

# WOODLAND PARK Rental Form

make reservations two weeks or more in advance

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## A Rental with a GREENLAKE VIEW

Perched on a hilltop overlooking Greenlake, the Woodland Park Bocce, Lawn Bowling, and Croquet Club is the perfect place to host a company outing, party or family gathering. The club is located five minutes north of downtown Seattle with access off Aurora Avenue.

The clubhouse is available for your private party, or turn your gathering into an active event with lawn bowling, bocce or croquet! Instructors and all necessary equipment are available to introduce your group to the fun and challenge of any of these sports — all in a serene, enclosed setting in the heart of popular Lower Woodland Park.

The facilities include: kitchen, tables and chairs, coat rack, men’s and women’s bathrooms, patio, barbecue, and sound system. The space is appropriate for meetings, receptions and parties. Parking is available at the site. The facility is wheelchair accessible. Clubhouse occupancy is limited to 46 people.

## CLUBHOUSE

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Clubhouse rental fees have a 3-hour minimum, \$300/3-hours, each additional hour: \$100/hr (includes host set-up and take-down).

If you also want to use the green(s) for lawn sports, these court fees apply:

**Each Lawn Bowling Rink, \$50; each Bocce Rink, \$40; each Croquet lawn, \$100 for the entire clubhouse rental period.**

**A damage/cleaning deposit of \$200 is due at the time of reservation application. This deposit is applied to the rent pending successful clean-up with no damage.**

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## RINK RENTAL ONLY (A special deal for Picnickers in the area)

Rink rentals have \$250 minimum.

For groups picnicking nearby, rink space only may be rented and includes: instructor, use of well-groomed greens, and use of lawn bowls, bocce sets or croquet equipment. Each reservation will have an instructor from the Club.

**Lawn Bowling Rink Fees: \$50 per rink per hour**

**Bocce Rink Fees: \$50 per court per hour**

**Croquet Court: \$75 per hour**

- Rinks, with or without Clubhouse, must be reserved at least 7 days in advance of an event.
- Soft, flat-soled shoes are required to protect the greens.
- Lawn bowling is not appropriate for children under 12, bocce for children under 9, croquet for children under 12.
- You may bring your own lawn bowls or bocce balls. You may not use home croquet equipment.

For Clubhouse rental info and availability  
call Mark at (206) 524-1416

# RENTAL POLICY & REGULATIONS

Required deposit as appropriate (see page 4) is due at the time of reservation and will be held until after the event and completion of the *Cleaning & Security* checklist. The deposit will be refunded to the renter within 7 days. **Reservation dates cannot be held without this deposit. "Lawn Sports only" does not include the use of any Clubhouse facilities.**

Confirmation of your event dates will be mailed/e-mailed to you upon receipt of Facility application pages 3 and 4 with deposit.

Cancellations received more than 30 days before the event will receive a refund of \$180. Cancellations within 30 days of the event will forfeit the full deposit.

Full payment for the clubhouse rental and rink rental is due at the time of the event. Payment may be in check or cash only. Makes checks payable to WPLBC.

In case of rain, WPLBC retains the right to decide whether or not lawn sports can occur. If sports are cancelled due to rain, no Rinks Fee will be charged. The Clubhouse Rental Fee will still be due.

Lawn bowls and Bocce balls must be rolled across the Green. To prevent damage to the bowling surface lofting through the air is not permitted.

Renter shall be responsible for payment of any damages occurring to the room, greens or equipment used.

Renter shall restore the facility to the condition in which it was found. See *Cleaning & Security* checklist for details.

Renter shall have the option of restoring the facility to the condition in which it was found or contracting with a caterer to do the clean-up.

If alcohol is to be served without charge, Renter must provide proof of liability insurance for \$1 million or more, which includes "Host Liquor Liability" coverage. Woodland Park Lawn Bowling Club and the City of Seattle must be shown as Additional Insureds. The Renter must also submit a letter stating that the Renter is responsible for guests, has provisions for designated drivers, and will not serve alcohol to minors. If alcohol is to be sold special arrangements must be made with Seattle's Risk Management Department (Bill Vaughn, 206-386-0071) and Woodland Park Lawn Bowling Club. Your Commercial General Liability or Homeowner's Policy Agent can assist you with this requirement.

- If the WPLBC approves the Renter to serve alcohol on the premises, the letter will be returned. This letter must be taken to a Washington State Liquor Store for purchase of a one-time Banquet Permit for a fee of \$10.

**\*You MUST post this permit prominently on the Club bulletin board at all times during your Event.**

No kegs are allowed on the premises.

No smoking, candles or open flames are allowed in the building.

# Facility Rental Application

Organization \_\_\_\_\_ Day Phone \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Evening Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_

Type of event, check one \_\_\_\_\_ Event Date \_\_\_\_\_  
 \_\_\_\_\_ Clubhouse only  
 \_\_\_\_\_ Clubhouse with: (indicate number)

\_\_\_\_\_ Lawn Bowling rinks  
 \_\_\_\_\_ Bocce rinks  
 \_\_\_\_\_ Croquet (only one croquet setup)

\_\_\_\_\_ Lawn Sports only (indicate number)

\_\_\_\_\_ Lawn Bowling rinks  
 \_\_\_\_\_ Bocce rinks  
 \_\_\_\_\_ Croquet (only one croquet setup)

**"Lawn Sports only" does not include the use of any Clubhouse facilities.**

Event Start Time; End Time \_\_\_\_\_<sup>AM</sup>/<sub>PM</sub>; \_\_\_\_\_<sup>AM</sup>/<sub>PM</sub> (includes set-up & clean-up)

Attendance: Number of Adults \_\_\_\_\_ Number of children \_\_\_\_\_

Sport participants: : Number of Adults \_\_\_\_\_ Number of children \_\_\_\_\_

Will event be catered? \_\_\_\_\_ YES \_\_\_\_\_ NO

Clean-up (for Clubhouse Rental) responsibility \_\_\_\_\_ Caterer \_\_\_\_\_ Renter

Will alcohol be served? \_\_\_\_\_ YES \_\_\_\_\_ NO (refertoRentalPolicy&Regulations)

Notes&Comments:

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For WPLBC Use Only

Date Application received \_\_\_\_\_  
 Deposit check received \_\_\_\_\_  
 # of Instructor Hosts required \_\_\_\_\_

# Facility Rental Application Payment

Minimum clubhouse rental 3 hours = \$300  
 Additional clubhouse rental hours \_\_\_ x \$100 = \_\_\_  
 Lawn Bowling rinks \_\_\_ x \$50 = \_\_\_  
 Bocce rinks \_\_\_ x \$40 = \_\_\_  
 Croquet lawn @\$100 = \_\_\_  
 Total Rental Fee = \_\_\_\_\_

Damage/Cleaning Deposit Fee due with reservation application = \$200  
*(Deposit is applied to rent pending successful clean-up with no damage)*

**Rink Rental Only:** .....

Rink rentals have \$250 minimum

Lawn Bowling, number of rinks \_\_\_ x number of hours \_\_\_ @ \$50 = \_\_\_  
 Bocce, number of rinks \_\_\_ x number of hours \_\_\_ @ \$50 = \_\_\_  
 Croquet, number of hours \_\_\_ @ \$75 = \_\_\_

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I hereby certify that I am an authorized representative of the named organization and that the information included in this application is true to the best of my knowledge. I agree to be bound by the regulations and policies of this agreement.

\_\_\_\_\_  
 Renter's Name (print)                      Renter's Signature                      Date

Mail completed application & payment forms to: Woodland Park LBC  
 P.O. Box 31164  
 Seattle, WA 98103-1164

Check to make sure you've included:

- Application and payment (pages 3 and 4)
- Renter's signature
- Deposit as required, check payable to WPLBC
- If Alcohol will be served, Proof of \$1 million Liability Insurance, including Host Liquor Liability coverage, & letter requesting alcohol permit

# CLEANING & SECURITY

Event Date \_\_\_\_\_ WPLBC Attendant \_\_\_\_\_  
Renter Name \_\_\_\_\_

*Renter shall restore the facility to the condition in which it was found. Failure to do so will result in forfeit of the damage/clean-up deposit.*

**Cleaning Checklist** — To be completed by Renter & WPLBC Attendant

- The kitchen range top and oven, counters and all appliances wiped clean.
- Tables & chairs arranged as found.
- Tables wiped clean.
- Floors swept, vacuumed and mopped as necessary.
- Bathrooms: garbage removed, counters wiped down, lights turned off.
- Garbage, trash and recycling collected and removed from Clubhouse and outdoor areas

**Security Checklist** — To be completed by WPLBC Attendant

- All windows secured
- All doors locked, including Main entrance, Furnace Room door
- All gates and sheds locked.
- Thermostat turned down to 55°
- All small appliances turned off, including coffee pots, tea kettle, hot plate and stereo.
- All lights turned off, including: outside, main room, kitchen and bathrooms.

**Damage Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attendant's Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Renter's evaluation comments would be appreciated:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Attendant's Signature \_\_\_\_\_ Date \_\_\_\_\_