

## Special Event Application

Event Requests are processed on a first come, first serve basis. Payment is required at time of booking and non-refundable after 3 business days. Review the **Marymoor Special Events Guide** to assist you in filling out this application.

Please send completed application to [marymoorrentals@kingcounty.gov](mailto:marymoorrentals@kingcounty.gov).

If you have any questions, please call 206-477-7275 for assistance.

## King County Parks Rules and Regulations

1. Review the Marymoor Special Events Guide in full.
2. Alcoholic beverages are prohibited on any King County property without written consent.
3. The group, at its expense, will be required to obtain comprehensive general liability and/or insurance as required by King County. Failure to do so may forfeit your right to use the scheduled facility, making the agreement void with no refund. A copy of insurance requirements can be found in the Marymoor Special Events guide or is available to be sent separately upon request.
4. Any uncommon use or activity may require written approval (ex: color events).
5. Signs and advertisements are not to be posted on park signs, trees, facilities, or traffic signs.
6. Games should not interfere with other park users. Common areas must be shared. Remnants from games must be deposited in trash containers.
7. Dunk tanks, hot air balloons, water balloons, drones, and remote-controlled airplanes or vehicles are not allowed.
8. Dogs must be on leash at all times and owners are responsible for cleaning up after them. Pets are not allowed in designated picnic areas or athletic fields during games or practices.
9. Soil disturbance, cutting, picking, destruction of plant life or removal of any King County property is prohibited.
10. Groups are responsible for their own set-up, take-down, and clean up. Users will leave the area in the same condition as when they arrived. All litter must be deposited in trash containers. We will provide extra trash bags if necessary. All trash containers must have lids securely fastened following the event.
11. Refund Policy / Cancellation Fees:
  - a. For all facility bookings / rentals, the customer may cancel a reservation within 3 business days from the date of the first payment without being assessed a cancellation fee. The patron will be refunded 100% of the rental fees, damage deposit, and extra fees.
  - b. For rentals cancelled after 3 days, but 90 or more days in advance of the reservation date, a cancellation fee equal to 50% of the rental fee will be assessed. The patron will be refunded half of their rental fee and 100% of the damage deposit and extra fees.
  - c. For rentals cancelled 89 or less days in advance of the reservation date, a cancellation fee equal to 100% of the rental will be assessed. The patron will be refunded the damage deposit and extra fees.
  - d. No refunds will be given due to inclement weather.
12. King County reserves the right to cancel an applicant's reservation on any day for cause, which, in judgement of the County, supersedes the need of the applicant. Notice of cancellation for cause may be given at any time.
13. The reservation is not approved until we receive the signed facility use contract and send you the final "approved" copy. Please bring your copy of the approved facility contract with you on the day of your event.
14. Groups are responsible for being familiar with the rental site and returning it to its pre-rental condition.
15. Amplified sound is only allowed with written consent.
16. A permit issued by the King County Fire Marshal may be required. Additional fees will apply.

**I, the undersigned, certify that I have read all the rules and regulations regarding the use of King County Parks / Trail property and have reviewed the Marymoor Special Events Guide.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Section I: Organization / Applicant Contact Information

<b>Organization Name (if applicable)</b>			
<b>Event / Organization Website</b>			
<b>Organization UBI #</b>		<b>501c(3)?</b>	
<b>Mailing Address</b>			<b>City</b>
	<b>State</b>		<b>Zip Code</b>
<b>Applicant Name</b>			<b>Phone</b>
<b>Email</b>			

## Section II: Event Details

<b>Event Name</b>			<b>Has this event taken place at Marymoor Park previously?</b>	
<b>Event Category</b>				
<b>Event Date First Choice</b>		<b>Event Date Second Choice</b>		<b>Event Date Third Choice</b>
<b>Event Time</b>			<b>Actual Event Time (ex: 9am - 12pm)</b>	
<b>Estimated Attendance</b>		<b>Peak Estimated Attendance</b>		<b>Number of Prepaid Parking Spots</b> (Required for events over 200 participants)
<b>Event Activities (Please be as detailed as possible in this section)</b>				

Please note that you need to submit a detailed **Schedule of Activities**, including set-up and take-down times, and a **Site Map** in order for your event to be considered for approval by the Marymoor Event Team. Please reference the Marymoor Special Event Guide to assist you in developing these documents, or reach out to [marymoorrentals@kingcounty.gov](mailto:marymoorrentals@kingcounty.gov) if you have questions.

**Please check your desired facility for this event:**

Facility	X	Facility	X	Facility	X
<b>Athletic Fields</b>		<b>Athletic Fields</b>		<b>Trails</b>	
Soccer 1		Fields 7 / 8 / 9		Sammamish River	
Soccer 2		McNair Soccer		East Lake Sammamish	
Soccer 3		Premier Cricket		Connector	
Soccer 4		<b>Athletic Facilities</b>		Burke Gilman	
Soccer 5 / Ballfield 1		Tennis Courts		<b>Special Use Areas</b>	
Soccer 6 / Ballfield 2		<b>Picnic Areas/Shelters</b>		Recreation & Event Area	
Ballfield 3		Area A		Marybelle Meadow	
Ballfield 4		Area B		Velodrome Open Space	
Ballfield 5		North Shelter		Concert Venue	
Ballfield 6		South Shelter		Other	
Ballfield 7		Velodrome Shelter			
Ballfield 8					

**Scope of Event**

Please refer to the Marymoor Special Events Guide for this portion of the application. There are specific guidelines for waste disposal and portable restrooms, as well as information on vendors and alcohol policy. If you are using a stage, generators, or have tents larger than 20x20, you are required to apply for a Fire Marshal Permit. We have 70amps available for power. If your power needs exceed this, you will need to bring in generators. A utilities plan will be developed jointly with you and the Marymoor Events Team.

<b>Load-in Date and Time</b>					
<b>Load-out Date and Time</b>					
<b>Amplified Sound Time</b>					
<b>Number of Generators</b>		<b>Number of Tents</b>		<b>Sizes of Tents</b>	
<b>Number of Stages</b>			<b>Size of Stages</b>		
<b>Live Music?</b>		<b>Open to the Public?</b>		<b>Ticketed Event?</b>	
<b>Additional Items / Requests</b>					
<b>Advertising Plan</b> (Please refer to Marymoor Park as 'King County's Marymoor Park' in all advertising and social media posts)					

## Concessions & Vendors

All vendors participating in your event are required to review and complete the Marymoor Vendor Packet, provide insurance, and endorsement page. There is a \$40 guarantee fee due to Marymoor Park before the event and a percentage of gross sales (including merchandise sales, food and beverage sales, and all registration sales) due after the event.

Concession Type	X
Registration Fee	
Entry Fee	
Merchandise	
Food	
Beverages	

Vendors (Please list all vendors you plan to have at your event)

## Alcohol

Alcohol is only allowed at Marymoor Park with written permission and all conditions listed in the Marymoor Special Events Guide must be followed. Alcohol is not allowed on the trail or on athletic fields at any time. Permits are required for the possession or consumption of alcohol.

Will you be serving alcohol?		Will alcohol be for sale?	
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### For Marymoor Event Team Use Only

Event Team Review Date: _____	Initial Review by: _____
<b>Required documents (highlight applicable):</b> Amplified Sound Permit Fire Permit Building Permit Waste Disposal Plan Utility Plan Portable Restroom Plan Banquet Permit Insurance Documents Parking Plan Review Site Layout Trail Alert Vendor Documentation	<b>Event Team Comments:</b> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
<b>APPROVE / DENY / WAITLIST</b>	