

Event F&Q

Q: How do I book the Seattle Chinese Garden for a wedding / event?

A: You must first email office coordinator Katie to check space availability. Then you have to complete a rental contract and return to SCG office with a \$200 save-the-date deposit.

Q: How far in advance do I need to reserve the garden?

A: It needs to be reserved AT LEAST SIX WEEKS PRIOR to the event.

Q: Do you have a cancellation policy?

A: Yes, if cancellation is made within two weeks of signing the rental contract, a full refund will be made. \$200 processing fee will be charged.

Q: How big is the garden? How many people does it accommodate?

A: Knowing The Spring Courtyard is 56'x38', which can accommodate 150-seated theatre or 100-seated banquet. You may also use empty areas around the courtyard, which can accommodate up to 250-seated theatre.

Q: Is there any indoor space?

A: No, SCG has only outside spaces. We can provide an indoor gathering room for a bride and bridesmaids depending on room availability.

Q: Do we need to pay for parking? If so, how?

A: Parking at the South Seattle College is \$3 for all day. To purchase a ticket, there is a small yellow parking machine immediately after the small gatehouse at the entrance to the north parking lot (only cash is accepted and no change will be returned). Also, there is free street parking on 16th Avenue if you do not mind walking.

Q: Do you provide water and/or power?

A: We have a few power outlets inside the courtyard for sound system only. We recommend you to rent a power generator from our designated vendor. Water may be used only for washing purposes, not for drinking.

Q: Is there a restroom available?

A: There is no bathroom onsite, but there are ADA bathrooms available in the Chan Education Center and bathrooms available in the horticulture building in the same parking lot (They locate next to the garden). We recommend rent portable bathrooms or a bathroom trailer.

Q: Do you have preferred vendors for food and equipment?

A: Yes, we do. Please contact us for details.

Q: Do you have chairs and tables available for rent at the garden?

A: We do not rent out tables for weddings. However, we do have some chairs but it is very limited amount (about 15 chairs). Please contact us for detail. You may rent chairs, tables and other equipment from our designated vendor.

Q: Can we have rehearsal at the Garden?

A: Yes, a complimentary 30 minutes rehearsal time is provided to you with a wedding booking. Rehearsals are booked with SCG office coordinator and are subject to availability.

Q: Do you provide an event coordinator?

A: No, we only provide an overseer for the day of the event.