

Lake Washington Rowing Club

910 N. Northlake Way
Seattle, WA 98103
206-547-1583
www.lakewashingtonrowing.com

Facility Use Policies: The members of LWRC welcome you to our boat house. Please respect our property and policies.

Food and Beverage Service: Only caterers that are duly licensed and permitted to prepare, handle and serve food in Seattle are authorized to do business in our facility.

Room Set-up & Clean-up: Clients and/or clients' caterers are responsible for the set up of chairs, tables, linens, food, beverages and all other event services as well as the clean up of all areas used for the rental and caterers, including garbage removal, wiping down counters, folding and stowing tables and chairs, etc. Time for set up and clean is to be included in rental time.

No Smoking: No smoking of any substance is allowed in the facility.

Candles: candles must be in safe votive or hurricane covers.

Decorations: no decorations or signage of any kind may be nailed, tacked, stapled, or taped on any surface. Nothing may be hung from ceilings, light fixtures or doorways. No rice, glitter, or confetti may be used inside or outside the facility. All cable and cords crossing must be safely secured.

Storage: No secure storage is available on site for deliveries made prior to event and everything must be promptly removed following the event.

Alcohol: Alcoholic beverages are permitted in the facility if served by a duly licensed vendor. All Washington State liquor laws apply. Alcohol may not be taken outside the banquet room(s).

Sound: Sound and music must be compliant with Seattle city noise ordinance. No loud talking or noise on the balcony during evening hours due to proximity of neighboring boat houses.

Clean-up/Trash Disposal: The client and the client's caterer are responsible for clean up during and following the event. All trash must be removed in non-leaking refuse bags to the dumpster and/or recycling bins outside the boathouse. All tables and chairs are to be wiped down, folded, stacked and properly stowed in storage closets.

Parking: Parking is not permitted directly in front of LWRC entrance, except for loading and unloading purposes. Extreme care must be taken when driving near the boathouse.

Entry/Security: All entry is to be through doors, stairwell and elevator on Southeast corner. **Only LWRC members are permitted inside the boat bays on the ground floor.** It is the joint responsibility of the Client and Client's caterers and all other vendors to assure that no damage occurs during load-in and load-out. The cost of any repair due to damage will be deducted from the damage deposit. If the cost of damage repairs exceeds the amount of the damage deposit, the balance will be billed directly to the client.

Fees and Deposits: Contact LWRC Rental Manager for rental rate fees. All clients must pay a damage deposit to LWRC, to be refunded after the event. If an event is cancelled less than 60 days prior to an event, cancellation fees will be withheld from refund. All cancellation notices must be submitted in writing to the Facility Rental Manager.

Insurance: LWRC and the Facility Manager reserve the right to require proof of adequate insurance prior to using the facility.

Dangerous Activity: Any activity that is potentially dangerous to persons or property will be cause for the immediate termination of an event and evacuation of the facility. The Facility Manager, in its sole discretion reserves the right to determine if such conditions exist and if so determined, neither the client nor any of client's guests or agents shall have any recourse against the Facility Manager or LWRC.

LWRC IS NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES.

PLEASE RESPECT OUR BOAT HOUSE

Lake Washington Rowing Club FLOOR PLAN

