

SCHEDULING A CEREMONY IN SEATTLE PARKS



**SEATTLE PARKS
AND RECREATION**

EVENT SCHEDULING OFFICE

7201 E Green Lake Drive N

Seattle, WA 98115

Office: 206-684-4081

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www.seattle.gov/parks/ceremonies.asp

Seattle parks and gardens make lovely and inexpensive 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 in almost any of our more than 400 parks.

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

MAKING A RESERVATION

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 you in your search; you can ask for these from our staff or download information from the Parks' website.
A-Z Park List:
www.seattle.gov/parks/parkspaces/index.htm
Ceremonies Homepage:
www.seattle.gov/parks/ceremonies.asp
2. Call 206-684-4081 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 working day of January.
We schedule one ceremony per day, per park, with the exception of Parsons and Kubota Gardens where you can choose from three time options.
3. Once you have made your reservation we will email you a permit application and an invoice for payment. Both are due within 14 days of the date you place your reservation, or your reservation will be cancelled to make the site available to others.
4. Our staff will review your permit application and will contact you to talk about the requirements for your ceremony. Sorry, Seattle Parks does not provide wedding planning services.
5. At least 15 days before your event, our event staff will call you to confirm details and collect any needed information and documents. We will email you the ceremony permit at that time.

2016 FEES AND CHARGES: OUTDOOR PARK AREAS FOR CEREMONIES

All fees are non-refundable for cancelation or any other reason.

We accept Visa, MasterCard, American Express, checks, and cash payments. \$20 Non-Sufficient Funds check fee.

General Parks Ceremony:

- ◆ \$120 per hour with a two-hour minimum for most parks.
- ◆ \$150 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:
 - \$175 per hour with a three-hour minimum.
 - \$25 per hour fee for a Parks Attendant.
- ◆ Discovery Park:
 - \$120 per hour with a two-hour minimum.
 - \$25 per hour fee for a Parks Attendant.
- ◆ Volunteer Park Conservatory:
 - \$150 per hour with a two-hour minimum.
 - \$25 per hour fee for a Parks Attendant.
- ◆ Washington Park Arboretum:
 - \$150 per hour with a two-hour minimum.
 - \$25 per hour fee for a Parks Attendant.

Rescheduling Fee:

- ◆ \$20 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.
- ◆ 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:

- ◆ \$25 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 REQUIRE AN ATTENDANT

Parsons Garden:

- ◆ 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' x 20' or smaller canopy is allowed.
- ◆ Rehearsal time is open on Thursdays 4:30 - 8:30 p.m.

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 and setup are allowed. Vehicle access is limited (for loading/unloading only).
- ◆ If you scatter flower petals, please pick them up.
- ◆ You can arrange a site visit with staff by calling the garden directly at 206-684-4584.

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 2 permitted locations. See page 4 for details.
- ◆ No electricity or water available.
- ◆ NO set up is allowed, including chairs and tables (standing ceremonies only). 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 month of December.
- ◆ No set up is allowed, chairs provided upon request.
- ◆ No food or beverage is allowed.
- ◆ Available for scheduling after 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 \$25 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 in almost any of our more than 400 parks.

To schedule, please call Event Scheduling at 206-684-4081 unless otherwise noted below.

Specialty Outdoor Sites	Features and Amenities	Capacity
Discovery Park 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 Meadow: 75 Chapel Lawn: 35
Kubota Garden 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
Parsons Gardens 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 -street parking. Please see page 2 for specific guidelines specific.	75
Washington Park Arboretum 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
Volunteer Park Conservatory 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
Alki Beach Park 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
Bhy Kracke Park 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
Carkeek Park 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
Colman Park 1800 Lake Washington Blvd S 98144	Colman offers a Lake Washington shoreline setting with a balcony/rail structure and limited on street parking.	125
Denny Blaine Park 200 Lake Washington Blvd E 98112	This picturesque two tiered park offers a view of Lake Washington. Limited on-street parking.	50
Don Armeni Boat Ramp 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
Dragonfly Pavilion 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
Ella Bailey Park 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

Outdoor Parks	Features and Amenities	Capacity
Emma Schmitz Memorial Overlook 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
Ferdinand Street Boat Launch 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
Fremont Peak Park 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
Golden Gardens North Meadow 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
Hamilton Viewpoint Park California SW & SW Donald 98116	This special park provides views across Elliott Bay to downtown Seattle, the harbor, and the Cascade Mountains.	200
Leschi Park 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
Licton Springs Park 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
Luna Park 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
Magnolia Park 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
Martha Washington Park 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
Meridian Playground 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
Mount Baker Boulevard 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
Oxbow Park 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
Roanoke Park 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
Sunset Hill Park 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
Volunteer Park 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 additional information on indoor facilities available for rent from Seattle Parks and Recreation, please visit our website: www.seattle.gov/parks