put into a lottery and processed the next business day. Any applications received after the first business day of the month will be processed on a first come, first served basis.

What if I decide to cancel my reservation?

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 \$80.25 (\$30.25 booking fee + \$50 cancellation fee) from the damage deposit. If the User should cancel their rental between 180 days and 91 days prior to the scheduled date, the \$30.25 booking fee and the deposit paid shall be retained. If the renter cancels with 90 or fewer days notice the \$30.25 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.

How do I change the date or hours of an already scheduled event?

Changes must be made at least 30 business days in advance of your rental.

Depending on availability you may be able to alter the day or times of a booked event. For information call 206-684-4080, opt. 1.

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?

Rentals include use of the reserved space, tables, chairs and restrooms 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. 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 permit.

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 call 206-684-4080, opt. 1 for more information. 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. The cement walkways surrounding buildings cannot be reserved. Patios at Alki Beach Bathhouse and Dakota Park Place may be added to your reservation.

FREQUENTLY ASKED...

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.

Is it possible to reserve parking for my event?

No. All parking is public and operates on a first come first serve basis. There are two exceptions to this rule. At Alki and Golden Gardens there is one parking space next to the venue available for catering.

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 and staff fees will apply for the additional time. Depending on the facility and day of the week, there may be a minimum rental time of 2, 4, or 8 hours. Total hours charged will be determined on a case by case basis. Your extension must be requested a minimum of 14 days prior to the date of your event. The City of Seattle assumes NO liability for the loss or damage of property.

Your rental reservation must include all time necessary to set up, operate, teardown and clean up for your event.

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: the 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 with an endorsement. Some events may require the Attachment II document and or other additional licenses/permits. Please check with the scheduling office for specific requirements for your event.

Are there reduced fees for ongoing rental use?

For reservations with 6 or more dates in a calendar year, we are able to waive staff fees. All dates must be booked at the same facility. A 2-hour minimum per date and a \$500 refundable key deposit are required.

How can I make payment for my rental?

You have three options:

1. Give us a call, 206-684-4080, opt. 1 with a debit/credit card and we'll process it over the phone then 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 300 Elliott Ave W with your payment. Unfortunately we don't provide change. So if using cash, please come prepared with the exact amount.

We accept Visa, MasterCard, American Express, Discover, cash or check. Please make checks to the "City of Seattle".

Please send all payment and paperwork to:

Event Scheduling Office

SPRevents@seattle.gov

Seattle Parks & Recreation

300 Elliott Ave W, Ste 100

Seattle, WA 98119

Phone: 206-684-4080, opt. 1 • Fax: 206-684-4853

PERMITS & PAPERWORK

Event Insurance:

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

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

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.

https://lcb.wa.gov/mastrvp/mandatory_alcohol_server_training

- **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:

A fire permit may be required for the use of candles, open-flame, on-site cooking, and events with atypical layout or decor.

Seattle Fire Department Permit Office: (206) 386-1450

website: <https://www.seattle.gov/fire/business-services/permits>