



## Great Hall at Green Lake Venue Information & Rules

Thank you for considering the Great Hall at Green Lake for your event. Please forward this information to your event planner, caterer, decoration/clean-up committee, rental company, florist, DJ, musicians and others assisting you in planning or producing your event. Please refer to the links in this document for detailed information on those sections.

**RATES** Please review our [current rate schedule](#).

**LIABILITY INSURANCE & ALCOHOL** All events must be covered by event liability insurance. If you are serving alcohol, a banquet permit is required. Please read our [guidelines for insurance and alcohol](#) for more information.

**BUILDING ACCESS** Your rental period encompasses set up and clean up, including decoration, catering set-up, and final clean up. Deliveries outside the rental period must be arranged with management two weeks before your event. **The Great Hall site manager for the day is available to answer questions about the venue during the entire reservation period** but he or she is not part of the set up or cleaning crew for the event. Clean up must be complete at closing.

**BRIDE'S & GROOM'S ROOMS** Two rooms are available for use on Fridays, Saturdays and Sundays only. These are private offices, so please ensure that your guests respect the property of our office tenants.

**SET UP & CLEAN UP** The Great Hall is a clean, ready-to-use facility. We provide the furnishings listed below, but it is up to your crew to set up the tables & chairs. Please read the [Set Up & Clean Up](#) guide and share it with all your vendors. A copy is also posted in the kitchen. All decorations, food, flowers, props, boxes and trash must be removed from the site by the end of your rental period (not placed in our city garbage/recycle containers or dumpsters owned by neighboring businesses). **We do not have space for a dumpster, so think 'pack in, pack out' and plan accordingly.** If Great Hall staff must clean up after your event or make a trip to the transfer station, the cost will be deducted from your security deposit.

**CATERING** You may choose your caterer, including family and friends. Our kitchen is for staging and clean up only - it is not a commercial kitchen. There is a large refrigerator. There is no oven or freezer on site. If drinks are dispensed in ice containers or kegs, condensation and melting ice must be contained. Please be aware that there is no garbage disposal in the sink, and grease should not be poured down the drain. The caterer or person responsible for food should contact the management well before a large event.

**CAPACITY** Practical capacity depends upon the design of your event, but to answer the most common inquiries: Reception only, in which all guests will be seated simultaneously in the Ballroom, a small dance area is reserved, with buffet in the Fireside Room - estimate 100-160 guests (ten to sixteen 60" rounds, 8 - 10 guests per table); If both Ballroom & Fireside Room are used for seating, more guests can be seated; Ceremony followed by reception (room flipped), we recommend 150 or less. A mixed setting with both 60" rounds and some high cocktail tables for a standing reception with passed appetizers allows for more guests. The maximum legal occupancy limits for fire code are: Ballroom—286 persons; Fireside Room—100 persons.

**CLIMATE CONTROL** There is no air conditioning in the venue. There is a large fan in the ceiling that vents to the outside and many windows open. Radiators heat the building.

**DECORATIONS** Decorations or signage may not be attached to the walls, ceilings, windows or doors with any kind of fastener such as adhesive hooks, adhesive putty, staples, tacks, pins, nails, tapes, etc. Only blue painter's tape may be used with advanced approval from the management. Permanent hooks are installed on the ballroom columns and can be used to suspend light weight decorations & [strings of lights](#). **Shutters** Nothing may be hung from or attached to the shutters. If you plan to open the shutters completely, please ask the site manager for assistance. **Candles** must be in steady holders that contain the flame and the wax. Candles may be set **ONLY** inside the fireplace or on tables. They may **not** be set on the floor, stage, windowsills or radiators. **Floor** Equipment must be lifted or rolled (not dragged) to prevent damage to the floor. Gaffer's tape may be used to secure cords to the floor with permission from the management, but all tape and adhesive residue must be removed completely within the reservation period, or there will be a charge against the cleaning deposit. **Potted plants** must have waterproof trays under them. **Glitter and confetti** are not permitted. If GHGL staff must clean glitter or confetti from the floors and furnishings, the cleaning time will be charged against your security deposit. **Sparklers, Helium Balloons & Smoke Machines** are not permitted (explained under Fire Alarms).

**FIRE ALARMS AND HAZARDS** Smoking is not allowed inside the building. The smoke and fire alarms are directly wired to the Seattle Fire Department for the safety of all building occupants. It is illegal to tamper with any security or fire monitoring equipment. The fire alarm in the Ballroom is activated by visual obstructions to a laser located at the ceiling, so helium balloons and smoke machines are not allowed. **Sparklers** are illegal in Seattle. They are not allowed, inside or outside of the building.

**FOOD TRUCKS** If a food truck will be on site for your event, please let the management know as you will need a temporary no parking zone set up on the north side of the building. Check with your food truck to see whether they will fit in two parking spaces. If they have any questions or concerns, have them contact the Great Hall management directly.

**FURNISHINGS** 180 white folding chairs; Tables: twenty 5' diameter (rounds); Three 8'x30", four 6'x30", two 5'x30", one 4'x30", one 4'x24" (rectangular); Two coat racks; Two freestanding full length mirrors (for dressing rooms); Moveable [stairs to the stage](#). For a list of dimensions, [see document here](#).

**LOCATION** The building address is 7220 Woodlawn Ave. NE, Seattle, WA, 98115 ([map](#)).

**NOISE** The Great Hall can contain a lot of sound, but please keep noise inside the building, respectful of residents in the neighborhood.

**PETS** If your pet or service animal will be part of your celebration, please talk to the management in advance about your plans. Animals must be on a leash or in a carrier (and with a human) while in the building.

**PA EQUIPMENT** A free standing PA system (Mackie 12 channel mixer, 2 powered Mackie speakers, 1 microphone) is available. The system is generally used for computer/iPod playlists. GHGL staff sets up & packs up the PA on the day of the event if the PA is requested. GHGL equipment may not be used in conjunction with vendor equipment. Bands & professional DJs must bring their own equipment. Fees may apply for complex needs.

**PARKING** The building does not have a parking lot. Most streets north, east and west of the building are available for public parking (no meters, not zoned). There is a public pay parking lot located below the Green Lake Village (free to PCC shoppers, but fee for others), one block

southeast of the hall. Check [here for more details and current hours](#). The [Green Lake Park & Ride](#) is ½ mile from the hall if you want to arrange an informal shuttle for guests. If you need space for vendors to park adjacent the venue for an extended time, please let the management know well in advance so we can create a temporary no parking zone (roughly two parking spaces near the back door of the building) for the event period. The lot behind the building belongs to a neighboring business and is not available for event parking.

**REHEARSALS** A one hour wedding rehearsal period is available in the day or two before a wedding. This must be arranged with the management at least two weeks before the preferred day of the rehearsal. This is a complimentary service, so the time of the rehearsal will be arranged as close to the preferred time as possible, but may have to be moved. Rehearsals are not staffed, and the PA is not set up specifically for rehearsals.

**TRANSIT** [Several Metro bus routes](#) serve the neighborhood, with stops near the building.

#### **SITE MANAGER FOR THE DAY OF YOUR EVENT**

**VISITING THE GREAT HALL FOR PLANNING PURPOSES** As your plans develop, you may want to visit the hall with friends, family and vendors. You can visit as often as needed, but please call in advance (206 854-6025) to make sure the hall will be available when you arrive.

**UNIVERSAL ACCESS** The venue is located on the second floor of the building. A lift (700 lbs maximum) provides access to the event spaces for guests in wheelchairs or with mobility challenges. Children are not allowed to operate the lift.

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