

STIMSON-GREEN MANSION RULES AND REGULATIONS FOR MEETING RENTALS

To serve as a community resource, the Washington Trust for Historic Preservation makes the Stimson-Green Mansion available as a free, small-scale meeting space to non-profit organizations. Please review the following guidelines for use of the space and complete our [Online Inquiry Form](#). Contact Washington Trust Operations Manager Cathy Wickwire at cathy@preservewa.org or 206-462-2940 for information and questions. She or another Washington Trust staff member will act as your contact during your meeting.

- Meeting space is available Monday through Friday, 9:00 a.m. to 5:00 p.m., by reservation. The Turkish Room, which is located in the basement and includes its own entrance and restroom, is the preferred venue for the meetings of non-profit organizations and has a room capacity of 20 people. The Washington Trust provides this space free of charge. The Dining Room, Library, and Parlor may be available upon request, but a rental fee may apply.
- We ask that the organization holding the meeting designate a contact person—someone who can give meeting attendees directions, let them in and out, and coordinate with the Trust.
- The organization holding the meeting is responsible for its own catering. For example, carafes of coffee, sodas, box lunches, paper cups and plates, napkins, and cutlery need to be furnished by the organization holding the meeting as there are no kitchen facilities available. All single-use, throwaway food service ware and packaging must be either compostable or recyclable as per City of Seattle regulations. No Styrofoam materials are allowed.
- Kaspars Special Events & Catering is the exclusive caterer for special events at the Mansion, and no other outside caterers are allowed to provide onsite catering services.
- No alcohol can be served during these meetings without a banquet permit and certificate of liability insurance or separately purchased special event insurance such as GatherGuard (<https://gatherguard.com/>).
- The organization holding the meeting is responsible for clean-up of the space after the meeting. Recyclable and compostable trash will need to be separated and disposed of in the appropriate bins. Washington Trust staff will provide a review for the designated contact person who will be responsible for ensuring that waste is properly disposed of.
- The Stimson-Green Mansion has chairs, tables, coat racks, a podium, and other select furniture available for use during meetings at no charge, but a fee may apply for advance set up and clean up. The organization holding the meeting is responsible for renting any AV or other equipment it may need.
- Please be aware that there are no phone, fax, or copier facilities available although there is limited Wi-Fi.

- The organization's designated contact will need to greet meeting attendees, let them into the building, and direct them to the designated meeting space. Please let your Washington Trust contact person know when the meeting is over so that lights can be turned off and doors locked behind you.
- The small lot on the north side of the Mansion is reserved for tenants in the building and their short-term visitors. The meeting organizer will be allocated one space, but meeting attendees will need to use metered parking on the neighborhood streets or nearby off-street, paid parking lots. Please see below for driving directions to the Mansion.
- The Mansion is served by Metro Bus Route 2, which runs along Seneca Street, or Route 12, which runs along Madison Street, two blocks to the south. In addition, the First Hill Streetcar runs along Broadway some five blocks to the east.
- The Trust is happy to arrange tours of the Mansion whenever feasible; however, meeting attendees are requested to remain in the designated meeting space at all other times. The Mansion houses the offices of the Washington Trust and other businesses so your cooperation in respecting all parties' use of the space is appreciated.

STIMSON-GREEN MANSION DIRECTIONS

The Stimson-Green Mansion is located atop Seattle's First Hill on Minor Avenue between Seneca and University Streets. It is a large Tudor Revival mansion with an address of 1204 Minor Avenue.

DRIVING DIRECTIONS - NORTHBOUND ON I-5

- Take exit #164, Madison Street.
- Take a right on Madison Street and drive five blocks east to Minor Avenue.
- Take a left on Minor Avenue and drive two blocks north to Seneca Street. The Mansion is located on the corner of Minor and Seneca.

DRIVING DIRECTIONS - SOUTHBOUND ON I-5

- Take exit #166, Stewart Street/Denny Way.
- Drive four blocks on Stewart Street and then take a left on Boren Avenue. You will pass Minor Avenue, but this is not a through street across the freeway.
- Drive seven blocks on Boren Avenue until you reach Seneca Street.
- Take a left on Seneca Street and drive one block east to Minor Avenue. The Mansion is located on the corner of Minor and Seneca.