

# Welcome to Discovery Park!

Discovery Park is a 550 acre regional gem that offers a place of peace and tranquility for all to enjoy. The park features extensive hiking trails, birding opportunities and views of Puget Sound. The Visitors Center is a great location for groups looking for a gathering space in a natural setting. The Visitor Center rooms are perfect for any party, meeting, retreat, or reception!

Call or email today (206) 386-4236  
Discovery.Park@seattle.gov



## 2023-2024 Room Rates

MINIMUM RENTAL PERIOD OF 2 HOURS

**Multi Purpose Room**  
(aka Judge Voorhees Room)   **\$62/hr.**  
**1150 sq. ft**  
*Lobby can be added for an additional \$34/hr.*  
*(after-hour rentals only)*  
Capacity: 60 people

This large room is ideal for parties, meetings, receptions, birthdays, or any occasion. The room has great natural light with large east facing windows. Projection screen and a dry erase board are available. This room includes a small kitchen with appliances, dishes and a 60 person coffeemaker. Includes up to 60 chairs and 13 rectangular six-foot tables.



**Classrooms**                                   **\$62/hr.**  
**2000 sq. ft**  
*Patio can be added for an additional \$34/hr..*  
Capacity: 60 people

The Classrooms is one room that can be split in two using a divider wall. It faces an outdoor courtyard with patio. The room includes two projection screens, two dry erase boards, sinks, up to 60 chairs and 16 rectangular six-foot tables.



## Rental Fees

**Damage Deposit**  
**Event without alcohol**                   **\$250**  
**Event with alcohol**                       **\$500**

A damage deposit is required and fully refundable as long as no damage has occurred, if the space is clean, and your group is out on time. Refunds are received 7-14 days after your rental.

**Booking Fee**                                   **\$32.25**  
We charge a one-time booking fee of \$32.25. This is non-refundable.

**Staffing Fees**                               **\$34/hr.\* + 1 hr.**  
Staffing is required when rentals occur **outside** of normal operating hours or on Mondays/holidays when we are closed.

**Visitors Center open hours:**  
Tues—Sun 8:30am-5pm  
*\*Holiday staffing fees are \$51.00/hr..*

**Rental staff**  
require an additional hour (½ hour before and ½ hour after the event) to open and close the building. Renters are required to pay this extra staffing fee. Any party serving alcohol, requires a second staff person at \$34/hr.

**Please note** - the rental should include, the time you need to set-up and clean-up for your event. You are responsible for all set up and clean up. Staff do not provide this service.

## Facility Information

Visit us to see the facility or book an event, no appointment necessary. Just visit us during our open hours, Tuesday - Sunday 8:30am-5pm.

We make room rentals available on a first-come, first-served basis. Please allow at least **30 business days advance notice** for rentals with alcohol. **Full payment is due at the time of booking to reserve any room.** Reservations and payment can be made over the phone or in person.

## Cancellations

Any person who reserves a room and requests a refund **31 days** or more before the rental, will receive a refund of all fees minus \$82.25. Cancellations made **30-14** days before a rental will receive a refund of the damage deposit and 50% of all other fees, minus the \$32.25 Booking Fee. **NO REFUND** is given for cancellations made 14 days or less before a rental.

## Serving Alcohol?

Rentals with alcohol must be scheduled outside of operating hours, and require renters to: have \$1 million in liability coverage, pay a \$75 alcohol fee, pay a \$500 minimum damage deposit, pay for two staff at \$34/hr. each, obtain a Banquet Permit, and submit a Letter of Intent to the facility for approval by the Parks Department Director. Please inquire further about our alcohol policy by calling (206) 386-4236 or emailing [Discovery.Park@seattle.gov](mailto:Discovery.Park@seattle.gov)

## Room Rentals at Discovery Park Visitor Center



3801 Discovery Park Blvd  
Seattle, WA 98199  
Phone: (206) 386-4236  
[Discovery.Park@seattle.gov](mailto:Discovery.Park@seattle.gov)



**Seattle**  
Parks & Recreation