

Lake Washington Rowing Club

910 N. Northlake Way

Seattle, WA 98103

206-245-3432

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: We have an open catering policy. You may work with the caterer of your choice to make your event a success. However, the LWRC Coordinator is happy to assist with recommendations. We strongly encourage working with an experienced caterer that is duly licensed and permitted to prepare, handle and serve food. LWRC has the right to now allow certain caterers to do business in our facility.

Room Set-up & Clean-up: Clients and/or client's 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 is allowed in the facility or on the deck. There is an ashtray downstairs outside the front door if your guests must smoke. All cigarette butts must be cleaned up from the ground if this space is used.

Candles: Candles must be in safe votive or hurricane covers. No open flames including candelabras or unity candles may be used.

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.

Deliveries/Storage: If client wishes to have items delivered prior to their event they must coordinate with the LWRC coordinator. LWRC will deny the delivery of items that have not been approved. 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. The room must be vacuumed and any debris or spills must be cleaned up.

Parking: There is free parking located along the water and the streets located above LWRC. There are pay lots surrounding the location that are \$7.00 per day or \$5.00 per evening. Please contact U-Park Systems for special accommodations www.u-parksystem.com. Parking is not permitted directly in front of the 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.

Insurance: LWRC strongly encourages the purchase of event insurance for all events. Please inquire with LWRC to learn more about protecting yourself, your guests and the facility during your event. LWRC 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 it's 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