

2012

SCHEDULING A CEREMONY IN SEATTLE PARKS



SEATTLE PARKS AND RECREATION

Citywide Events Office
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<http://seattle.gov/parks/ceremonies.asp>

Reservations for most parks can be made beginning January 3, 2012.

Kubota Gardens and Parsons Gardens can be reserved one year in advance.

How to Get Started: Making a Reservation

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
1. Please call 206-684-4081 to make your reservation. You can reserve Kubota Gardens and Parsons Gardens 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.
1. 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 15 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.



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. The Park Code (SMC 18.12.257) prohibits alcohol

2012 Fees and Charges: Outdoor Park Areas for Ceremonies

General Parks Ceremony:

- ◆ \$120 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: \$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: \$120 per hour with a two-hour minimum. \$25 per hour fee for a Parks Attendant.
- ◆ Washington State Arboretum: \$175 per hour with a two-hour minimum. Ceremonies are not allowed in the Japanese Gardens at the Arboretum.

Rescheduling Fee:

- ◆ \$20 fee to change ceremony date or location (*once paid 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 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 for cancellation or any other reason.

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

To Help you with your Planning

General Rules and Regulations:

Permit: To hold a ceremony or special event in a public park you need to obtain a use permit. 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. Ceremonies are not permitted on beaches. No vehicle access into parks.

Services: We can schedule a site for you, but we do 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. There is NO alcohol permitted at any outdoor ceremony site.

Equipment Setup: Setup is allowed at most park. 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.

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. A Park Attendant may be required.

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. Non-amplified music (acoustic music) is allowed at any park.

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 an additional permit is required.

Specialty Sites Ceremonies:

Guidelines specific to **Kubota Gardens**:

- ◆ Site capacity is 150 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. Vehicle access is limited (for loading/unloading only).
- ◆ If you scatter flower petals, please pick them up after your ceremony.
- ◆ 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 mid-June and late September.
- ◆ If you scatter flower petals, please pick them up after your ceremony.
- ◆ One 20' x 20' or smaller canopy is allowed.
- ◆ 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 15-75 persons depending on permitted location. See page 4 for details.
- ◆ There is 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.

Guidelines specific to **Discovery Park**:

- ◆ Site capacity is either 35-75 persons depending on the 2 permitted location. See page 4 for details.
- ◆ There is 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.
- ◆ 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.
- ◆ Contact Conservatory staff at (206)684-4743 to inquire about availability.

*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.
- ◆ Depending on the scope of your event, we may require that you hire a Park Attendant to monitor the park for the duration of 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 just 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
Discovery Park 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 specific guidelines.	North Meadow: 75 Chapel Lawn: 35
Kubota Gardens 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. Please see page 3 for specific guidelines.	Kubota Terrace: 150
Parsons Garden 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 specific guidelines.	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 food are allowed. Parking is available at some areas. Please see page 3 for specific guidelines.	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 12 people or less. Please see page 3 for guidelines specific to the conservatory.	12
General Outdoor Parks	Features and Amenities	Capacity
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.	150
Dragonfly Pavilion 28th Ave SW & SW Dakota St	This hidden neighborhood park can accommodate a ceremony for 40 under the dragonfly sculpture, or up to 100 in the meadow below.	40-100
Carkeek Park 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 Puget Sound.	150
Colman Park 1800 Lake Washington Blvd E 98144	Colman offers a shoreline setting with a balcony/rail structure .	125
Denny Blaine Park 200 Lake Washington Blvd E 98112	This picturesque two tiered park offers a view of Lake Washington.	50
Don Armeni Park 1200 Harbor Ave SW 98116	This West Seattle waterfront park with boat launch, has a great view of downtown Seattle and the Puget Sound.	150
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
Emma Schmitz Memorial Overlook 4503 Beach Dr SW 98116	Emma Schmitz is a stunning viewpoint facing the Olympic mountains and great ceremony location located above the beach.	30

General Outdoor Parks	Features and Amenities	Capacity
Ferdinand Street Park S. Ferdinand St & Lake Washington Blvd. 98118	Sweeping views of the Cascade Mountains and Lake Washington make this park perfect for a beautiful ceremony.	50
Fremont Peak Park 4357 Palatine Ave N 98103	This park is perfect for a small, intimate ceremony. A variety of architectural details and territorial views will make your ceremony unforgettable.	40
Golden Gardens North Meadow 8498 Seaview PI 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 California SW & SW Donald 98116	Views across Elliott Bay at downtown Seattle, the harbor, and the Cascade Mountains from this special viewpoint.	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 the perfect ceremony site.	100
Licton Springs Park 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
Luna Park 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
Madrona Park 853 Lake Washington Blvd E 98122	This park on the shores of Lake Washington showcases a view of the Cascade Mountains and has on-site parking and restrooms.	100
Magnolia Park 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
Me-Kwa-Mooks Park 4503 Beach Dr SW 98116	This small meadow park looks across to Emma Schmitz Memorial Park and has a view of Puget Sound.	100
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	100
Mt. Baker Park 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
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 Viewpoint NW 75th & 34th NW 98117	This small lawn with a pathway rests on a 300 foot bluff with a magnificent panorama views of Shilshole Bay, Puget Sound, and the Olympics.	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: <http://seattle.gov/parks/>

