



INFORMATION LETTER FOR FACILITY BOOKINGS

<p style="text-align: center;">Site & Mailing Address: 1745 – 24th Avenue South Seattle, WA 98144 www.childrensplaygarden.org</p>	<p style="text-align: center;">Contact Information: Kim Weatherby, Office Assistant Phone: 206-325-5576 Email: info@childrensplaygarden.org</p>
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GENERAL INFORMATION FOR EVENT PLANNING

Thank you for your interest in holding your special event at the Seattle Children’s PlayGarden (PlayGarden). The PlayGarden is a nonprofit organization whose mission is to improve the lives of children with physical or mental disabilities by providing them with full access to a safe outdoor recreation space and offering inclusive programs that encourage their potential. By choosing to hold your function at the PlayGarden, you are helping to support these broad objectives.

BUILDING OPTIONS

The PlayGarden is an ideal location to hold special events for individuals or groups including people with disabilities. We have two building options to choose from—our large “Garden House”, or our smaller “Field House”. Our Garden House is best suited to gatherings that require use of a kitchen and bathroom (both of which are handicapped accessible). The Field House is a quaint building that offers a single room and is best suited for smaller gatherings. In booking either the Garden House or Field House you will have access to our beautiful outdoor play spaces. Please note that the park grounds are public spaces; therefore, whereas use of the PlayGarden buildings is exclusive, use of the grounds is nonexclusive.

DONATION AMOUNTS

Donation amounts for booking the Garden House or Field House are listed in the Table below. Donations for services listed *may* be tax-deductible *only if they are in excess* of amounts listed below.

Booking Options	Donation or Fee per Hour
Use of Garden House ¹	\$65/hr. (3 hr. min.)
Use of Field House ²	\$30/hr. (3 hr. min.)
*REQUIRED: Facility Manager Charge ³	\$20 (\$30 for holiday)/hr.
*OPTIONAL: Access to Water Feature & Play w/Chickens & Ducks ⁴	\$20/hr. (1 hr. min.)
NOTE: Large events may incur additional fees; if you are planning a large event, please call to discuss.	

¹ Includes child-friendly accessible bathroom and kitchen facilities.

² Includes use of single room with public bathroom available on-site.

³ A PlayGarden staff person will be available on-site throughout the event.

⁴ Outdoor water feature is adjoined to our “mountain” play space and allows kids to splash and play to their hearts content. Also includes interaction with chickens and ducks on-site.

FACILITY INFORMATION

The Garden House includes a fully accessible kitchen and bathroom. The kitchen is equipped with a 4-burner stove and oven, full-size refrigerator/freezer, dishwasher, double sink, standard coffeepot and filters. In addition, a child-friendly prep area and sink are available. You have access to all pots and pans and dishware. However, a limited amount of dishware and serverware is available. You may wish to provide dishware. You are responsible for tidying the kitchen and loading the dishwasher with any dirty PlayGarden dishware or serverware. PlayGarden staff will run the dishwasher. All recycling must be taken off-site. The Garden House also has 2 couches available for use.

For both the Garden House and Field House, we have the following additional furniture available for events: 3 kid tables, 15 kid chairs, 16 adult chairs, 1 folding rectangular table, 2 outdoor picnic tables and benches. When booking, you can state what furniture and configuration is needed for your event.

BOOKING POLICIES

The facility is generally available for private functions any day of the week at times when no programming is scheduled. All events must end one hour prior to published closing times for Seattle Parks. Email (info@childrensplaygarden.org) to check specific availability on the date(s) in which you are interested.

We require a 3 hr. minimum timeframe for events. This includes time for setup, take down, and cleanup. All activities associated with the event must occur within the contracted timeframe. The PlayGarden is not responsible for events that start late. Events that run over contracted time will be billed at \$20 per each 15 minutes overtime.

Our policies require that use of the PlayGarden be compatible with the goals of the PlayGarden. For this reason, the PlayGarden reserves the right to screen applicants before granting permission to use the facility. Accordingly, no contract exists until the applicant and the PlayGarden have signed an Event Agreement. Additionally, because the PlayGarden is in a city-owned facility, we are guided by the rules of the Seattle Parks Department.

DEPOSITS

A deposit of 50% of booking fees plus a \$250 damage deposit are due with a signed Event Agreement to reserve a date. Damage deposits may be made in the form of check or a credit card number that we will hold on file. The remaining balance is due 10 (ten) days prior to the event. If all cleanup tasks (described in the contract) are completed correctly at the end of the event, the \$250 damage/cleaning deposit check or credit card information will be shredded within 1 week of the event.

HIGH RISK ACTIVITIES AND LIABILITY COVERAGE

Please note that certain event activities raise the risk beyond what is normally accepted at the PlayGarden. Such event activities include caterers, intoxicating beverages, on-site food vendors, performance audio/visual equipment, any use of fire, generators, etc. If you are considering including any such activities at your event, you must provide the PlayGarden with a certificate of insurance from the vendor who will be providing such activity at your event at least 10 days before your event is scheduled to occur. The insurance certificate should name the Seattle Children’s PlayGarden AND the City of Seattle as additional insured and show the following insurance coverage:

- a. Comprehensive general liability insurance of at least \$1,000,000 per occurrence;

- b. Workers compensation and employers liability insurance, including occupational disease, disability benefit, and other similar insurance required by applicable law, with a minimum limit of \$100,000 per accident, per employee;
- c. Comprehensive automobile liability insurance (covering owned, non-owned, and hired vehicles) with a combined single limit of \$1,000,000 for bodily injury, including death, and property damage; and
- d. Liquor liability insurance with a single limit of \$1,000,000 per occurrence (only for caterers that will provide alcohol).

It is your responsibility to provide the PlayGarden with a copy of the insurance certificate(s) at least 10 days before the event is scheduled to occur. Failure to provide such certificate(s) may result in cancellation of your event by the PlayGarden, revocation of the Agreement, and forfeiture of all deposits paid.

ALCOHOL

Alcohol may be consumed at the PlayGarden subject to the rules of the Seattle Parks Department. For a complete description and instructions, please see <http://www.seattle.gov/parks/Publications/Policy/ServingAlcohol.pdf>.

The Table below shows the summary of requirements to serve alcohol in a public facility.

Requirements to Serve Alcohol in Public Facility	Purchased From	Fee
Banquet Permit: Required if alcoholic beverages are served.	Liquor Store or Liquor Control Board	\$10.00
Alcohol permit fee.	Seattle Parks/City of Seattle	\$60.00
Refundable deposit specifically related to the serving of alcoholic beverages (this is in addition to the refundable \$250 damage/cleaning deposit)	Seattle Parks/City of Seattle	\$250.00
Liability Insurance	See http://www.seattle.gov/parks/Publications/Policy/ServingAlcohol.pdf for options.	Premiums vary.

At any time during the reservation process, please feel free to contact Kim Weatherby, Office Assistant, with any questions.

Seattle Children’s PlayGarden
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