

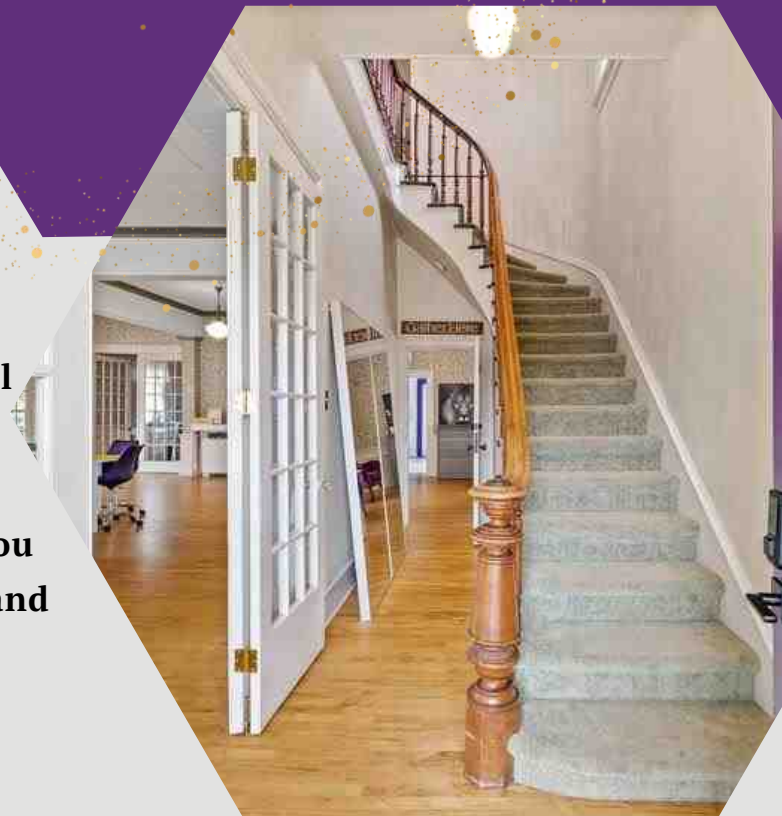
WORKANDPLAY LOUNGE

**BEACON HILL'S
BEST-KEPT SECRET**

**HISTORIC, UNIQUE
AND CONTEMPORARY
SPACE FOR ALL**

A stunning historic space set in beautifully landscaped gardens in a highly sought after location. Come and experience this beautiful architect designed home for yourself.

Our all-in-one inclusive space is ready for you and your guest! Our open floor plan, warm and welcoming space is flexible and can be customized to meet your needs!



GARDEN
House



INQUIRE
NOW!



FEATURES

- Large open floor plan
- High ceilings
- Architecturally unique design
- 2 bathrooms
- Natural and dimmable lighting
- Beautiful bay windows
- Kitchen area for prepping and storage
- Professionally landscaped gardens
- Solid timber flooring
- Air-conditioning
- Ample Free Street Parking
- Moveable and customizable seating

WORKANDPLAY
LOUNGE



Beacon Hill

GARDEN *House*

About the Space

Charming & Unique Space That Combines the Tranquility of a Lush Garden with the Elegance of a Historic Home!

Our private space has beautiful walls already decorated with the capability to add a personalize your event. Perfect for hosting small groups for photoshoots, networking, showers, parties, or any intimate gatherings. Our unique space is host a luscious green lawn, garden and ample outdoor space to enjoy. Create any special events you want your guest to never forget!

Historically unique architecture crafted and preserved over 137 years ago!

Our private space has beautiful walls already decorated with the capability to add and personalize your event. Perfect for hosting small groups for photoshoots, networking, showers, parties, or any intimate gatherings. Our unique space host a luscious green lawn, garden and ample outdoor space to enjoy.

This beautiful property is located in a picturesque neighborhood, surrounded by mature trees and blooming flowers. The Garden House itself is a beautifully restored historic home that features unique architectural details and elegant finishes. The interior is filled with natural light, and the rooms are spacious and airy, making it the perfect space for entertaining or relaxing.

The landscaped grounds are filled with lush greenery, flowering plants, and mature trees, creating a peaceful and serene atmosphere. The garden is the perfect place to unwind, read a book, or enjoy a glass of wine with friends.

Whether you're looking for a serene space to escape the hustle and bustle of city life or a unique venue for your next event, the Garden House is the perfect choice. With its historic charm and beautiful gardens, this space is sure to leave a lasting impression on all who visit.

Thank you for choosing Work and Play Lounge X The Garden House for your event.
The Event Production Guide will outline accommodations, policies and expectations.

All are welcome here!

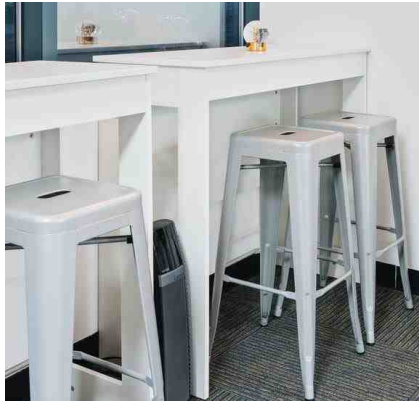


6FT FOLDABLE TABLES

6 Tables Included-Seats 8 per table

72"L x 30"W x 28.5"H

TABLE CLOTH REQUIRED



HIGH BAR TABLES

4 High Desk Bar Height Tables

47.5"L x 18"W x 40"H

TABLE CLOTH REQUIRED



SQUARE PUB TABLES

2 White Pub Tables

31.5"L x 31.5"W x 41.5" H

TABLE CLOTH REQUIRED



METAL BAR STOOLS

12 White- Pub Style Bar Height

30"H



ROUND BAR TABLES

3 Round bar table

30"W x 30" and 42" H poles



ROUND CORNERS PUB TABLE

2 White- Pub Style Bar Height

27.75" L X 27.75" W x 40" H

TABLE CLOTH REQUIRED



METAL BAR STOOLS

6 Grey-Pub Style Bar Height

30"H



FOLDING CHAIRS

72 Standard Chairs-Off-White

(additional can be rented

32.5H x 18.5W



BAY WINDOW SEATING

Long Bench Seating
up to 15-20 ppl

271"L x 20"W x 17H



DRY BAR W/ 2 STOOLS

1 Dry bar table
39.5L x 25W x 41H

\$50.00



WIRELESS BLUETOOTH SPEAKER with Microphone

Wireless Bluetooth 5.0 Bi-Amplified 650W Sound System Edge Glow with 10 Light Modes Wirelessly Connect Additional Ultimate PA with Stereo-Link 2 Microphones & Speaker Stand Included

150.00



ANTIQUE PIANO

Very special piece with rich history

\$200.00



60" SMART ROKU TV

Comes with a remote and different HDMI cord options to connect your device if needed. Can be used as a projector, slideshow presentation, casting and more

\$150.00 flat-fee



HANDCRAFTED EXPRESSO

Be your own barista! Our espresso machine makes amazing, creamy coffee and is paired with a variety of creamers and add-ins

\$6.00 per person



COFFEE TRAVELER BOX

We support local small businesses by buying their travel boxes to serve freshly brewed coffee to our guest. This includes ordering, pickup and setup at your event. Serves up to 10-15 guests

\$45.00 flat-fee



LASERJET PRINTER

All-in-one color laser printer that can print, scan, copy, and fax. The printer also has an automatic document feeder

\$20.00 flat-fee



ROUND COCKTAIL TABLES

6 Round bar tables
30"W x 30" and 42" H poles
TABLE CLOTH REQUIRED

\$30.00 per table



ECHO SHOW

This is the perfect device for a variety of playlist and soft music in the background for all types of events. Takes up little space and you can ask Alexa to play your style

\$20.00 flat-fee

Event Add-Ons Catalog



EPSON ANDROIDTV PROJECTOR W/SCREEN

Create an immersive viewing experience virtually anywhere for watching TV shows, sporting events, movies, gaming and more. Chromecast, apps and sound built-in.

\$150.00 flat fee



ZOOM LIVE TRAK L-8 PODCAST, RECORDER, DIGITAL MIXER

8-Channel digital mixer, 12-Track simultaneous recording, 10-track playback, mix-minus function preventing audio feedback from dial-in guests, assignable sound pads, with 13 preset sounds

\$50 per hour



PROFESSIONAL PHOTOGRAPHY SOFTBOX LIGHTING KIT WITH BACKDROPS

\$60 flat fee



TABLE LINENS

We have all the different linens for each of the table sizes and types in black (\$15) and for other colors + \$5/linen. For us to put on in advance of your event, add \$10 per table.

Starting at \$20.00 per cover



CHAIR COVERS

We have all the different chair cover colors. Black (\$10) and for other colors +\$5/linen. For us to put on in advance of your event, add \$5 per chair

Starting at \$10.00 per cover



STRETCH CHAIR SASHES BOWS

We have all the different chair sashes in a variety of colors. For us to put on in advance of your event, add \$2 per chair

\$5.00 per sash



CONFERENCE STYLE ROLLING CHAIRS

-10 Grey conference chairs
-20 purple conference chairs

32. 5H x 18. 5W

\$5.00 per chair



WATER COOLER AND HEATER DISPENSER

\$25.00 flat-fee



6FT & 8FT FOLDABLE TABLES

72"L x 30"W x 28.5"H

96"L x 30"W x 28.5"H

TABLE CLOTH REQUIRED

\$30.00 per table

Event Add-Ons Catalog



MINI FRIDGE

Portable mini fridge to help keep stuff cold and accessible during your event!

\$25 flat fee



LED BIRCH TREE WITH CHANGING COLORS

8 different colors to choose from! Bring a colorful festive look to your event year round!

\$20 flat fee



ROUND TABLES (60" AVAILABLE)

Save some space and add an elegant touch to your special event

TABLE CLOTH REQUIRED

\$40 per table



2.5 GALLON BEVERAGE DISPENSER

Extended Hold-Times – keeps beverages hot or cold for up to 4-6 hours

\$25.00 flat fee



DISPOSABLE ALUMINUM CHAFING DISH

Includes: Water Pan, Fuel and Holder
Clean up is a cinch with the disposable aluminum food serving pans, which are oven safe and recyclable (must leave wire rack)

\$10.00 per set



CHAFING DISH 8 QT STAINLESS STEEL

Includes: Water Pan, Fuel and Holder
Generous 8qt capacity holds large amounts of foods in the full size chafer (must wash after use)

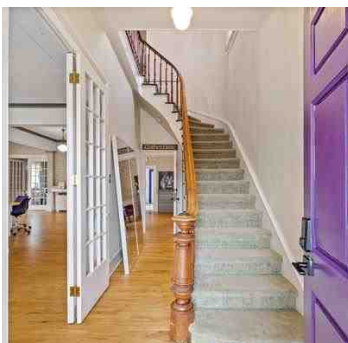
\$50.00 flat fee



7 BURNER GAS GRILL

Nexgrill Deluxe, propane included, guest responsible for cleanup

\$175.00 flat fee



UPSTAIRS MULTI-USE ROOMS

INQUIRE FOR DETAILS & PRICING



100-QUART COOLER

Up to 130 cans, drains melted ice, rolling/locking casters for stability

\$125.00 flat fee



KITCHEN

INCLUDED

Space Capacity

Main floor-80-90 seated comfortable, varies based on table and configuration selection

Up to 125 w/o tables; add-on upstairs for 30 plus more;

With outdoor space, up to 200 plus people

High-level Booking Details & Policies

Pre-Event Tour Required: Guests are required to have a pre-event tour at least 72 hours prior to your date to decide on layout. Add-on request must be made at least 7 days prior. This helps reduce wasted time and ensures no extra charges for last minute setup/furniture requests. Initial setup is included in booking and if any changes day of our required you will be required to move furniture and/or pay for staff time to do it.

Food: We have in-house catering options and DO ALLOW outside food to be brought in. No cooking onsite is allowed. Heating, storage and prep of already prepared food onsite is allowed.

Drinks: Outside drinks are welcome. Intent to serve alcoholic drinks must be made known upon booking and included in your contract to avoid violating rules, policies or forfeiting deposits. Wine, beer, champagne, etc. can be served. \$10 banquet permits IS required by the host as needed for the type of drinks being served. Apply at <https://portal.lcb.wa.gov/s/apply-for-a-permit>, more info below under permits

Pets: Sorry, no pets allowed indoors or outside, service animals are allowed with proof of certification

Decorations: You may bring in any decorations you would like, except glitter, confetti, rice, birdseed, etc. All tables used must be covered, If using plastic must double coverings, extra charge applies if tables are not covered. To hang items on the wall, painter's tape or command strips are required, no nails or drilling. No open flame or candles are allowed, battery-operated candles are allowed.

Smoking or vaping: is NOT allowed on premises or near entrances and will result in cancellations.

Music: Yes, you may play any music you'd like, Bluetooth speakers are available as add-on. If you hire a DJ or band, they must bring in their own sound system, but music must be kept to a reasonable volume and noise restrictions apply after 11pm. We are located in a residential neighborhood and have strict policies to enforce noise and to keep noise inside after 11pm.

Required Processing Fee: Paying with a credit card will require a 3% processing fee; when approved in advance cash or check can be used for payment and must be applied at least 2 weeks prior

Required Sanitation Cleaning Fee: This fee starts at \$75 and is dependent on event type. This fee covers initial desired furniture setup, basic sweeping and mopping of floors, bathrooms, and trash takeout, IT DOES NOT COVER GUESTS BASIC CLEANING RESPONSIBILITIES.

Guest Cleaning Responsibility: Clean off used surfaces, food, drinks, clear floor from all décor/mess and bag all trash and remove to dumpster if leaking or strong smells.

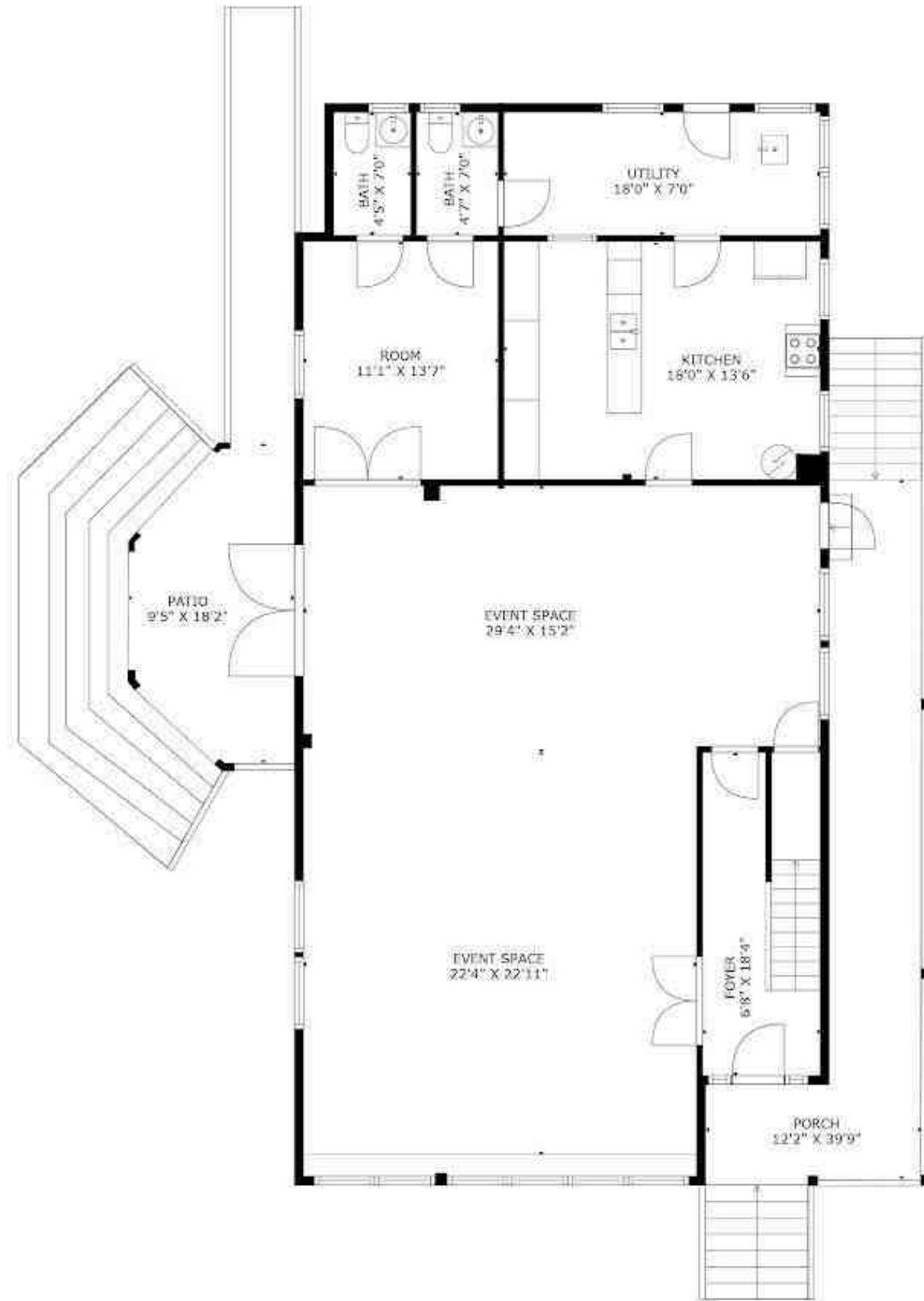
Required Deposit: A refundable damage deposit is required and returned within 1 week of the event if no damage or additional cleaning is required. Please refer to DEPOSITS SECTION in contract.

Day of Event Support: is available for the initial 20mins to help answer any questions and to do an overview of the space, but not accessible throughout events other than onsite security, so please plan accordingly. FOR AN ADDITIONAL FEE: Support staff are available to help with moving furniture, setup, serving, teardown, and full clean up, etc, please inquire for more information.

The space is essentially "yours" for the time requested. We kindly ask that you treat our space like your home, because it is!

VIOLATION OF THESE POLICIES CAN RESULT IN EVENT TERMINATION, FORFEITURE OF DEPOSITS, ADDITIONAL FEES AND/OR LEGAL ACTION.

Space layout with Dimensions



Measurements Are Approximate

Permits and Insurance

Permit Types

If you are serving alcohol, a banquet permit is required. To obtain banquet permit please visit: <https://lcb.wa.gov/licensing/banquet-permits>

For organizations selling alcohol, a special occasion permit is required. To obtain special occasion permit please visit: <https://lcb.wa.gov/licensing/special-occasion-licenses>

Event Insurance

For most event types we require special event insurance. Check with your insurance carrier first (often they will offer a much lower rate than a third party agency) or try one of the affordable options listed below.

Event Insurance Vendors:

<https://www.theeventhelper.com/>; <https://www.eventsured.com/>; <https://www.onedayevent.com/>

GENERAL LIABILITY COVERAGE REQUIREMENTS BELOW- MUST SELECT “NO DEDUCTIBLE” COVERAGE

General Liability Limits	
Each Occurrence (Includes Bodily Injury and Property Damage)	\$1,000,000
Damage to Rented Premises (other than fire)	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Products / Completed Operations Aggregate	\$2,000,000
General Aggregate	\$2,000,000
Medical Payments	\$5,000
Liquor Liability	Host Included
Waiver of Subrogation	Not Included
Primary & Non-Contributory	Not Included
Additional Insured(s)	Included
Hired & Non-Owned Auto	Not Included

Additional Insured: Work and Play Lounge-2336 15th Ave S, Seattle WA 98144

Please make sure to send your banquet or special occasion permit and event insurance certificate to events@workandplaylounge.com and bring a copy.

CANCELLATION & REFUND POLICY

Payment Terms for Non-Peak Dates:

- For Events Within 90 Days: Full payment is required at the time of booking to secure your event date. This payment is non-refundable.
- For Events More Than 90 Days Away: A deposit of 50% of the total event cost is required to secure your date. The remaining 50% balance is due 90 days prior to the event date. The initial 50% deposit is non-refundable.
- If Full Payment is Made Early: For events booked and paid in full more than 90 days in advance, 50% of the total payment is refundable if the event is canceled at least 90 days before the event date.

Payment Terms For Peak Dates (Weekends from May–September, Holidays, and December):

- A 50% deposit of the total event cost is required to secure your date if the event is scheduled more than 120 days in advance.
- If the event is scheduled within 120 days, full payment is required at the time of booking to secure your date.
- All payments for Peak Dates are non-refundable, except in cases where the event is canceled at least 120 days prior to the event date. In such cases, 50% of the total payment may be refunded.

Mitigation Obligation:

- If an event is canceled 90 days or more before the event date, the 50% deposit is forfeited. However, if Work and Play Lounge successfully rebooks the canceled date, up to 75% of the forfeited deposit will be refunded to the client.
- For Peak Dates, if an event is canceled 120 days or more before the event date, the 50% deposit is forfeited. However, if Work and Play Lounge successfully rebooks the canceled date, up to 75% of the forfeited deposit will be refunded to the client.

Payment Plans:

Clients may request installment plans for balances due more than 90 days in advance. Approved installment plans are subject to a 5% service fee applied to the total event cost. Payment plans are not available for Peak Dates; full payment is required upfront.

Discretionary Adjustments:

Work and Play Lounge may, at its sole discretion, approve refund requests beyond the standard policy, reschedule events without penalty, or issue booking credits for future dates. These decisions are case-by-case and not guaranteed.

Administrative & Processing Fees:

All approved refunds will incur the following deductions:

- A \$100 administrative fee for staff time related to processing invoices.
- A 3% processing fee to cover merchant transaction costs.
- These fees are non-refundable under all circumstances.

Force Majeure:

Work and Play Lounge is not liable for cancellations due to circumstances beyond its control, including but not limited to natural disasters, government restrictions, pandemics, or acts of God. In such cases, rescheduling options or booking credits may be offered at the venue's discretion.



ADDITIONAL TERMS & FAQs REGARDING CANCELLATIONS

Cancellation Confirmation

Cancellation of an event must be submitted in writing, Attn to Work and Play Lounge: events@workandplaylounge.com or via mail 2336 15th Ave S, Seattle WA 98144. A booking is only officially cancelled once the Guest has received confirmation of the cancellation from Work and Play Lounge via app notification or email communication.

Cleaning Fees and Add-Ons

Cleaning Fees are fully refunded to Guests if cancellation of the booking is confirmed before use of the space. Add-Ons (excluding food or beverage services) are subject to the same cancellation policy as the space, if a third party vendor is required to fill guest request, otherwise most add-ons are fully refundable before use of the space.

Food and Beverage

Food and Beverage cancellations are subject to the cancellation policy set by caterer at the time of menu selection confirmation

Rescheduled Bookings and Credits

When approved by Work and Play Lounge, a Guest may have an opportunity to transfer booking date to another guest and/or reschedule a cancelled booking. Any credits or rescheduled bookings must be:

- For substantially the same duration as the original booking;
- According to the WAPL's approval;
- Rescheduled for a time within 6 months of the original event date or a date approved by WAPL; and
- Only rescheduled once.

In some cases, rescheduled bookings forfeit any promotions/promotional rates and the rate of the new date may be different than the original estimate based on factors like event type, demand, season of new date. Reschedules are non-refundable once confirmed. Any successive rescheduling attempts or failure to successfully reschedule a booking within the conditions above will result in a cancellation of the booking and void any opportunities to reschedule.

Cancellations by Venue

WAPL reserves the right to cancel if the renter is not compliant with policies, event type authorized or breach of contract. Any cancellations initiated by Work and Play Lounge for reasons other than compliance or breach of contract will be fully refunded to the Guest (including any fees paid).

