

# 2009

## SCHEDULING A CEREMONY IN SEATTLE PARKS



**SEATTLE PARKS  
AND RECREATION**

Event Management Office  
860 Terry Avenue North Suite 131  
Seattle, WA 98109

**Reservations for most park sites begin  
January 2nd, 2009!**

**Reservations for Kubota and Parsons  
Garden are scheduled one year in advance.**

**Office: 206-684-4081**

**Fax: 206-684-4853**

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. 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. The Park Code (SMC 18.12.257) prohibits alcohol in Seattle Parks. We'll provide you with details about park rules when you make your reservation.

### **How to Get Started: Making a Reservation**

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It's easy to schedule a ceremony in a public park.

Our event scheduling staff are here to help you get your ceremony permit.

1. Choose a site. We encourage you to visit Seattle parks and gardens. We have maps and other printed material to help you in your search; you can ask for these from our staff or download information from our web site at [www.seattle.gov/parks/ceremonies.asp](http://www.seattle.gov/parks/ceremonies.asp)
2. Please call 206-684-4081 to make your reservation. You can reserve Kubota Garden and Parsons Garden on the first day of each new month, one year in advance. You can reserve all other park sites beginning the first working day of January.
3. Our event scheduling staff will send you a permit application and an invoice for payment. Both are due within 14 days of the date you place your reservation, or we must cancel the reservation 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 30 days before your event, our event staff will call you to confirm details and collect any needed information and documents. We will send you your ceremony permit at that time.



## 2009 Fees and Charges: Outdoor Park Areas for Ceremonies

### General Parks Ceremony:

- ◆ \$100 per hour with a two-hour minimum
- ◆ This includes City of Seattle parks not considered a garden or specialty site.

### Garden and Specialty Site Ceremony:

- ◆ Kubota Garden and Parsons Garden: \$150 per hour with a three-hour minimum. \$20 per hour for the Parks Attendant fee.
- ◆ Discovery Park: \$100 per hour with a two-hour minimum. \$20 per hour for the Parks Attendant fee.
- ◆ Volunteer Park Conservatory: \$100 per hour with a two-hour minimum. \$20 per hour for the Parks Attendant fee.
- ◆ Washington State Arboretum: \$150 per hour with a two-hour minimum. Sorry, we do not allow ceremonies in the Japanese Gardens at the Arboretum.

### Rescheduling Fee:

- ◆ \$10 fee for any ceremony date changes (*once paid*)

### Picnic Fees:

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

### Catering Fees:

- ◆ \$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.

### All Fees are non-refundable

Seattle Parks and Recreation accepts Visa, MasterCard, American Express, checks, and cash.

## To Help you with your Planning

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### General Rules and Regulations:

**Permit:** You need a use permit to reserve a site. The permit enables us to schedule your ceremony without conflict with other activities or events. We issue ceremony permits on a first-come, first served basis.

**Access:** The park is open to the public at all times. We do not close any park to public access during a wedding or other ceremony.

**Services:** We can schedule a site for you, but we can not provide wedding planning services.

**Timing:** We schedule ceremony sites on a rolling year basis at Kubota and Parsons Garden. For all other parks, scheduling begins the first business day in January.

**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.

**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. All outdoor ceremony sites must be alcohol free.

**Setup:** We do not provide setup. You need to arrange for equipment such as chairs and canopies, or catering gear through a private vendor. We ask that you finish all delivery, setup and cleanup during the time included in your ceremony permit. We may require that you hire a Park Attendant to monitor the park from start to finish.

**Parking:** We cannot guarantee that parking will be available for your ceremony, though parking lots and on-street parking are available at some sites.

**Decorations:** When staging your decorations, please keep the environment in mind. Do not put nails into trees or stake anything into the ground. Apparatus 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.

**Sound:** Amplified sound is not allowed without a permit, and then only at selected sites. Non-amplified music is allowed at any park. Electrical services are available at some sites, and we will work with you to determine whether an additional fee applies.

**Photos:** Your ceremony permit allows you to have photographs taken at the park during the hours you have reserved. If you would like to take photos during other hours or at other parks, please talk with our event staff about additional reservations.

If you have not reserved a park for a ceremony, but would like to take photos or film videos in a park, please obtain a permit. Without a permit, the park you intend to use for photos may already be reserved for a different event. Please talk with a Parks event scheduler to reserve a park for photography.

## Specialty Sites Ceremonies:

### Guidelines specific to **Kubota Gardens**:

- ◆ Site capacity is 200 people for Kubota.
- ◆ There is no electricity or water available.
- ◆ A small generator (under 5k) is allowed.
- ◆ The Kubota Terrace is the only area in the park where ceremonies and setup are allowed.
- ◆ If you scatter flower petals, please pick them up after your ceremony.
- ◆ Vehicle access is limited to the terrace area (for loading/unloading only).
- ◆ We require an attendant on site.
- ◆ No amplified music is allowed.
- ◆ You can arrange a site visit with staff by calling the garden directly at 206-684-4584.
- ◆ For ceremony rehearsal times see below\*

### Guidelines specific to **Parsons Garden**:

- ◆ Site capacity is 75 people.
- ◆ There is no electricity or water available.
- ◆ A small generator (under 5k) is allowed.
- ◆ We will provide one chemical toilet to the site Thursdays through Sundays between June 5 and September 27.
- ◆ If you scatter flower petals, please pick them up after your ceremony.
- ◆ One 20' x 20' canopy is allowed in the park.
- ◆ We require an attendant on site.
- ◆ No amplified music is allowed.
- ◆ For ceremony rehearsal times see below\*

### Guidelines specific to **Washington State Arboretum**:

- ◆ Site capacities vary from 15-100 persons depending on area of the park.
- ◆ There is no electricity or water available.
- ◆ Permanent restrooms are available at the Graham Visitor Center.
- ◆ No set up is allowed including chairs and tables (standing ceremonies only).

### Guidelines specific to **Discovery Park**:

- ◆ Site capacity is 75 people.
- ◆ There is no electricity or water available.
- ◆ The North Meadow (across from the Daybreak Star Center) is the only area in the park where a ceremony can take place.
- ◆ No set up is allowed including chairs and tables (standing ceremonies only).
- ◆ We require an attendant on site.

### Guidelines specific to **Volunteer Park Conservatory**:

- ◆ Site capacity is 12 people.
- ◆ No set up is allowed, chairs are provided.
- ◆ We require an attendant on site.

### \*Rehearsal times for Kubota and Parsons Garden for a period of 45 minutes or less:

- For Friday ceremonies - Thursday at 5:30 p.m.
- For Saturday ceremonies - Thursday at 6:15 p.m.
- For Sunday ceremonies - Thursday at 7 p.m.

## Catering and Special Equipment

If you plan to bring in a caterer, special equipment, or amplified music, park use permit and other fees apply. We define a caterer as a paid person or company that prepares and/or serves food or sets up equipment for that purpose. Special equipment can include a bouncer/air jumper or a canopy bigger than 400 square feet. Please ask our schedulers about amplified music, which we allow in very few parks in order to be a good neighbor.

- ◆ The city requires a copy of the service provider's liability insurance naming the City of Seattle as additional insured for a minimum of \$1 million - \$2 million in general liability insurance.
- ◆ We may require that an attendant be present at your event.

## Antidiscrimination

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 a few of our favorites!

You can schedule an outdoor 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
<b>Discovery Park</b> 3801 W Government Way 98199	Discovery is a 534 acre natural area of breathtaking majesty. It provides spectacular views of both the Cascade and Olympic Mountains. Please see page 3 for guidelines specific to Discovery Park.	75
<b>Kubota Gardens</b> 9600 Renton 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 3 for guidelines specific to Kubota Gardens.	200
<b>Parsons Garden</b> 7th Ave W & W Highland Dr 98109	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 3 for guidelines specific to Parsons Garden.	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 food are allowed. Parking is available at some areas. Please see page 3 for guidelines specific to the Arboretum.	Woodland Garden Upper Pond: 25 Lower Pond: 15 Lookout Gazebo: 25 Lookout Pond: 50 Meadow: 75-100
<b>Volunteer Park Conservatory</b> 1247 15th Ave E 98112	The Conservatory at Volunteer Park offers an intimate site for a small ceremony of 12 people or less. Please see page 3 for guidelines specific to the conservatory.	12
General Outdoor Parks	Features and Amenities	Capacity
<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. These sites have views of the Puget Sound.	190
<b>Colman Park</b> 1800 Lake Washington Blvd E 98144	Colman offers a shoreline setting with a balcony/rail structure and limited on street parking.	150
<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 Park</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>Emma Schmitz Memorial Overlook</b> 4503 Beach Dr SW 98116	Emma Schmitz is a stunning viewpoint facing the Olympic mountains and great ceremony location located above the beach.	30
<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 the sand.	200

General Outdoor Parks	Features and Amenities	Capacity
<b>Hamilton Viewpoint</b> California SW & SW Donald 98116	Views across Elliott Bay at downtown Seattle, the harbor, and the Cascade Mountains from this special viewpoint.	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 the perfect ceremony site.	100
<b>Licton Springs Park</b> N 97th & Ashworth N 98103	This cozy, freshly updated 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	Luna Park offers lovely views of Puget Sound and Seattle. Located on the northpoint of Alki, a 2.5 ton anchor is the highlight of this viewpoint .	100
<b>Madrona Park</b> 853 Lake Washington Blvd E 98122	This park on the shores of Lake Washington showcase a view of the Cascade Mountains and has on-site parking and restrooms.	50
<b>Magnolia Park</b> 31st Ave W & W Garfield 98199	The picnic shelter and benches look across Elliott Bay to the Olympic Mountains; there are restrooms and on-site parking.	200
<b>Me-Kwa-Mooks Park</b> 4503 Beach Dr SW 98116	This small meadow park looks across to Emma Schmitz Memorial Park and has a view of Puget Sound.	100
<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	100
<b>Mt. Baker Park</b> S Mt Baker Blvd to S McClellan St 98144	Enjoy Mt. Baker's wide pathway under maples, mountain ash, and chestnut trees leading to Lake Washington Boulevard and the beach.	100
<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 Viewpoint</b> NW 75th & 34th NW 98117	This small lawn with pathway rests on a 300 foot bluff with a magnificent panorama views of Shilshole Bay, Puget Sound, and the Olympics.	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



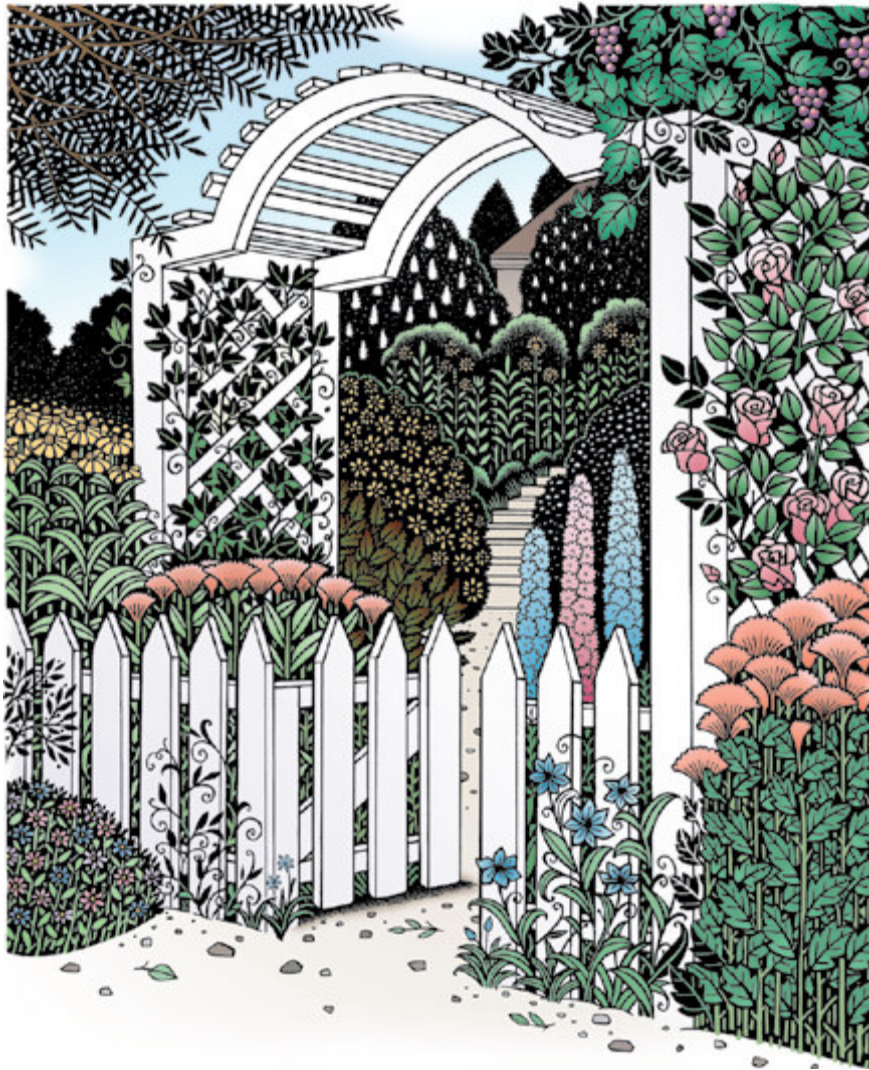
Specialty Indoor Facilities	Contact Number	Capacity
<b>Alki Bathhouse</b> 2701 Alki Ave SW 98116	Overlooks the Puget Sound Alki Beach. To schedule, please call 206-684-7254.	85
<b>Cal Anderson Shelter House</b> 11th Ave & E Denny 98122	Located in Seattle's Capital Hill neighborhood this park was redesigned in 2005. To schedule, please call 206-684-7254.	25
<b>Camp Long</b> 5200 35th SW 98126	Camp Long offers outdoor ceremonies in natural park settings or indoor events in the rustic lodge with fireplace. To schedule, please call 206-684-7434.	100
<b>Carkeek Park ELC</b> 958 NW Carkeek Park Rd 98177	This rustic indoor setting is perfect in any weather. The park features creeks, trails with forested hills, and a Puget Sound beach. To schedule, please call 206-684-0877.	60
<b>Golden Gardens Bathhouse</b> 8498 Seaview Ave N 98107	The newly remodeled bathhouse is on the beach looking out over Puget Sound. To schedule, please call 206-684-7254	140
<b>Lake Union Park Naval Reserve Building</b> 860 Terry Ave N 98109	Historic maritime facility overlooking the south end of Lake Union. Several rooms are available. To schedule, please call 206-684-7254.	1000
<b>Pritchard Beach Bathhouse</b> 8400 55th Ave S 98118	This bathhouse offers a spacious, cheery room for events set in an open, grassy beach park on Lake Washington. To schedule, please call 206-684-7254.	55
<b>Ward Spring Pump House</b> Ward St & 4th Ave N 98109	Located on Queen Anne with views of the Seattle Center. To schedule, please call 206-684-7254.	25
<b>West Seattle Golf Course Room</b> 4470 35th Ave N	This gorgeous banquet room is at the West Seattle Golf Course. To schedule, please call 206-935-5187	200



## Indoor Community Center Rooms

You can make reservations for indoor sites by calling the staff at the facility you are interested in. For more information on community centers, please visit our website at [www.seattle.gov/parks](http://www.seattle.gov/parks).

<b>Alki</b>	<b>5817 SW Stevens St 98136</b>	<b>206-684-7430</b>
<b>Ballard</b>	<b>6020 28th NW 98107</b>	<b>206-684-4093</b>
<b>Bitter Lake</b>	<b>13035 Linden Ave N 98133</b>	<b>206-684-7524</b>
<b>Delridge</b>	<b>4501 Delridge Way SW 98106</b>	<b>206-684-7423</b>
<b>Garfield</b>	<b>2323 E Cherry 98122</b>	<b>206-684-4788</b>
<b>Green Lake</b>	<b>7201 E Green Lake Dr N 98115</b>	<b>206-684-0780</b>
<b>Hiawatha</b>	<b>2700 California SW 98116</b>	<b>206-684-7441</b>
<b>High Point</b>	<b>6920 34th SW 98126</b>	<b>206-684-7422</b>
<b>International District/Chinatown</b>	<b>719 8th Ave S 98104</b>	<b>206-233-0042</b>
<b>Jefferson</b>	<b>3801 Beacon S 98108</b>	<b>206-684-7481</b>
<b>Langston Hughes Performing Arts Center</b>	<b>104 17th Ave S 98144</b>	<b>206-684-4757</b>
<b>Laurelhurst</b>	<b>4554 NE 41st St 98105</b>	<b>206-684-7529</b>
<b>Loyal Heights</b>	<b>2101 NW 77th St 98117</b>	<b>206-684-4052</b>
<b>Magnolia</b>	<b>2550 34th Ave W 98199</b>	<b>206-386-4235</b>
<b>Magnuson</b>	<b>7110 62nd Ave NE 98115</b>	<b>206-684-7026</b>
<b>Meadowbrook</b>	<b>10515 35th Ave NE 98125</b>	<b>206-684-7522</b>
<b>Miller</b>	<b>330 19th Ave E 98112</b>	<b>206-684-4753</b>
<b>Montlake</b>	<b>1618 E Calhoun St 98112</b>	<b>206-684-4736</b>
<b>Northgate</b>	<b>10515 5th Ave NE 98125</b>	<b>206-386-4283</b>
<b>Queen Anne</b>	<b>1901 1st Ave W 98119</b>	<b>206-386-4240</b>
<b>Rainier</b>	<b>4600 38th Ave S 98118</b>	<b>206-386-1919</b>
<b>Rainier Beach</b>	<b>8825 Rainier Ave S 98118</b>	<b>206-386-1925</b>
<b>Ravenna-Eckstein</b>	<b>6535 Ravenna Ave NE 98115</b>	<b>206-684-7534</b>
<b>South Park</b>	<b>8319 8th Ave S 98108</b>	<b>206-684-7451</b>
<b>Southwest</b>	<b>2801 SW Thistle St 98126</b>	<b>206-684-7438</b>
<b>Van Asselt</b>	<b>2820 S Myrtle St 98108</b>	<b>206-386-1921</b>
<b>Yesler</b>	<b>835 E Yesler Way 98122</b>	<b>206-386-1245</b>



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