

Lake Washington Rowing Club

Events Coordinator - Prive Events: 206.245.3432

910 N. Northlake Way Seattle, WA 98103

The members of LWRC welcome you to our boathouse. We love it here and we know you will too. This is our team home and like any happy home there are a few ground rules....

Facility Use Policies

Access Hours: Clients/Vendors/Guests are permitted access to the facility only during the contracted time per the Room Rental Agreement. Any additional time and/or services required will be charged at the current LWRC Rates. LWRC rentals may take place between 6:00am to 1:00am. When contracted until 1:00am, LWRC requires that all guests depart no later than 12:00am to allow time for cleanup.

Food and Beverage Service: Licensed caterers are encouraged but not required. Please confirm your food plan with the LWRC Events Coordinator. The client may serve alcoholic beverages in the facility but only as is permitted by state law (RCW 66 and WAC 314). Client must purchase a Banquet Permit (<http://liq.wa.gov/licensing/banquet-permits>) and have it posted at the bar during service. Alcohol may not be consumed outside the building nor in any stairwell or boat bay.

Room Setup & Cleanup: Clients/Caterers are responsible for the setup of the space including chairs, tables, linens, food, beverages and all other services as well as the cleanup of all areas used for the rental. Clients/Caterers are responsible for wiping, folding and stowing tables and chairs in storage closets, vacuuming, sweeping, mopping, etc. Client/Caterer must empty ashtray by front entrance and pick up any outside debris left by event attendees. All rented areas must be returned to the condition they were found upon Client/Caterer's arrival within the contracted rental time. **Client must complete a walk-thru with the LWRC Events Coordinator prior to departure. If Client/Caterer has not completed the walk-thru with the LWRC Events Coordinator by contracted, scheduled end time, additional LWRC hourly rates will apply and be taken from the Security Deposit.**

Garbage, Recycling & Compost Removal: All waste must be appropriately separated into garbage, recycling, and compost containers in accordance with the City of Seattle and SMC 21.36.082. All waste must be removed in non-leaking refuse bags and disposed of in the LWRC owned dumpster, compost, and recycling bins. An LWRC manager must be present when removing waste to LWRC dumpsters. Fines may be deducted from damage deposit if city waste separation requirement are not met or garbage procedures are not followed.

No Smoking: No smoking of any substance is permitted in the facility or on the second level deck. Smoking is solely permitted outdoors on ground level. There is an ashtray located outside by the front entrance.

Candles: Open flame is not permitted. Please obtain approval of your candle glassware from

LWRC's Events Coordinator. Glass containers must be at least two times the height of the flame. Sparklers are not allowed unless approved prior to your event date by the LWRC Events Coordinator.

Decorations: No decorations or signage of any kind may be nailed, tacked or stapled onto any surface. Nothing may be hung from ceilings, light fixtures or doorways without the approval of the LWRC Events Coordinator. No rice, glitter, boas or confetti may be used inside or outside of the facility. All electrical cords must be secured using removable/non-damaging tape to ensure the safety of guests.

Storage: No storage is available on site for deliveries prior to the event. Only event rentals may be delivered early if approved by the LWRC Events Coordinator. All items must be promptly removed following the event. No personal items are allowed on-site outside of the contracted time.

Sound: Please refer to Seattle Municipal Code Chapter 25.08 for Noise Control. Client agrees to abide by these codes. Doors and windows to Celebration Hall must remain closed after 10pm and guests must depart by midnight.

Parking: Parking is not permitted on LWRC property except for loading and unloading purposes. To prevent the risk of injury to members and equipment damage, extreme care must be taken when driving near the boathouse. There is free public parking along the waterfront as well as many local pay lots that may be rented through U-Park Systems (www.u-parksystem.com).

Entry/Security: All entry is to be through the Southeast door. Only LWRC members are permitted inside the boat bays on the ground floor unless coordinated with LWRC Events Coordinator. It is the joint responsibility of the Client and Caterer and all of their vendors to assure that no damage occurs during load-in and load-out. Any damage will result in the forfeit of client's security deposit. If the costs of damage repairs exceed the amount of the security deposit, the balance will be billed directly to the client.

Insurance: LWRC and the events coordinator reserve the right to require proof of adequate insurance prior to using the facility (wedsafe.com, wedsure.com).

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 Events Coordinator reserves the right to determine if such conditions exist and if so neither the client nor any of the client's guests or agents shall have any recourse against the events coordinator or LWRC.

Damages/Losses: LWRC IS NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES.

PLEASE RESPECT OUR BOAT HOUSE