



## Facility Information

Visit us to see the facility or book an event, no appointment necessary. Just visit us during our open hours, Tuesday - Saturday 8:30am-5pm.

We make room rentals available on a first-come, first-served basis. Please allow at least **30 business days advance notice** for rentals with alcohol. **Full payment is due at the time of booking to reserve any room.** Reservations and payment can be made over the phone or in person.

## Cancellations

Any person who reserves a room and requests a refund **31 days** or more before the rental, will receive a refund of all fees minus \$75. Cancellations made **30-14** days before a rental will receive a refund of the damage deposit and 50% of all other fees, minus the \$30.25 Booking Fee. **NO REFUND** is given for cancellations made 14 days or less before a rental.

## Serving Alcohol?

Rentals with alcohol must be scheduled outside of operating hours, and require renters to: have \$1 million in liability coverage, pay a \$75 alcohol fee, pay a \$500 minimum damage deposit, pay for two staff at \$30/hr each, obtain a Banquet Permit, and submit a Letter of Intent to the facility for approval by the Parks Department Director. Please inquire further about our alcohol policy by calling (206) 386-4236 or emailing [Discovery.Park@seattle.gov](mailto:Discovery.Park@seattle.gov)

## Room Rentals at Discovery Park Visitor Center



3801 Discovery Park Blvd  
Seattle, WA 98199  
Phone: (206) 386-4236  
[Discovery.Park@seattle.gov](mailto:Discovery.Park@seattle.gov)



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