



NORTHWEST MARITIME CENTER

PARKING POLICIES FOR SPECIAL EVENTS, CONFERENCES, AND WEDDINGS

- ★ Special events, conferences, and weddings are not required to fill out a Parking Management Form for use of the Center's facilities between October 1 and May 30. However, all lessees of the facility during this period are required to sign a Dos and Don'ts Parking Agreement as a condition of their facility rental.
- ★ Special events, conferences, and weddings that occur during peak season, but after 5:30 p.m. are not required to fill out a Parking Management Form. However, all lessees of the facility during this period are required to sign a Dos and Don'ts Parking Agreement as a condition of their facility rental.
- ★ For events, conferences or weddings that would generate less than 25 cars at any one time during peak season, no special parking management efforts are required. However all lessees will sign a Dos and Don'ts Parking Agreement as a condition of their facility rental and make available the Dos and Don'ts parking flyer available to all of their attendees or guests.
- ★ For events, conferences or weddings that would generate more than 25 cars at any one time during peak season, special parking management efforts are required. These efforts will include:
 - Completion of the Parking Management Form and associated parking fee based on the estimated off-site parking calculation
 - Notifying all attendees and/or guests that parking is limited and carpooling is requested
 - Notifying all attendees and/or guests that on-street parking is not allowed on street right-of-ways adjacent to the NWMC
 - Drop-off/pick-up parking is located at the end of Water Street for quick drop-offs and pick-ups or in the designated 15-minute parking space in front of the Heritage & Resource Building
 - That parking is restricted to remote lots, which require a 5-minute walk to the Center facilities or a public bus ride from the Jefferson Transit Park & Ride lot near Safeway, located one mile from the Center
 - Provide all attendees and/or guests a map of the location of the off-site parking area and Jefferson Transit Park & Ride lot
- ★ For events, conferences or weddings that would generate more than 50 vehicles, event signage parking is required directing patrons to the designated parking area and a parking area attendant (hired by the NWMC and paid for by the lessee) must be located at the entrance of the parking area one hour before the event and stay for one hour after the event commences (total of 2 hours).