Lakewood Seward Park Community Club Rental Policies as of 11/1/2026.

Welcome and thank you for your interest in rental facilities at the Lakewood Seward Park Community Club.

The Lakewood Seward Park Neighborhood Association, d/b/a. The Lakewood Seward Park Community Club, reserves the right to change the general operating guidelines and rental fees as stated herein without prior notice. Fee changes apply to new reservations and confirmed contracts are honored at the signed rate.

GENERAL RENTAL POLICIES

The building and associated lawn/yard area is available for rental 365 days per year. As a matter of policy, it is not available for rental after 5:00pm on 12/31 (New Year's Eve).

Reservations may be made up to one year in advance of the requested date.

Rental reservations begin and end promptly when the contracted time stipulates. All time in the building must be included in the reservation to include time to set up tables, time to break down tables and time to clean. All renters must allow time in their reservation of at least one hour following the end of the planned event time to break down and clean up.

While you may be provided with an entrance code in advance of the rental, time in the building is monitored by the door lock and arriving before, or staying after the contracted times will result in additional charges.

The maximum capacity of the room is 150 people.

Hours of Operation

The Lakewood Seward Park Community Club will be available for rental during the following hours:

Monday – Friday 6:00am – 11:00pm.

Saturday 8:00am – 11:00pm

Sunday 8:00am – 11:00pm

All music must be completely off by 10:00pm any day of the week.

The misuse of the building or failure to conform to the rules, regulations and general information herein and/or the disrespect of onsite staff, will be sufficient cause to immediately terminate an event.

A terminated event will result in forfeiture of the security deposit and denial of any future rentals. The staff has the right to determine when and how this should happen and to involve the Police Department at any time.

A substantial complaint initiated by a neighbor of the community club which results in the involvement of the police or any aggressive behavior directed at a neighbor of the community club will have the same result as any similar action taken against staff.

All rental applicants must be 21 years of age or older and be present during the entire rental use of the LSPCC building.

The person signing the Rental Contract will be considered the responsible party in the case of damage, theft or disturbance during the rental.

The person signing the application form needs to pay the room rental fee, security deposit, and is responsible for purchasing the insurance, the banquet permit, and/or special occasion license if applicable.

We request that late night departures be as quiet as possible as the building is in a residential area.

Renter is responsible for the behavior and conduct of their guests

LSPCC building staff reserves the right to require chaperones and/or security.

All minors must have adequate adult supervision.

Please plan when scheduling your event. All hours booked must run consecutively. When booking your event, you must include enough time for delivery of equipment, food, supplies, set up and decorating, and clean up.

No next day clean-up is permitted unless the time has been contracted.

No next day pick up of rental materials is permitted. All rented items must be removed by the conclusion of the contracted rental time.

Rental fees will not be returned to renters leaving early.

Whether live or recorded, performers' conduct and performance content must be appropriate for families and general audiences. Profane, lewd, indecent or slanderous conduct or content is unacceptable.

Applications may be denied or revoked when the applicant has made any misrepresentation or failed to disclose any pertinent information in connection with the use of the LSPCC.

Lakewood Seward Park Community Club is not responsible for loss or damage of personal or rental items during your rental or stored items left in the building before, during, or after your event.

RENTAL FEES & PAYMENTS

Fees may be paid by Check, Zelle, PayPal or via Credit Card.

The rental fee is determined by the LSPCC Fee Schedule, which is subject to change. The current fee schedule is available on the rental tab of our website: lspcc.org

To help ensure the return of your security deposit, the responsible party must review and complete the self-check-out list which is posted on the inside of the main door.

The self-check-out list is available under "rental resources" on the rental tab of our website.

Payment due dates:

The security deposit is due at the time that a signed rental application/contract is received. Full payment of the rental amount owed is due 30 days before the date of the event (at the time of contracting if it is fewer than 30 days).

SECURITY DEPOSIT

In addition to the rental fees, all LSPCC building rentals are charged a security deposit. The security deposit amount varies based on the length of the rental. Current deposit information is available on the rental tab of our webpage at lspcc.org.

Security deposits are 100% refundable after an event provided the following conditions are met:

- Room and building (including outside if applicable) are left in a clean and orderly condition.
- Use of the area does not exceed the scheduled time.
- Additional staff time is not required as part of the rental or after the event.
- All LSPCC equipment is accounted for and undamaged.
- Damage to the area or its contents has not occurred.
- All rules and procedures governing alcohol are met
- All rules and procedures governing the LSPCC building use are met.

If the above conditions are not met to the satisfaction of the LSPCC staff, an appropriate fee will be deducted from the security deposit.

If the cost of cleaning and/or repair of the building exceed the amount of the security deposit, the renter will be billed for those additional costs.

Needed repairs will be billed at the full replacement cost incurred, including labor charges.

Security deposits will be reimbursed using the same method as the payment was made (check, credit card etc.).

Deposits will not be refunded if an event is cancelled.

TABLES, CHAIRS and EQUIPMENT

The Lakewood Seward Park Community Club has tables and chairs available for use at no extra charge.

You are responsible for your own set up, take down and clean up

At the end of the event, renters are responsible for clean-up of tables and chairs. Renter's personal belongings must be removed prior to end of rental time.

LSPCC will provide paper products for use in the bathrooms.

Please note, the LSPCC bathroom doors are not wheelchair accessible.

MUSIC/DJ/BAND/STREAMING/TECHNICAL

All music must end completely by 10:00pm.

DJs are allowed to bring in their own equipment, plug into an outlet and use their own sound system and speakers. DJs must be contracted to end by 10:00pm. DJs must keep the volume to a reasonable level with a minimal use of bass. DJs must comply with the general noise policy regarding not playing music with lyrics that would be offensive to neighborhood families with young children.

No music may be amplified outside during rentals: exceptions include wedding ceremonies.

GARBAGE SORTING AND DISPOSABLE SERVICEWARE

Renter will be responsible for removal of all garbage from the building, the sorting of the garbage and proper placement in the receptacles that we provide (garbage, recycling, yard waste).

The LSPCC requires the use of compostable or recyclable service items only. Use of Plastic Utensils is prohibited (compostable versions are available) unless you are taking the garbage with you.

Renter must follow the City of Seattle guidelines for placement of recyclable items into blue *recycling containers. Plastic tablecloths, plastic plates and other party decorations are to be placed in* the regular garbage containers. If an employee is required to sort your waste, you will be charged.

As an alternative, some renters choose to take the garbage with them.

Plastic garbage bags are provided by the LSPCC.

DECORATIONS /RENTED EQUIPMENT/OTHER

The LSPCC provides pre-placed hooks in the hall and over the stage that can be used to display decorations.

Affixing anything to ceiling, walls, lights, doors, columns or windows is prohibited.

The Clubhouse will be inspected and we will withhold 100% of your deposit if we find that you have attached anything to the wall.

Candles may be used if they are enclosed in a hurricane-type glass or vase. The rim of the container must be at least an inch higher than the flame. Candles may not be left unattended in bathrooms.

Use of dry ice, fog/smoke machines, sparklers, rice, birdseed, glitter, confetti, petals (real or artificial), silly string, inflatables of any type or dance wax are not allowed either inside or outside the LSPCC building. Bubbles may be used outside the building only. **Please don't use any decorations that you cannot take with you. Things like confetti, glitter etc. are too difficult for us to clean up**.

Do not release balloons into the air at the clubhouse. They get caught in the trees and are also dangerous to wildlife in the lake. This will result in the forfeit of your deposit.

FIREPLACE

We do not permit wood or other materials to be burned in the fireplace. We do permit use of candles inside the fireplace.

SMOKING

Smoking of any kind (cigarettes, vaping, cannabis) is not permitted anywhere at the Lakewood Seward Park Community Club or within 25 feet of any door, window, vent, or passageway. (Reference Chapter 70.160 RCW: Smoking in Public Places).

BARBECUES

Charcoal barbecues are not allowed inside, on the patio, or grounds of the Lakewood Seward Park Community Club. Gas Grills are permitted on the patio.

ALCOHOLIC BEVERAGES AT YOUR EVENT

Liability insurance is required for all events at which alcohol is served or sold. An Event Liability Insurance Certificate must be received by LSPCC staff at least 30 days prior to the rental (or at time of contracting if less than 30 days).

Renters who are serving alcohol during their event are required to carry general liability insurance with the following:

- Alcohol Liability
- $2,000,000 general Aggregate, $1,000,000 per person
- Lakewood Seward Park Neighborhood Association listed as “additionally insured”
- Date, time, and location of the event
- Endorsement that the renter’s insurance coverage shall be primary insurance as respects to the LSPNA

A general search for Event Liability insurance will provide several options to choose from. One example is TheEventHelper.com.

The cost of this insurance will vary depending on your event.

If you hire a licensed caterer or bartender to serve and/or sell alcohol at your event, a copy of their Liquor Liability Insurance Certificate must be received by LSPCC staff at least 30 days prior to the rental.

You may also need a Banquet Permit or Special Occasion License if your event requires one as designated by Washington State Liquor and Cannabis Board.

All alcohol must be consumed within the rental space.

Remember you are responsible for the conduct and behavior of your guests; please make sure they drink responsibly.

Serving alcohol without the proper approval, outside the defined conditions, and/or in violation of any of the above rules or requirements, may result in a citation by police, immediate shut down of the event, forfeiture of the rental security deposit, and/or additional fees.

Consumption of alcohol by minors is prohibited by State law. This law will be strictly enforced. The event will be terminated if consumption of alcohol by minors is allowed. In addition, police will be called.

The individual signing the contract and purchasing the Banquet Permit or Special Occasion License will have the legal responsibility for any guest's consumption of alcohol including personal use of privately provided alcohol including flasks.

If you have an event that is open to the public and you are NOT a non-profit organization, you cannot serve or sell alcohol.

CLEAN-UP and CHECK-OUT:

The renter is responsible for cleaning the rental rooms during the rental period in accordance with the Check-Out List.

Simply leave the room in the same shape you found it, clean and useable for the next guest.

Any cleaning and/or repairs that require staff time and/or materials will result in additional fees and staff/material costs deducted from the security deposit and/or billed to the rental group.

Failure to follow the Check-Out List may result not only in additional fees but could also result in denial of future rental usage.

CANCELLATION, RESCHEDULING AND REFUND POLICY

If your event needs to be rescheduled, we will do our best to accommodate.

Cancellation at any time will result in loss of your deposit. If you have prepaid your rental fees, they will be refunded minus our actual bank costs if a credit card or other service that charges a fee was used to make the payment.