

# SCHEDULING A CEREMONY OR SPECIAL EVENT AT CAMP LONG



Camp Long, Seattle Parks and Recreation  
5200 35<sup>th</sup> Ave SW  
Seattle, WA 98126

**Reservations are scheduled starting November of the previous year**

**Office: (206) 684-7434**

**Fax: (206) 684-7435**

Seattle parks and gardens make lovely outdoor venues. 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. For scheduling events at other parks, call the **Event Scheduling Office** at **(206) 684-4081**.

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

**Our lodge room** is bright and airy with high-beamed ceilings, numerous wood framed windows, hardwood floor, and large stone fireplace. Seventy chairs & twelve tables (30"x70") are available. Maximum capacity for the room is 72 people.

**We honor three outdoor locations for weddings or commitment ceremonies:**

- Cobblestone compass
- Parade field, Fire ring
- Under the trees at Cabin 4

## **Kitchen**

- Equipped with a four-burner stove, conventional and convection ovens, full size refrigerator, small freezer, sinks, dishwasher, and microwave.
- \$25 per hour charge for use of kitchen

## **Making a Reservation**

Our staff will reserve your event when you pay for the event (with deposit) and complete a rental agreement.

Full payment is required when you make the reservation.

Our staff will make an appointment with you to talk about the requirements for your ceremony. However, Seattle Parks does not provide wedding planning services.

Cancellation of a reservation up to 2 weeks before the event will result in a refund of 90% of the fees. Cancellations 2 weeks before the event will result in 50% refund if the site is re-rented. If no one rents the site, there will be no refund.

## **To Help You with Your Planning**

### **General Rules and Regulations:**

Rental Agreement: You need a rental agreement to reserve a site. The rental agreement enables us to schedule your ceremony without conflict with other activities or events. We issue ceremony rental agreements on a first-come, first served basis.

Access: The park is open to the public. We do not close the park to public access during a wedding or other ceremony, even if it is not during regular business hours. The parking lot and the rest of the park are open when the gates are open.

Services: We can schedule a reservation for you, but we cannot provide wedding planning services. We can help you with how to use the facility.

Timing: We schedule ceremonies on a rolling year basis. For all other rentals, scheduling begins the first business day of January.

Alcohol: The Park Code (Seattle municipal Code Chapter 18.12.257) prohibits alcohol in Seattle parks, except **in the lodge** with purchase of a liquor license, liability insurance and paying a required alcohol fee.

#### **ALCOHOL Policies:**

- Alcohol is not permitted outdoors or in cabins
- Alcohol is not permitted outside of the lodge
- All alcohol must be consumed inside the lodge after 6 p.m.
- Alcohol can only be served after regular hours of operation

#### Food

Service: Your ceremony rental agreement allows you to provide your own food or have a simple delivery to the site. If you plan to have a caterer prepare food in the kitchen or to cook or barbecue outdoors, other fees apply. **All outdoor events must be alcohol free.**

Parking: The parking lot and on-street parking are available to you. However, parking can not be reserved for your party, so the lot remains available to the general public as well.

Sound: Amplified sound outdoors is not allowed, except during the ceremony using battery operated equipment.

Music Indoor: Lower volume or background music is ideal and respects other park users and neighbors  
Outdoor: Please no amplified music; acoustic music only and no music after 10:00 p.m.

Setup: We do not provide setup. You need to arrange for such equipment as chairs, canopies, or catering gear through a private vendor, except for the use of the lodge tables and chairs which must remain indoors. We ask that you complete all delivery, setup, and cleanup during the time included in your ceremony rental agreement. We will work with you to review your plans for rental company deliveries, tent setup, chemical toilets, dumpsters, and other special requests.

#### Lodge Room Care

Decorations can be elaborate, but nails, tacks and duct tape are not allowed. We request all facility users to return the rooms and kitchen to their original condition. We don't allow confetti, seeds, or rice; try flower petals! All balloons must be retrieved from the rafters because of fire danger. Failure to clean up appropriately will result in loss of the deposit and other fees may be charged as necessary.

#### Outdoor Site Care

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 and pick up any litter at the end of your rental
- Please clean up and return rental area to its original condition, including taking all trash to the dumpster.
- Please do not remove or move objects of nature from or around the site.
- Please plan accordingly if you require electricity as electricity is not available outdoors. Battery operated equipment is best.
- Failure to clean up appropriately will result in loss of the deposit and other fees may be charged as necessary.

Trash: Please leave your area clean; gather and remove your trash so that others will find the area ready to use. We can provide you with trash bags.

## **Catering and Special Equipment**

If you plan to bring in a caterer or special equipment, other fees apply. We define a caterer as a paid person or company that prepares and serves food or sets up equipment for that purpose. Special equipment can include a canopy no bigger than 400 square feet.

- If your caterer or other vendor needs vehicle access to the picnic site, please note this in your application, since vehicle access is not available without permission and a \$10 fee.
- 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-\$2million in general liability insurance.

## **If You Need Vehicle Access**

If you have special requirements that make it necessary for you to have vehicle access, please ask about it when you make your reservation. All park users must park in public parking spaces. We can provide you a "load/unload" pass for use at designated areas that authorizes you to deliver equipment and people who need help getting to the site. The cost is \$10. Only one vehicle is permitted at a time, you must provide proof of insurance, and you must display your load/unload pass on your dashboard. Immediately after unloading, you must remove your vehicle from the load area and park it in a public parking space.

## **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, 100 Dexter Avenue 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**

### **ADA Compliance**

Camp Long's lodge, picnic shelters, fire ring, and east comfort station are all ADA accessible. Contact Camp Long staff to inquire about accessible status of your particular site or to request accommodations due to disability. For information or complaints concerning the Americans with Disabilities Act, please call the Department's ADA Coordinator at 684-4950

## Wedding Time Blocks

The reservation must include set-up and clean-up time.

- All rentals must include time to clean and exit before the 10:00 p.m. closure
- Camp Long gates are closed and locked at 10:00 pm
- Prior arrangements must be made with Camp Supervisor to exceed the closure time of 10:00 pm
- Any exceptions granted will pay a staff fee of \$30 (overtime pay) per person per hour beyond 10:00 pm

We reserve the right to schedule more than one wedding per day as time allows.

## Rehearsals

Rehearsal space and time needs to be reserved and paid separately; it is not included in any wedding rental. Hourly charges apply.

## Fees and Charges: INDOOR Ceremonies and Receptions

**Lodge room:** \$45.00/hour. Please include set-up and clean-up time.

\$250.00 – refundable clean-up/damage deposit.

Rental use includes: 12 tables and 72 chairs in the lodge room.

Fire Code Limit: 72 people.

**Wonder Lab:** \$35.00/hour. Fire Code Limit: 35 people.

**Kitchen:** \$25.00/hour.

**Alcohol Fee:** \$75.00. Serve only in the lodge room after regular hours of operation.

\$250.00 – refundable alcohol deposit. Must provide proof of liability insurance.

**Processing fee:** \$25.00 - non-refundable.

**Staffing fees:** \$25.00 - hourly rate + 1 extra hour per person for staffing fees for the entire wedding event. The number of staff required will depend on the specifics of your event and will be determined by the Staff at Camp Long.

Cancellation of a reservation up to 2 weeks before the event will result in a refund of 90% of the fees. Cancellations 2 weeks before the event will result in 50% refund if the site is re-rented. If no one rents the site, there will be no refund.

Any deposit is retained for damage or unsatisfactory cleaning. Excessive damage or janitorial needs may incur further charges which will be billed to you.

## **Fire Ring**

A large uncovered campfire circle with many log benches. Great for large group activities. Staff are required from 5:30 pm until the end of the event.

**Capacity:** Up to 250 people

<b><u># Of People</u></b>	<b><u>Rates per hour, 4 hours or more</u></b>
1-50	\$10.00
51-100	\$11.00
101-150	\$12.00
151-200	\$14.00
201-250	\$18.00

**Damage/Clean up Deposit:** \$50 for 1-50, \$100 for 51-100, \$150 for 101-150, \$200 for 151 – 200, \$250 for 201-250 people

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

**Outdoor Ceremony:** \$240 site fee with an additional \$120/hour for events longer than two hours. \$250 refundable damage/clean-up deposit. Ceremony fees supersede other amenity fees like cabin 4 or fire ring. No alcohol may be served outdoors.

**Processing fee:** \$25.00 - non-refundable.

### **Picnic Shelter Fees:**

Depending on the location and size of your event, shelter fees may apply. Staff are required from 5:30 pm until the end of the event.

- West Shelter rents for \$85, with picnic tables and seats for approximately 30 people, with a maximum capacity of 50 people.
- East Shelter rents for \$95, with picnic tables and seats for approximately 40 people, with a maximum capacity of 80 people.

**Vehicle Access Key:** \$10 for a load/unload pass.

**Staffing fee:** \$25.00 - hourly rate + 1 extra hour for opening and closing the building, getting things ready, assisting generally for the entire wedding event. The number of staff required will depend on the specifics of your event and will be determined by the Staff at Camp Long.

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### **Cabins at Camp Long**

**Price:** \$50.00 per night (2 night maximum) **No refund on all the cabin reservations**

**Damage/Clean-up Deposit:** \$50 per cabin

**Each rustic cabin is equipped with:**

- Three double bunk beds, overhead lights, windows, two doors
- Picnic table, stone fireplace, fire circle and running water are available outside each cabin.
- Cabins are available for renting March - October, Tuesdays – Saturdays. Check in 2:30 p.m. check out at 12:00 p.m.

**Seattle Parks and Recreation accept Visa, Mastercard, American Express, checks or cash.**

### **Hours of Operation**

#### **November –February**

Closed Sundays & Mondays

Open 10am – 6pm

Tuesday through Saturday

#### **March through October**

Closed Mondays

Open 10am – 6pm

Tuesday through Sunday

**(Special arrangements can be made for events on days when the park is closed, except on city holidays)**

### **Directions**

**By Car:** From 1-5 or Highway 99 South, take the West Seattle Bridge exit; follow the West Seattle Bridge west to the end. Take a left at the light onto 35<sup>th</sup> Ave. SW. proceed south to Dawson St. (about .8 mile). Take a left downhill on Dawson St. and you've arrived at **Camp Long**.

**By Bus:** Take Bus #21 to 35<sup>th</sup> Ave. SW & Dawson St. or #54 to Avalon, then transfer to #21.