

Wedding Event Magazine

BEACH PARK

EVENT CENTER

DES MOINES • WASHINGTON

Welcome to the Beach Park

Located on the shore of the Puget Sound, the Beach Park Event Center is the ideal location for weddings and events of all sizes. The Event Center has beautiful waterfront views, grass meadows and historic structures. Consisting of multiple facilities, the Beach Park Event Center is a premier venue in the Pacific Northwest.

All of the facilities are owned and operated by the City of Des Moines. The Events and Facilities Office is located within the Harbor Master's building in the center of the Des Moines Marina.

The City of Des Moines reserves the right to change pricing without notice.



Plan Your Event

Event Details

Venue(s): _____ Date & Time: _____

Theme/Colors: _____

Catering

Food Type(s) Desired: _____

Caterer(s): _____ Vendor Info: _____

Decor & Rental Items

Item/Supplies: _____ Vendor Info: _____

Cake/Flowers:

Cake Vendors: _____

Flower Vendors: _____

Notes:

Auditorium

Rent: \$420.00 per hour (3 hour minimum); \$3,000.00 for 8 hours

Additional hours over 8, billed at \$375.00 per hour

Damage Deposit: \$1,000.00 for groups that are NOT serving alcohol; \$1,500.00 for groups that ARE serving alcohol.

Damage deposits are refunded after the event, less a \$175.00 booking fee.

The historic Auditorium is home to elegant stained glass windows, a large outdoor patio and high cathedral ceilings. Enter the building to exposed wooden beams, glass accordion doors and a large stage with ample space for decoration. Open concept architecture in the Auditorium allows for flexible seating and table arrangements with plenty of room to spare. The sea foam blue walls embrace the location on the Puget Sound, creating a welcoming environment perfect for large or mid-sized groups.

The Auditorium comes with 25, sixty-inch round tables, 12, six-foot banquet tables and 250 black chairs. This will enable you to seat a capacity of 250 people. You may bring additional tables and chairs as fire code allows up to 360 people seated, and a total of 525 standing.

All events are required to have Event Insurance for a minimum policy of \$1,000,000.00 with the City of Des Moines listed as an additional insured. Events serving alcohol are also required to provide Event and Liquor Liability Insurance for a total policy of \$2,000,000.00 as well as a Banquet Permit from the Washington State Liquor and Cannabis Control Board.

All rentals will be staffed with one Facility Attendant. This Attendant is on site during the rental to help answer questions about the venue, locate all amenities and perform a walk through of the event checklist with the client before and after the rental. The City of Des Moines requires one staff person on site for every 100 guests. Additional staffing fees are billed at \$175.00 per staff.



Dining Hall

Rent: \$340.00 per hour (3 hour minimum); \$2,400.00 for 8 hours

Additional hours over 8, billed at \$300.00 per hour

Damage Deposit: \$1,000.00 for groups that are NOT serving alcohol; \$1,500.00 for groups that ARE serving alcohol.

Kitchen Fee: \$200.00 per day.

Damage deposits are refunded after the event, less a \$175.00 booking fee.

The recently renovated Dining Hall built over the Des Moines creek brings history and contemporary style together. With an expansive deck, commercial kitchen and an additional side room named the “Kaffe Stuga,” the space has a variety of uses. The building is finished with rustic wooden beams, hardwood floors, classically styled windows, light walls and dark wood trim. With one main room and the Kaffe, this warm, rustic venue is perfect for mid-sized or small groups.

The Dining Hall comes with 15, sixty-inch round tables, 12, six-foot banquet tables and 150 chairs. Additional tables and chairs may be brought in to seat the fire code of 175.

All events are required to have Event Insurance for a minimum policy of \$1,000,000.00 with the City of Des Moines listed as an additional insured. Events serving alcohol are required to provide Event and Liquor Liability Insurance for a total of \$2,000,000.00 as well as a Banquet Permit from the Washington State Liquor and Cannabis Control Board.

All rentals will be staffed with one Facility Attendant. This Attendant will be on site during the rental to help answer questions about the venue, locate all amenities and perform a walk through of the facility checklist with the client before and after the rental. The City of Des Moines requires one staff person on site for every 100 guests. Additional staffing fees are billed at \$175.00 per staff.



AMBER TOLBERT



Founders Lodge

Rent: \$125.00 per hour (3 hour minimum)

Damage Deposit: \$500.00 for groups that are NOT serving alcohol; \$1,000.00 for groups that ARE serving alcohol.

Damage deposits are refunded after the event, less a \$175.00 booking fee.

The Founders Lodge is a small quiet space spanning the Des Moines Creek. This venue boasts gorgeous views of the Beach Park Meadow, Puget Sound and Cascade Mountains. With floor to ceiling windows, French doors to a wraparound deck and two small side rooms, the Founder's Lodge can easily accommodate smaller more intimate events.

The Founders Lodge limits at 80 people per Fire Code. The venue comes with 10, forty-eight inch rounds, 8, six foot banquet tables and 80 black chairs. No additional guests are allowed.

All events are required to have Event Insurance for a minimum policy of \$1,000,000.00 with the City of Des Moines listed as an additional insured. Events serving alcohol are also required to provide Event and Liquor Liability Insurance for a total of \$2,000,000.00 as well as a Banquet Permit from the Washington State Liquor and Cannabis Control Board.

All rentals will be staffed with one Facility Attendant. This Attendant is on site during the rental to help answer questions about the venue, locate all amenities and perform a walk through of the facility checklist with the client before and after the rental.



Meadow

Rent: \$200.00 per hour (2 hours minimum)

The Meadow may only be rented in conjunction with a building in the Beach Park Event Center.

NO ALCOHOL allowed in the Meadow.

NO BBQ on site. NO barbecuing allowed in the Meadow

The Meadow is an open, groomed and grassy area ideal for the perfect outdoor ceremony. The location is one of a kind, looking upon the breath taking Puget Sound and Poverty Bay. The Meadow can be reserved as part of your rental or left open to the public as a part of the Beach Park.

This area does not include tables or chairs. However, Meadow chairs may be added as part of your rental and our staff will set up and take them down. This is not an extra charge when chairs are rented from the Facility Office.

Promontory

Rent: \$200.00 per hour (2 hours minimum)

The Promontory may only be rented in conjunction with a Beach Park Event Facility.

NO ALCOHOL allowed in the Promontory.

NO BBQ on site. NO barbecuing allowed in Promontory.

The Promontory overlooks the Puget Sound and Des Moines Marina. It is the perfect venue for smaller ceremonies or events, with minimal attendance. Amazing sunsets with the Cascade Mountains in sight make the perfect backdrop for pictures. The Promontory can be reserved as part of you rental or left open to the public as a part of the Beach Park.

This area does not include tables or chairs. However, meadow chairs may be added as part of your rental and our staff will set up and take them down. This is not an extra charge when chairs are rented from the Facility Office.



Activity Center

Rent: \$210.00 per hour (3 hour minimum); \$1,500.00 for 8 hours

Damage Deposit: \$1,000.00 for groups that are NOT serving alcohol; \$1,500.00 for groups that ARE serving alcohol.

Kitchen Fee: \$200.00 per day.

Damage deposits are refunded after the event less a \$175.00 booking fee.

The Activity Center is a beautiful venue located in inland Des Moines and features a hard-wood floored main room with a large brick fire place and single stained glass window. With two additional side rooms and Commercial Kitchen this facility is excellent for mid-sized groups. It is ideal for an outdoor ceremony and indoor reception that allows guests to enjoy the event to the fullest. The patio is highlighted by gardens and a spectacular view of Mt. Rainier over Steven J. Underwood Park.

The facility comes with 15, sixty inch round tables, 5 six-foot banquet tables and 120 chairs. This will enable a set to accommodate 120 attendees. Additional chairs and tables are welcome for extra guests up to the seated limit of 125.

All events are required to have Event Insurance for a minimum policy of \$1,000,000.00 with the City of Des Moines listed as an additional insured. Events serving alcohol are also required to provide Event and Liquor Liability Insurance for a total of \$2,000,000.00 as well as a Banquet Permit from the Washington State Liquor and Cannabis Control Board.

All rentals will be staffed with one Facility Attendant. This Attendant is on site during the rental to help answer questions about the venue, locate all amenities and perform a walk through of the facility checklist with the client before and after the rental. The City of Des Moines requires one staff person on site for every 100 guests. Additional staffing fees are billed at \$175.00 per staff.



Field House

Rent: \$210.00 per hour (3 hour minimum); \$1,500.00 for 8 hours

Damage Deposit: \$1,000.00 for groups that are NOT serving alcohol; \$1,500.00 for groups that ARE serving alcohol.

Damage deposits are refunded after the event less a \$175.00 booking fee.

The Des Moines Field House is a classic log cabin style building located in the heart of Des Moines. On a basketball gym floor, the enormous space is great for casual, sporty events with attendance of about 200. With the log cabin interior and a huge stone fire place the building looks great with all types of decor. In addition to a great floor space there is also a 19'x16' stage and park for children.

This facility rents with 25 six-foot tables and 150 chairs. This will allow parties to set the building to a seated capacity of 150 people. Guests are welcome to bring additional seating arrangements until they reach the buildings fire code of 225.

All events are required to have Event Insurance for a minimum policy of \$1,000,000.00 with the City of Des Moines listed as an additional insured. Events serving alcohol are also required to provide Event and Liquor Liability Insurance for a total of \$2,000,000.00 as well as a Banquet Permit from the Washington State Liquor and Cannabis Control Board.

All rentals will be staffed with one Facility Attendant. This Attendant is on site during the rental to help answer questions about the venue, locate all amenities and perform a walk through of the facility checklist with the client before and after the rental. The City of Des Moines requires one staff person on site for every 100 guests. Additional staffing fees are billed at \$175.00 per staff.



Picnic Shelters

All Damage deposits are refunded after the event less a \$30.00 booking fee.

All events are required to have Event Insurance for a minimum of \$1,000,000.00 with the City of Des Moines listed as the additional insured.

No BBQ allowed in shelters without built in pits. Barbecue's from home are not allowed in any City Parks.

Restrooms in Rental Facilities ARE NOT available to shelter rentals. Restrooms on site are either public restrooms or Portable Units.

Beach Park Picnic Shelter:

Rent: \$200.00 Half Day

\$350.00 Full Day

Damage Deposit: \$100.00, NO ALCOHOL ALLOWED in any City Park

Field House Picnic Shelter:

Rent: \$100.00 Half Day

\$125.00 Full Day

Damage Deposit: \$100.00, NO ALCOHOL ALLOWED in any City Park

Wooton Park Gazebo:

Rent: \$100.00 Half Day

\$125.00 Full Day

Damage Deposit: \$100.00, NO ALCOHOL ALLOWED in any City Park



Optional Services

Set Up Fee

Allow the Beach Park Event Center to set the facility prior to the event. Clients' can meet with the Beach Park Staff in advance to plan out a diagram to their specifications. Staff will set all City owned tables and chairs as requested. We will also lay out any of the client's base linen, if provided at least three days prior to the event.

Tear Down Fee

Take the challenge out of your facility clean up. The Beach Park Staff will take down and clean up the building after use. Staff will put away City owned equipment, take care of the sweeping, mopping and conduct facility cleaning. Renters will still be responsible for the removal of decorations, food, kitchen cleaning, third party rental items and vacating the building no later than midnight or the end of their scheduled rental time.

Shuttle Rental

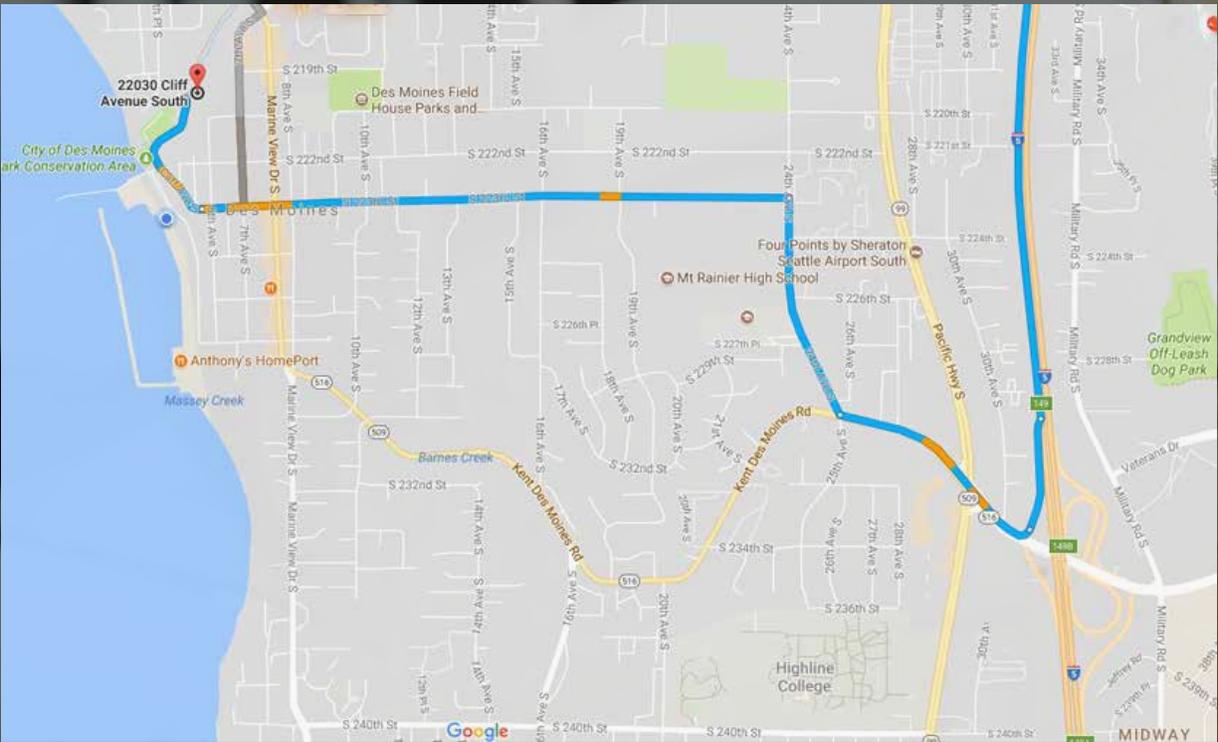
One Shuttle to run attendees between the Marina and Beach Park Event Center.

Rental Items

Rental Item/Service	Price	Amount/Period	Descriptions
Set-Up	Depends on Building	N/A	AUD: \$200.00 FL: \$75.00 DH/AC/FH: \$150.00
Tear-Down	Depends on Building	N/A	AUD: \$300.00 FL: \$100.00 DH/AC/FH: 250.00
Sound System	\$150.00	Entire Rental	Beach Park Only
Sound Board	\$50.00	Entire Rental	Beach Park Only
LCD Projector (Large)	\$150.00	Entire Rental	4,000 lumen projector, includes screen
LCD Projector (Small)	\$75.00	Entire Rental	Screen included

Rental Item/Service	Price	Amount/Period	Descriptions
Screen	\$25.00	Entire Rental	2 Available
Shuttle	\$60.00	Per Hour	Includes Driver
Linens	\$10.00	Entire Rental	Black/White/Off White
Pipe and Drape	\$5.00	Per Foot/Entire Rental	Black/White/Off White
Podium	\$25.00	Per Event	Cherry wood podium with black trim
Stage w/Canopy	\$300.00	Per Event	20'x20', includes canopy, set up and tear down of staging
Stage	\$100.00	Per Section	4'x8' sections, 4 available. Outdoor use only
Canopy (Small)	\$25.00	Per Event	10'x10'; 4 available
White Columns	\$30.00	Entire Rental	36" tall 1 pair available
Wooden Columns	\$30.00	Entire Rental	40" tall 1 pair available
White Folding Chairs	\$4.00	Per Chair Entire Meadow Rental	White fold out chairs, 250 available
White Resin Chairs	\$6.00	Per Chair Entire Meadow Rental	White Resin, fold out chairs 200 available
Beverage Dispenser	\$15.00 each	Entire Rental	Glass beverage dispenser with stand 2 available
Coffee Urn	\$25.00	Entire Rental	60-Cup Coffee Urn
Highboy Tables	\$10.00 each	Entire Rental	30" cafe style rounds, 29" high. 12 available
Banquet Tables	\$10.00 each	Entire Rental	6 foot banquet tables 26 available
Round Tables	\$10.00 each	Entire Rental	60 inch rounds, 4 available
Bar	\$75.00	Entire Rental	6 foot banquet Bar with beverage tier
Chafing Dishes	\$20.00 each	Entire Rental	Comes with 2 Sterno cans per dish 3 available
Contemporary Arch	\$25.00 each	Entire Rental	Polished aluminum arch
Easels	\$5.00 each	Entire Rental	Iron easels 2 table top available 2 standing/available

For additional information or to view rental items, please contact the Facilities Office.



Beach Park Event Center

22030 Cliff Ave South, Des Moines, WA 98198

Founders Lodge, Building A • Dining Hall, Building B

Picnic Shelter, Building C • Auditorium, Building D

Activity Center

2045 South 216th Street, Des Moines, WA 98198

Field House & Picnic Shelter

1000 South 220th Street, Des Moines, WA 98198

Wooton Park Gazebo

28336-28464 Redondo Way South, Des Moines, WA 98198

Events & Facilities Office Located at 22307 Dock Ave S. Des Moines, WA 98198

Ashley Young, Events and Facilities Manager • 206.870.9370

Mandi Forbeck, Events and Facilities Specialist • 206.870.9370

www.beachparkeventcenter.com • beachparkeventcenter@desmoineswa.gov