
Scheduling a Ceremony in Seattle Parks



Seattle Parks & Recreation

healthy people healthy environment strong communities

Event Scheduling Office

Seattle Parks Recreation
300 Elliott Ave W, Suite 100
Seattle, WA 98119

Office: 206-684-4080, Opt. 2

Email: SPRevents@seattle.gov

Website: <https://www.seattle.gov/parks/reserve/outdoor-ceremonies>

Seattle parks and gardens provide lovely outdoor venues for special occasions like weddings, memorials, and religious ceremonies. Choose from an array of quiet gardens, picturesque viewpoints, open meadows, and natural surroundings.

Making a Reservation

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 your in your search. You can download information from the Parks' website.

A to Z Park List:

www.seattle.gov/parks/find/parks/parks-a-d

Ceremonies Website:

<https://www.seattle.gov/parks/reserve/outdoor-ceremonies>

2. Complete an Application

We strongly recommend choosing a few alternate dates and/or locations in case your first choice is not available. If a requested date or location is not available we will contact you to assist you in searching additional options.

In general, we schedule one ceremony per day, per park with the exception of Parsons Gardens and Kubota Garden, where there are three time frames to choose from.

3. Application Lottery Process

Online, Email or U.S. Mail

Applications are accepted as early as the first business day of the month one year (12 months) in advance. Applications are processed on the first business day of the following month, 11 months in advance by random lottery drawing. A confirmation is emailed back to you by the fifth business day of the month, 11 months in advance. All applications received outside of this process will be processed based on first-come, first-served availability.

4. Payment Payment is due 14 days after your reservation is confirmed. We will email you payment instructions with your confirmation. Payment can be made online by computer with a credit/debit card. If mailing a check please allow an extra week for delivery.

Unpaid reservations can be canceled without notice.

5. Permit Your final permit will be emailed to you about two weeks prior to the event. If your initial application information changes you must notify our office at least one month prior to your event.



Ceremony Fees and Charges

All Fees are Non-Refundable once paid

We accept Visa, MasterCard, American Express, Discover, Diners Card, and checks by mail. \$20 Insufficient Funds Check Fee.

Most Parks:

- \$148 per hour with two-hour minimum

Alki Beach Park, Golden Gardens Park, Hamilton Viewpoint, Magnuson Park, Sunset Hill Viewpoint, and Volunteer Park:

- \$170 per hour with two-hour minimum

Discovery Park:

- \$148 per hour with two-hour minimum
- \$34 per hour fee for Parks Attendant

Parsons Gardens and Kubota Garden:

- \$200 per hour with three-hour minimum
- \$34 per hour fee for Parks Attendant

Volunteer Park Conservatory and Washington Park Arboretum:

- \$170 per hour with two-hour minimum
- \$34 per hour fee for Parks Attendant

General Guidelines

Permit:

To hold a ceremony or special event in a public park you need a permit. Permits enable us to prevent conflicting events. It is your responsibility to bring the required permit to the park. You need to read, agree, and abide by terms and conditions listed in this brochure and in the permit. We strongly encourage you to post your reservation signs early on the day of your event.

For graduation ceremonies apply for a Park Use Permit: www.seattle.gov/parks/reserve/outdoor-event-permits

Location and Access:

See pages 3-5 for site specifics. 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.

Timing

All setup, cleanup, and deliveries must occur within hours requested. This helps prevent overlap between events.

Decorations:

See pages 3-5 for site specific limitations. When staging decorations, 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. Remove all decorations at the end of your event.

Other Fees:

Rescheduling Fee

- \$25 fee to change ceremony date or location *once ceremony fee has been paid* within the calendar year.

Picnic Fees

- Depending on 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, if park allows.
- Insurance required

Special Equipment Fee

- \$75 fee if you setup any special equipment i.e. tents/canopies over 20'x20', portable restrooms, stages, etc.
- Insurance required

Attendant Fee

- \$34 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.

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. SPR does not provide electricity. A \$75 fee applies for canopies larger than 400 square feet and insurance is required. Electricity is not provided.

Food Service:

Your ceremony permit allows you to provide your own food. If you plan to hire a caterer, a \$75 fee applies 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 onsite. Pick-up or drop-off of food is not considered catering. 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.

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 the 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 \$30 fee will apply and permits can be scheduled between 3 & 14 days in advance (*May-August between 10 & 14 days*)

Parking:

All parking is first-come, first-served and is not guaranteed. Parking is limited at most parks.

Trash:

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 proof of Commercial General Liability or Event Liability insurance coverage. "City of Seattle" shall be named additional insured for primary non-contributory limits of liability. Minimum limits vary from \$1 Million - \$2 Million 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: Nearly 500 parks to choose from, here are a few of our favorites

Specialty Outdoor Sites	Features and Specific Guidelines	Location & Capacity
Discovery Park 3801 W Government Way 98199	A 534-acre natural area of breathtaking majesty. It provides spectacular views of the Cascade and Olympic Mountains. For rentals inside the Daybreak Star Center call 206-285-4425 ext.1020 <ul style="list-style-type: none"> • No electricity or water available. • No setup allowed, including chairs or tables (standing ceremonies only) 	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. <ul style="list-style-type: none"> • Time options: 8am-11am, 12pm-3pm, 4pm-7pm • No electricity or water available. • The Kubota Terrace is the only area where ceremonies are permitted. Vehicle access is limited; advance approval and insurance are required. (loading/unloading only) • No attachment of any material to the Overlook Pavilion and its supports. • A portable toilet is provided for the park. • If you scatter flower petals, pick them up. • Rehearsal time is open on Thursdays 4:30-8:30pm 	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 the ceremony ambience. <ul style="list-style-type: none"> • Time options: 8-11am, 12-3pm, 4-7pm • No electricity or water available. • A portable toilet is provided Thursdays through Sundays between June and September. • If you scatter flower petals, pick them up. • One 20'x20' or smaller canopy is allowed. • Rehearsal time is open on Thursdays, 4:30-8:30pm 	75

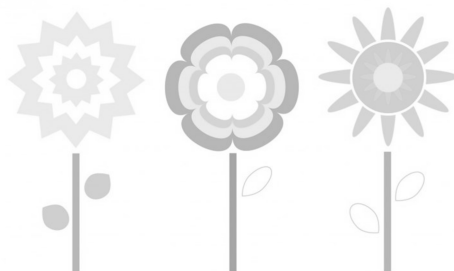
Choosing a Location: Nearly 500 parks to choose from, here are a few of our favorites

Specialty Outdoor Sites	Features and Specific Guidelines	Location & Capacity
Washington Park Arboretum 2300 Arboretum Dr E 98112	This beautiful park features 4,000 species of trees and shrubs. For indoor rentals at the Graham Visitor Center call 206-221-2500. <ul style="list-style-type: none"> • No electricity or water available. • Restrooms available at Graham Visitor Center during open hours. • No setup allowed, including chairs or tables (standing ceremonies only). • Contact Event Scheduling office with questions. 	Pacific Connections: 75 Woodland Pond: 25 Lookout Gazebo: 25 Lookout Pond: 50 Meadow: 70
Volunteer Park Conservatory 1247 15th Ave E 98112	The Conservatory is a historic and active greenhouse with beautiful floral arrangements perfect for site for intimate ceremonies <ul style="list-style-type: none"> • 18 chairs available upon request. No additional setup allowed. • No food or beverages allowed. • Available after 4:15pm Tuesdays - Sundays. Events are not permitted during public hours. • No ceremonies October through December. 	Seasonal House: 25
Outdoor Parks	Features and Amenities	Location 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.	150
Carkeek Park 950 NW Carkeek Park Rd 98177	Ceremonies can take place at picnic areas (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.	125
Daejon Park 1144 Sturgus Ave S, 98144	Daejon, named for our sister city, offers a traditional Korean pagoda, that can handle 15 people comfortably	50
Don Armeni Boat Ramp 1200 Harbor Ave SW 98116	This West Seattle waterfront park with boat launch, has great views of downtown Seattle and the Puget Sound. Ceremonies are not permitted on docks or access ways. Picnic fees may apply.	Lawn areas: 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
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	Perfect for a small, intimate group, 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

Outdoor Parks	Features and Amenities	Location Capacity
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.	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. (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.	150
Mount Baker Park 2521 Lake Park Dr S, 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' Boots sculpture. Oxbow is a fun ceremony site for those looking for something a little different.	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.	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. The Dahlia Garden blooms mid August through September.	Dahlia Garden or Amphitheater: 150

For information on Seattle Parks indoor event facilities, visit our website:

<http://www.seattle.gov/parks/reserve/event-space-rentals>





Rental # R _____

Contact the Event Scheduling Office to discuss specific permit limits and restrictions.

- An application is required to make a reservation. We cannot hold dates without an application.
- Payment is due within 14 days of placing a reservation, or immediately if event is less than 14 days away. The reservation will be canceled without notice if payment is not received.
- All payments are non-refundable.
- Any changes to your application must be requested 30 days in advance of your event.
- A ceremony permit will be emailed to you approximately two weeks prior to your ceremony.
- We do not accept applications less than 14 days to an event.

Contact Information

Main Contact					
First Name*	Last Name*	Birthdate*	Gender*	Ethnicity (optional)	Languages (optional)
Residential Address*		Apt/Suite*	City*	State*	Zip Code*
Primary Phone*	Alternate Phone	Email Address*	Promotional Email	Relationship*	
Alternate Contact					
First Name*	Last Name*	Birthdate*	Gender*	Ethnicity (optional)	Languages (optional)
Residential Address*		Apt/Suite*	City*	State*	Zip Code*
Primary Phone*	Alternate Phone	Email Address*	Promotional Email	Relationship*	
Organization <i>(if Main Contact above is an event coordinator or other coordinating vendor)</i>					
Organization Name:					
Mailing Address*		Apt/Suite*	City*	State*	Zip Code*

Park Site *(List up to 3 park or date choices)*

	Date*	Start Time*	End Time*	Park Name*	Location Name or Description* <small>(Please attach a detailed map of your site plan)*</small>
1*					
2					
3					
Event Name or Ceremony Type*				# of Hours Requested* <small>Must include ALL set-up/clean-up & delivery times. (Overages will be billed to the permit holder)</small>	Expected Attendance*

Ceremony Planning

All setup and takedown must be completed within your permitted time.

Food/Beverage (alcohol is not permitted)

Describe in detail*:

Name of Catering Company:

Catering setup time:

Catering take down time:

Music/Sound (check with Event Scheduling for restrictions. All sound must be approved in advance)

Describe in detail*:

Equipment (check with Event Scheduling for restrictions. All sound must be approved in advance)

of Tents/Canopies* (free standing/weighted only)

Tent/Canopy dimensions:

(200 sq.ft. limit on tents/400 sq.ft. limit on canopies)

of Chairs*:

of Tables*:

of Portable Toilets*:

Equipment delivery time:

Equipment pick-up time:

(Toilets may not be delivered before Friday prior to the event and must be removed Monday following the event)

Describe any additional equipment or details:

Vehicle Access

Vehicle access is not permitted at most parks. Kubota Gardens is accessible for load/unload privileges only with advance request and insurance is required. If you have special requirements which make it necessary for you to have vehicle access, inquire before making your reservation.

The information supplied herein is accurate to the best of my knowledge. I have read and understand the "Scheduling a Ceremony in Seattle Parks" guide and I understand and agree to abide by the rules set forth.

Signature*:

Name* (printed):

Date*:

Return completed application:

Online application submittal

Email (as attachment): SPRevents@seattle.gov

or by **Mail**: **Event Scheduling Office**

Seattle Parks & Recreation

300 Elliott Ave W, Suite 100

Seattle, WA 98119

How Did You Hear About Us?

**Required Information*