

Guidelines for Meetings of Non-Profit Organizations at Stimson-Green Mansion

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 who are members of the Washington Trust or who are sponsored by current members. The Washington Trust also rents out the Mansion for special events so advance arrangements are necessary. Please review the following guidelines for use of the space and call the contact number below to make arrangements.

- The Turkish Room, which is located in the basement and includes its own 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 Library, Parlor, and Dining Room as well as the Carriage House may be available upon request and with a rental fee.
- Meeting space is available Monday through Friday, 9:00 a.m. to 5:00 p.m., by reservation. Please contact Cathy Wickwire at cwickwire@preservewa.org or 206-624-9449 to book the space. She or another Washington Trust staff member will act as your contact during your meeting.
- We ask that the organization holding the meeting also 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.
- Please be aware that 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.
- Please be aware that no alcohol can be served during these meetings without a banquet permit and certificate of liability insurance.
- 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.
- 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.
- Meeting attendees are requested to enter and exit by the veranda door on the north side of the house for meetings held in the Mansion. The organization's designated contact will need to greet meeting attendees 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. 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.

- As for public transportation, 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 other non-profit organizations 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.