

# School Group Pre-Visit Information

## Booking a Reservation

- ✦ Groups must book in advance to be eligible for the best available group rate.
- ✦ Groups must consist of 15 or more guests.
- ✦ Group visits must be pre-arranged at least five (5) days prior to your visit.
- ✦ To make a reservation,  
call: 206.905.2186 / 800.964.7695  
e-mail: [skyschool@spaceneedle.com](mailto:skyschool@spaceneedle.com)
- ✦ Upon completion of your reservation you will receive a booking confirmation for your files.

## Arrival Procedures

- ✦ Please have the group leader go to the Group Ticket window.
  - ✦ Please have the rest of your group wait at the bottom of the ramp.
  - ✦ Provide the ticket agent with your reservation confirmation form and payment.
  - ✦ The ticket booth accepts:  
Company/School check  
Cash  
Credit Cards: Visa, MasterCard, Discover, and American Express  
Purchase Orders: Please provide ticket agent with a copy
- The ticket booth does not accept personal checks. Please use only one form of payment.
- ✦ Upon receiving your tickets please proceed up the ramp to the elevators.

## Elevators

- ✦ Food and drinks are not permitted on the elevators.
- ✦ All elevators are operated by a trained Space Needle Elevator Operator.
- ✦ Each elevator can hold up to 24 people.
- ✦ The elevators travel at a speed of 10 mph.

## Observation Deck (also known as the O Deck)

- ✦ The Observation Deck is located 520 feet above ground.
- ✦ SkyQ Interactive Technology consists of five (5) informative kiosks teaching about Geography, Hidden Seattle, Voices of Seattle, Time-Lapse View and Zoom Technology with a View.
- ✦ Points of Interest Boards are posted to help compare the Space Needle with other Monuments, History and Construction of the Space Needle.
- ✦ Restrooms are located on the Observation Deck near the elevators.

## Cancellations

- ✦ As a courtesy, please call three (3) days in advance to cancel your reservation.

## Rules

- ✦ Do not throw objects over the side.
- ✦ All guests should behave in a courteous and responsible manner at all times.
- ✦ Behave safely and walk, do not run inside the Space Needle.
- ✦ Eating and drinking is not allowed outside on the Observation Deck.
- ✦ Please place all garbage in the garbage cans.
- ✦ Be sure to follow instructions of the Space Needle staff.
- ✦ Space Needle staff reserves the right to remove guests if their behavior is disruptive or dangerous.
- ✦ No jumping is permitted in the elevators.
- ✦ Please keep hands away from elevator doors when they are being opened or closed.
- ✦ No smoking is allowed in the building or outside on the Observation Deck.
- ✦ For any emergencies please alert the nearest Space Needle staff member.

## Tips

- ✦ Book your arrival time for 9am to avoid lines.
- ✦ King County Metro Transit Field Trip Program is a cost effective way to travel.
- ✦ Bring a sack lunch and eat outside by the International Fountain or inside at the Seattle Center House Food Court.
- ✦ Book your transportation as a group on the Seattle Center Monorail and receive a group rate.
- ✦ Book your visit to the Space Needle in conjunction with a visit to the Pacific Science Center and Experience Music Project.

### reservations:

206.905.2186

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space  needle.