Beaver Lake Lodge – Frequently Asked Questions

Sammamish Parks & Recreation

What types of events are held at Beaver Lake Lodge? The Lodge is a great space for weddings, receptions, birthday and anniversary parties, corporate retreats, meetings, and other celebrations.

What is the capacity? The Lodge's main room is approximately 1,850 square feet; capacity is 75 seated or 150 standing.

What parts of the facility are included in my rental? The Lodge includes the main room with a gas stone fireplace, tables and chairs, a 380 sq. ft. semi-commercial kitchen (convection oven, commercial gas stove/oven, refrigerator; no freezer), and a patio. There is one private restroom as well as direct access to the main park restrooms. All common areas **of** the park are public and shared with park users.

How early and late can we rent the Lodge? Weekdays (Monday–Thursday): 8:00 AM–10:00 PM, 2-hour minimum. Friday: 8:00 AM–5:00 PM (weekday rate) or 5:00 PM–12:00 AM (weekend rate), 4-hour minimum applies to the weekend block. Saturday: 8:00 AM–12:00 AM, 4-hour minimum. Sunday: 8:00 AM–10:00 PM, 4-hour minimum. Your set-up and clean-up time must be included in your total rental time. Bookings can be made up to one year in advance.

What are the rental rates and deposit? Weekday rate: $55/hour. Weekend rate: $145/hour.

Is there a security/damage deposit? The damage/security deposit is required; amount is $250 or $500 depending on event parameters. Deposit is refunded by check or credit card within 6 weeks.

How much parking is available? The parking lot has 85 regular spots and 3 ADA spots. Please note all parking is shared with park users. Overflow parking options include any (legal) street parking nearby and the ballfield side of the park.

When is the best time to visit the facility before booking? Site visits can be scheduled anytime there is not a rental taking place in the Lodge.

Can we rent the Pavilion too? Yes. Beaver Lake Pavilion (a 2,500 sq. ft. open-air facility with a high-beamed ceiling, lake view, six picnic tables, a barbecue grill, 100-person capacity) is available and can be rented separately or together with the Lodge. Pavilion rates are $25/hour Monday–Friday and $35/hour Saturday–Sunday, available 8:00 AM until dusk.

When can I book a rehearsal? A one-hour complimentary rehearsal may be booked two months in advance.

Will there be staff onsite to help us? Depending on availability, you will either have a staff person onsite or a phone contact.

Is the facility going to be set up when we get there? Renters are responsible for all setup and cleanup. The tables/chairs are stored onsite.

Can we hang decorations inside the facility? Pre-set hooks and nails may be used to hang decorations. Otherwise, painter’s tape and damage-free command hooks may be used for decorating.

Do you provide ladders for us to use? The City does not provide ladders or step stools.

Are the lights on dimmers? There are two sets of lights in each section of the Lodge's main room. One set in each of the three areas are on dimmers.

Can we purchase additional hours the "day of" our event? Additional hours must be purchased prior to your event day.

Do we need to clean up after our event? Yes, the rental group is responsible for cleaning the facility. City staff will provide cleaning equipment and supplies. All City equipment shall be cleaned and returned to the proper storage location. All decorations and personal items shall be removed from the facility. All garbage cans shall be emptied and re-lined. Prior to your event, you will receive a cleanup checklist.

Who handles the garbage? Please dispose of all trash in the designated waste bins located in the parking lot.

What equipment does the facility have that we are allowed to use? There is a built-in Bluetooth speaker system and two TV screens with an HDMI connection.

When can my rental items be delivered? Rental items must be delivered and picked up within your reservation time, noted on the contract. Items may not be left/stored at the Lodge.

Do you provide linens, dishes, glassware, serving pieces, etc.? We do not supply any of these items.

Can our flower girl throw flower petals down the aisle during the ceremony? Yes, flower petals are permitted down the aisle. Please ensure all petals are swept up and removed at the conclusion of your event.

Can we use rice, birdseed, confetti, glitter, or sparklers? These items are not permitted.

Can we use candles? Battery-Operated Candles are fully permitted and highly recommended for easy setup! Floating candles are permitted; the wick of the candle must be at least four (4) inches below the opening of the candleholder and trimmed to a height of ½" or less. Candles must be floating in water. Otherwise, the use of all other flammable materials is not permitted inside of the Lodge.

Can we have music/a band? Yes, a band/music is permitted inside of the Lodge.

Is there a dance floor? Yes; we do not have a fixed dance floor but the open layout of the room gives you complete flexibility to set up your dancing area wherever fits best for your event.

Can we use the tables and chairs outside/on the patio? Tables/chairs can be used on the patio area that is directly off the front entrance. Chairs may also be used in the Pavilion if you have that space rented as well.

What are your catering rules? Can we provide our own food? There are no restrictions around catering, you can hire any caterer you choose and/or bring your own food.

Is alcohol allowed? Alcohol service may include beer, wine, champagne, hard ciders, and hard seltzers only. Liquor and other alcoholic beverages are prohibited.

Do we need a licensed bartender? No, a licensed bartender is not required.

Do you require event insurance? Event Insurance is required if you are serving alcohol and/or if your event is open to the public.

Can I buy insurance from the City? Insurance can be obtained through Event Insurance | Intact Entertainment (gatherguard.com).

What if we cancel our booking? Rental cancellations will result in a non-refundable cancellation fee of twenty percent (20%) of the rental fees, regardless of the amount of notice given. Cancellations made with less than

two (2) months' advance notice will result in a non-refundable cancellation fee of fifty percent (50%) of the rental fees. Cancellations made with less than two (2) weeks' advance notice will not be refunded.

Are there hotels close to the facility? While there is no hotel lodging located directly within Sammamish, several hotels are just a short drive away in neighboring communities.

How do I book the facility? A completed rental application is required. View availability and book online, or reach out and a staff member will follow up to finalize your reservation.

For more information, please contact the Sammamish Parks & Recreation rental desk at [FILL IN: email] or [FILL IN: phone number].
Alternate format available upon request.

Contacts:
Regular Business hours – Rentals and System's Coordinator: 425-295-0586
After Hours line: 425-295-0585