



 King County  
**PARKS**  
Your Big Backyard

# Marymoor Park

## Special Events Rental Guide

## About This Guide

Marymoor Park celebrates Special Events. From concerts and outdoor movies to community-based festivals, camps, fundraisers, and athletic activities; we are proud to host hundreds of events each year. We are very happy that you have chosen to hold your Special Event here at Marymoor Park.

This guide is designed to help you navigate the Permit process for hosting a **Special Event** or **Special Use Activity** in Marymoor Park. Every event or activity is unique, and our Marymoor Event Team will work with you to fully understand the scope and needs of your event. Some events may require minimal oversight, while others may need additional coordination and support from park staff. Please don't hesitate to reach out to our Special Events Team.

Marymoor Park is a unique regional park with a variety of amenities and year-round uses. This guide will help you understand key considerations for event planning, including limitations with the Marymoor Park concert series timeline, and the County's commitment to maintaining an equitable balance between partnerships and public use.

## Contact Information

Email is the best way to contact our Events Team, especially in the peak Spring / Summer seasons to book your event or activity.

Please direct all correspondence to: [marymoorrentals@kingcounty.gov](mailto:marymoorrentals@kingcounty.gov)

If your event or activity will be attended by less than 100 people and does not include any "Special Use" activity defined on page 1 of this guide, please follow the standard application for shelters and athletic field rentals.

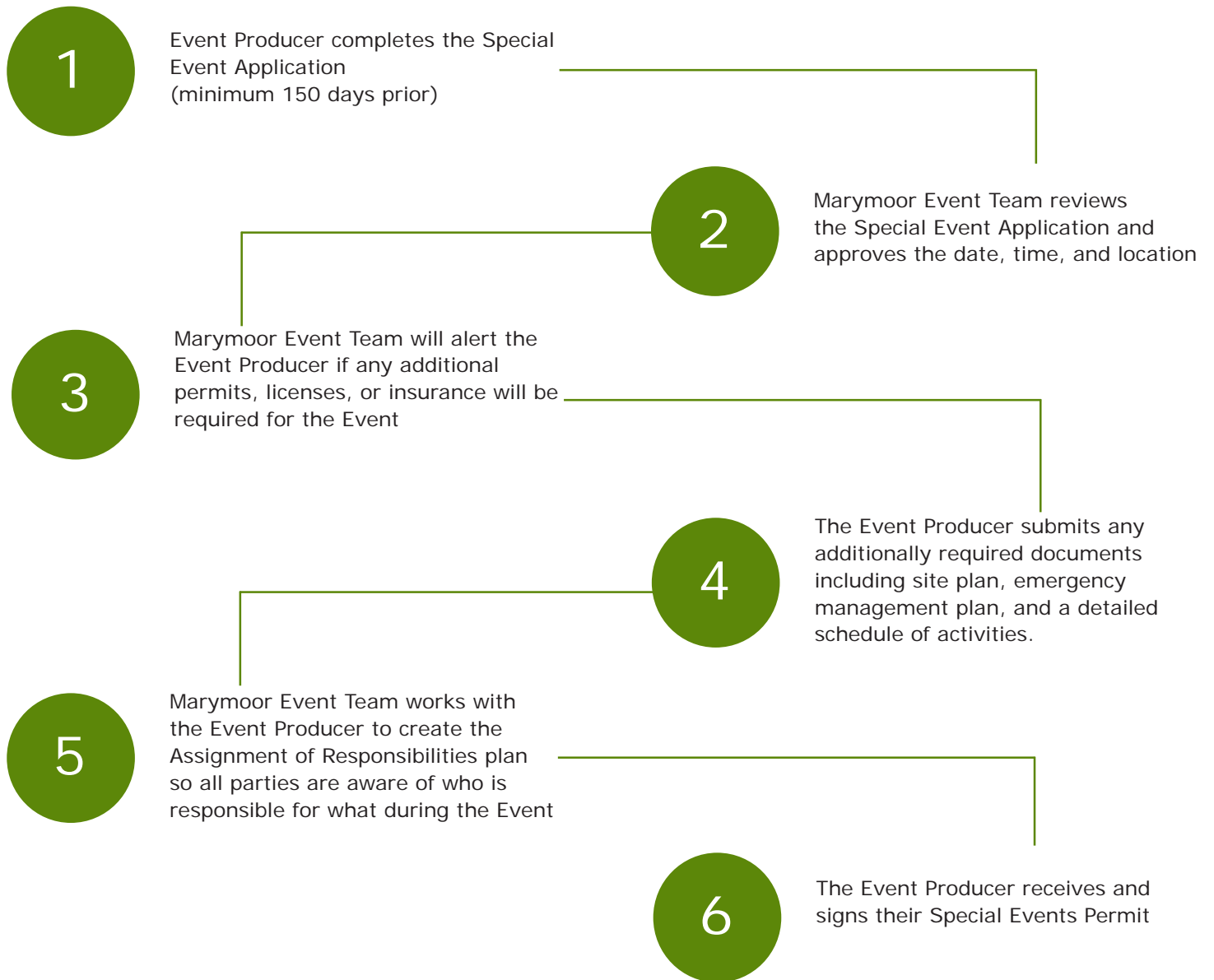
If you have questions, please call 206.477.7275 or email [marymoorrentals@kingcounty.gov](mailto:marymoorrentals@kingcounty.gov) for assistance.



## Table of Contents

Special Events Process At-A-Glance	1	Marymoor Vendor Packet	12
Special Events Permits Overview	2	List of Vendors	12
Facility Use Fees	3	Event Requirements	13
Rental Rates	4	Traffic Control and Parking Plan	13
Peak Event Season Booking	5	Event Requirements	14
County Waitlist Procedure	6	Waste Disposal Plan	14
Venue Priority Booking Period	6	Event Requirements	15
Priority Booking Timeline	6	Portable Restroom Plan	15
Application Process	7	Utilities Plan	15
Application Review	7	Event Requirements	16
Additional Documents	7	Permits, Licenses, Proof of Fire / Safety	
Issuance of Permit	7	Inspections	16
Special Event Approval or Denial	7	Alcohol Policy	16
Event Requirements	8	Additional Event Information	17
Event Overview	8	Security & Event Management Plan	17
Insurance Requirements	8	Signage, Media Collateral, and Advertising	
Event Requirements	9		17
Example Insurance Continued	9	Neighborhood Communication	17
Event Requirements	10	Outdoor Amplified Sound	17
Event Management Plan	10	Photography & Filming	17
Assignment of Responsibilities	10	Trail Use Information & Rules	18
Schedule of Activities	10	Model Trail User Code of Conduct	19
Setup and Cleanup	10	Appendix	20
Park Rules	10	Rentable Facilities	20
Event Requirements	11	Athletic Facilities	20
Site Plan	11	Appendix	21
Fire and Special Event Permits	11	Rentable Facilities	21
Event Requirements	12	Event Facilities, Picnic Facilities, & Trails	
Tents and Structures	12		21

# Special Events Process At-A-Glance



## Special Events Permits Overview

Permits are issued to community groups or persons to meet or conduct activities in parks and recreation facilities, such as picnics or sport field usage. Special Use Permits are issued for gatherings or events that fall outside of typical usages, such as festivals, concerts, and any events where alcoholic beverages will be consumed or sold.

In general, any organized activity involving the use of or having an impact upon Marymoor Park or Marymoor Way requires a permit.

A completed Special Event Application should be submitted at least one hundred and fifty (150) days before the Event. Applications submitted sixty (60) days or fewer prior to the event, may be denied. Large events with attendance above 3,000 or multi-day festivals should submit an application at least nine (9) months prior to event date(s) to allow for adequate preparation for Park staff and the Event Producer. An application can be submitted no more than twelve (12) months in advance of desired date. Applications submitted earlier than that will not be accepted or considered.

### A "Special Use" is an activity in the park that includes:

- A public gathering of 25 or more people outside designated rentable facilities like fields & shelters
- Tent(s) 400 sq. ft. or larger
- Impact to regular traffic & park operations
- Bounce houses (subject to certain conditions due to public safety)
- Catered activities by food trucks, commercial BBQs (may require Health Dept. permit)
- Stage(s)
- Amplified sound
- Collection of money for admission/participation (whether off-site or on-site)
- Vendor booths (food, beverage, arts, crafts)
- Commercial Activities
- Generator(s)
- Filming and/or Photography
- Public promotion of the organized use/activity
- Events/Activities that would require modifications to the site

### Including but not limited to:

- Walks/Runs/Cycling Events
- Free Speech/Demonstration
- Corporate Picnics
- Festivals/Concerts
- Athletic Tournaments or Cross-Country meets
- Commercial Activities
- Birthday/Baby Shower/Wedding/Reunion/Meetup
- Solicitation or sale of goods or services for financial gain
- Other – those uses/activities that impact regular park operations or adversely impact normal park usage

## Tournaments, Cross-Country Meets, and Camps

Athletic tournaments, meets, and camps may or may not be considered for a Special Use Permit depending on the number of people participating, the duration of the tournament, and the level of maintenance that the tournament or meet will require.

If a tournament, meet, or camp passes the threshold of King County's standard of maintenance, then it will be treated as a special event and require all of the same documentation, planning, and fees associated with other special events.

If a tournament, meet, or camp does not pass the threshold of the County's standard of maintenance, then it will be scheduled with Marymoor's athletic schedule coordinator and will adhere to athletic scheduling requirements: <https://kingcounty.gov/en/dept/dnrp/nature-recreation/parks-recreation/king-county-parks/rentals/athletic-fields>

## Facility Use Fees

The Facility Use Fee is the fee for reserving park facilities for your Event as outlined in K.C.C. 7.12.040 and K.C.C. 7.12.050. These fees may be structured per attendee OR by negotiation with King County and cover the cost of operations staff, space preparation, onsite support for your Event, and the impacts of closing part or all of a park facility to regular use. Should any additional County Services, not initially listed in a Special Use Agreement, be required, additional costs may be due after your Event. Use Fees are due no less than 30 days prior to the Event date. King County Park's use fees are based on the particular facility in use along with total attendance and/or percentage of ticket sales. Events with more than 500 attendees will have a negotiable fee structure.

Additional Use Fees are negotiated based on whether your event is free to the public or a ticketed event, where a percentage of gross revenue is due to the County after the event. This percentage is due between 10 and 30 days after the Event date.

Facility Use Fees and a Restoration Deposit and/or Damage Deposit is determined by King County and typically due no less than one month prior to Events.

If you have concessionaires selling any goods or services during your Event, there will be a percentage due based on gross sales during your event and this is due 10-30 days after the Event.



## Rental Rates

- **Picnic Shelters**
  - Velodrome Shelter – max 1500+
    - Up to 100 people – Weekday \$120, Weekend \$135
    - More than 100 people - \$2.00 per person ½ day, \$4.00 per person full day
  - Picnic Area A – max 100
    - Up to 100 people – Weekday \$120, Weekend \$135
  - Picnic Area B – max 50
    - Up to 100 people – Weekday \$120, Weekend \$135
  - North Shelter – max 200
    - Up to 100 people – Weekday \$120, Weekend \$135
    - More than 100 people - \$2.00 per person ½ day, \$4.00 per person full day
  - South Shelter – max 100 people
    - Up to 100 people – Weekday \$120, Weekend \$135
- **Athletic Fields**
  - League Application Fee - \$500 deposit (applied to lights/field use)
  - Tournament Application Fee (per tournament) - \$500 deposit (applied to lights/field use)
  - Field Use Fees
    - Adult Sand Games/Tournament - \$40.00/hr
    - Adult Grass Games/Tournament - \$45.00/hr
    - Single Team Reservation (non-synthetic turf) - \$30.00/hr
    - Synthetic Turf Fields (All age Groups) - \$60.00/hr
    - Non-Peak Synthetic Turf Field – Mon – Fri (9 a.m. – 3:30 p.m.) - \$30.00/hr
    - Youth/Senior League Organized Games & Practices (non-synthetic turf) - \$16.00/hr
    - Youth/Senior Tournament (non-synthetic turf) - \$23.00/hr
    - Ballfield Lights – All groups - \$23.00/hr
    - Extra Maintenance Fee - \$65.00/hr
    - Cancellation Fees - \$10.00/hr
    - Tournament Cancellation Fees - \$15.00/hr
    - Portable Mound Fee - \$195.00
- **Trails**
  - Under 100 participants
    - \$200 flat fee
  - More than 100 participants
    - \$2.00 per person ½ day
    - \$4.00 per person full day
- **Special Events**
  - \$2.00 per person ½ day or
  - \$4.00 per person full day or
  - Negotiable
- **Alcohol**
  - Alcohol permit - \$225
  - Additional Banquet Permit and Insurance requirements, paid to parties outside of Marymoor
- **Photoshoots / Filming**
  - Standard daily film location rental rate of \$450.00 for four consecutive hours and \$900 for eight consecutive hours to film during normal park hours
- **Concessions**
  - Concession Guarantee - \$40 per day
  - Gross Receipts –10%-20%
- **Parking**
  - Daily Parking Fee - \$1.00
  - Event Parking fee
    - \$1.00 per car is paid in advance – no county staff
    - Up to \$30 per car if King County staff is onsite
- **County Traffic Control & Parking Plan Fee**
  - County determines which parameter will be charged and amount for special event parking fee:
    - Preestablished parking fee for the event and/or
    - Traffic control and parking staff fee and/or
    - Charge a special event parking fee to each of the event participants who require parking
  - County must have full cost recovery for traffic control and parking duties which includes preparation, staff wages, staff benefits and breakdown.
    - County Parking Staff
      - Staffing Fee – Cover full cost by event producer charge and/or special event parking fee established by the County
- **Maintenance Fee**
  - Staff time for repair or clean up - \$65.00/hr
- **Restoration Deposit / Damage Deposit**
  - County will determine fee and requirement based on scope of the event
- **County Waitlist Application Fee**
  - \$500 per secured date and maximum of 3 dates per organization

# Peak Event Season Booking

Marymoor Park has a priority booking procedure and agreements with a concert producer for the summer concerts series in the concert venue and Cirque Du Soleil for seasonal shows on the Recreation Event Pad. Through a King County competitive bid process, the concert producer was awarded to produce concerts at Marymoor Park. Marymoor Park prioritizes bookings in the concert venue from Memorial Day to Mid-September. Within the agreement, the concert producer has first priority to book all dates within the concert window at the venue and park. Marymoor Park will also prioritize requests from Cirque du Soleil on the Recreation and Event Area for their seasonal traveling shows. Marymoor Park will also factor in and potentially prioritize athletic tournaments, meets, and camps over special events.

Due to increased activity and upwards of 5,500 attendees from early afternoon to midnight on any given concert date, Marymoor Park is unable to book larger scope events during the concert window until dates are released by the concert producer (see section on Venue Priority Booking Period). The following factors require a requested event to go through the County Waitlist Procedure to prevent double booking of large events and to best preserve staff, equipment, and public access to the park.

- Events expecting attendance of 500 or more
- Events open to the public
- Events that would require parking services
- Events with competing amplification or sound
- Events that would take place in Historic District and Passive Zone (see map below)
- Event dates requested Memorial Day to Mid-June and month of September for Recreation Event Pad and/or Cirque Lot.
- Marymoor Event Team decides that this event cannot coincide with a concert, Cirque du Soleil, or other activities already scheduled



# County Waitlist Procedure

Event application submitted to Marymoor Office will be reviewed by the Marymoor Event Team. The team will review the application and discuss the parameters set forth in the Special Events Guide to decide if it will be approved or denied. If the application is approved but hits one of above thresholds, then County will communicate with applicant on the option to be placed on a waitlist for desired dates.

If applicant desires to hold waitlist spot, then County will develop a permit for applicant to sign. The applicant will sign the permit and submit a \$500 application fee for each requested date. The fee will be applied to the final balance of the permit if the date is confirmed. The application fee is nonrefundable and is required to hold a date(s) on the waitlist behind the concert producers. The application fee is refundable if the concert series event producer books a concert on your waitlisted date and your event cannot happen.

*Important Note – organizations or groups can only be waitlisted for a maximum of 3 dates in a given season.*

## Venue Priority Booking Period

1. Up to and including May 3 of each year, the County places a temporary hold on all dates within concert window and the concert producer shall have first priority to book dates at the venue and park.
2. After May 3 and until June 1, the County will continue to hold dates requested by the concert producer within the concert window. Dates could be released back to the County depending on the concert producer's discretion. County has limited amount of dates that can be challenged which allows the event producer to confirm or request date after 5 business days.
3. After June 1, all dates on hold by concert producer within 45 days, but not confirmed with a concert will be released back to the County. County can request all remaining waitlist dates 45 days or later to be challenged which allows the event producer to confirm or request date after 3 business days.

Based on the venue priority booking procedure for concert series, a status notification to the applicant to confirm availability of waitlisted date or denying event date due to concert being confirmed can happen anytime between May 9th through June 4th of each given season.

## Priority Booking Timeline

1. Applications for events during the upcoming concert window must be submitted between August 1st through February 28th. (Example: To book May - Sept 2027, application must be submitted between August 2026 - Feb 2027)
2. Applications will be reviewed Marymoor Event Team and then applicants will be notified if accepted, waitlisted, or denied.
3. If waitlisted the County will follow waitlisted procedure.
4. Applicants could be notified starting as early as May 9th through June 4th on the status of the waitlist date(s) based on the venue priority booking period.
5. If the date(s) are available and confirmed, then the County will work with applicant on the materials listed in Application Process section and possible special use agreement for the event.

## Application Process

1. Submit completed application to marymoorrentals@kingcounty.gov
2. Application will be reviewed by Marymoor Event Team
3. Applicant is notified of application approval/waitlisted/denial, final required items, and collection of remaining fees/documents

## Application Review

The process begins when your completed application is submitted. All Special Events are processed on a first-come, first-serve basis. We prefer you submit your application at least one hundred and fifty (150) days before the proposed event date. If your application is submitted sixty (60) days or less prior to the event, it may be denied based on the complexity of your event.

If there are event conflicts, the Marymoor Event Team may offer alternative location or dates.

## Additional Documents

Depending on the size and complexity of your event, you may need to submit some or all of these additional documents:

- Site Plan
- Route Map
- Trail Alert Sample
- Detailed Attendance Plan
- Communication Plan
- Amplification application
- Restroom Plan
- Waste Disposal Plan
- Banquet Permit or Special Occasion License
- Insurance documents
- Schedule of Activities
- Concession Plan
- First Aid / Medical Plan
- Incident Action Plan

The Marymoor Event Team will contact you if any additional information, permits, licenses, or insurance will be required for the event. Our team will verify all documents prior to your event.

## Issuance of Permit

Permits are often issued only a few days prior to events. Conditional permit pre-approval will be communicated as soon as possible once all required documentation has been received.

## Special Event Approval or Denial

The Marymoor Event Team may deny an application for a special event permit if:

1. Application completed incorrectly
2. Time necessary to plan, process, and permit the event is insufficient based on size, scope, complexity, location, or history of event
3. Proposed event is proximate to another previously permitted or scheduled event and the combined impact exceeds what can reasonably be accommodated
4. Proposed event would unreasonably disrupt the orderly or safe circulation of traffic; would present an unreasonable danger to the health or safety, or present an unreasonable risk of injury, to the public, the participants, or County employees; or would present an unreasonable risk of damage to property
5. There is not sufficient safety personnel or other necessary County staff to accommodate the event
6. Balancing the public use of cultural, passive, and active recreation in the park

If the Marymoor Event Team denies an application, the team will provide the reasons for its denial in writing. KC Park Codes are applicable to all special uses.

# Event Requirements

## Applicant / Organization Information

You will need to provide accurate contact information for yourself / your organization.

## Event Overview

You will need to provide the following for your event:

- Event name
- Event category (Trail Event, Tournament, Special Event, etc.)
- Type of event
- Description of event
- Desired event dates
- Estimated attendance
- Event Location

## Insurance Requirements

The Event Producer and all vendors and concessionaires onsite during the event must provide evidence of all required insurance a Certificate of Insurance with required endorsement(s) showing King County, its officials, agents, and employees as additional insured.

Below is an example of general minimum insurance requirements for hosting events at King County. Minimum insurance requirements may vary based on the scope of each event and specific requirements will be detailed in the Special Use Agreement.(continued on next page):

**Commercial General Liability.** Notwithstanding any other provision within this Agreement, HOST shall procure and maintain for the duration of the Event commercial general liability insurance against claims for injuries of persons or damage to property, which may arise from or in connection with HOST's use of Marymoor Park. Such insurance shall be at least as broad as that provided by the Insurance Services Office "occurrence" form CG0001 (to include Products – Completed Operations) current edition or its substantive equivalent. The insurance limits shall be no less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate covering for bodily injury and property damage. Such insurance shall include coverage for, but not limited to premises liability, products and completed operations, ongoing operations, and contractual liability

**Automobile Liability.** If a vehicle(s) will be used, coverage with a minimum One Million Dollars (\$1,000,000) combined single limit per accident of bodily injury and property damage is required.

**Workers Compensation.** As required by the Industrial Insurance Act of the State of Washington, as well as any similar coverage required by applicable Federal or "Other States" State Law.

**Employers Liability or "Stop Gap".**

Employers Liability or "Stop Gap". \$1,000,000 each occurrence and shall be at least as broad as the protection provided by the Workers Compensation policy Part 2 (Employers Liability), or, in monopolistic states including but not limited to Washington, the protection provided by the "Stop Gap" endorsement to the commercial general liability policy.

# Event Requirements

## Example Insurance Continued

**Liquor Legal Liability.** If liquor is to be sold or served, coverage with minimum limits of One Million Dollars (\$1,000,000) per occurrence and in the aggregate is required.

**Pollution Liability.** Event Producer, or its portable restroom contractor, shall provide Pollution Liability coverage with minimum limits of One Million Dollars (\$1,000,000) per occurrence and in the aggregate to cover sudden and non-sudden bodily injury and/or property damage to include the destruction of tangible property, loss of use, clean-up costs, and the loss of use of tangible property that has not been physically injured or destroyed.

The required liability insurance policies (except workers compensation) are to be endorsed to:

- Name "King County, its officials, agents, and employees" as additional insured for full coverage and policy limits with respect to use of Marymoor Park as outlined in this Agreement (Form CG 2026 or its equivalent);
- Such coverage shall be primary and non-contributory insurance as respects the County;
- State that EVENT PRODUCER's and/or its vendors and/or concessionaires insurance shall apply separately to each insured against whom a claim is made, or suit is brought except with respect to the limits of the insurer's liability;
- State that coverage shall not be suspended, voided, canceled, or reduced in coverage or in limits except after forty-five (45) days prior written notice to the County.

The insurance provider must be licensed to do business in the State of Washington and have an A.M. Best rating of A-VIII or better. Any deductible and/or self-insured retention of the policies shall not in any way limit the County's right to coverage under the required insurance, or to EVENT PRODUCER's or its vendors and/or concessionaires liability to the County, and shall in all instances be the sole responsibility of the EVENT PRODUCER or its contractor(s), even if no claim has actually been made or asserted against the EVENT PRODUCER or its vendors and/or concessionaires.

Prior to execution of this agreement, HOST shall provide the County with certificate(s) of insurance and required policy endorsements. If the effectiveness of HOST's insurance is conditioned on the Event being sanctioned by the governing body of a sports or other organization, then on or before the Event sanctioning deadline specified in Article 1, HOST shall provide the County with written proof that the Event is properly sanctioned.

**Each Party to Assess Own Risks.** By requiring such minimum insurance as specified herein, neither party is deemed to, or construed to, have assessed the risks that may be applicable to the other party to this Agreement. HOST will assess its own risks and, if it deems appropriate or prudent, or both, maintain greater limits or broader coverage.

# Event Requirements

## Event Management Plan

Through the process of planning for your event and as a part of the Special Use Agreement between Event Producers and King County, there are deliverable items (such as the aforementioned Additional Documents) which are due to the County, no less than 6 weeks prior to the event. The exact due date for your Event Deliverables will be noted in your Special Use Agreement. Many of these documents and plans are also necessary to submit with applications for event permitting with the King County Fire Marshal and Building Inspector.

## Assignment of Responsibilities

Prior to your event, the Marymoor Event Team will work with you to create an Assignment of Responsibility Plan to outline the responsibilities of the Event Producer and the Marymoor Park staff during your event. This is created for each individual event and will vary depending on the level of complexity.

## Schedule of Activities

The Schedule of Activities is a detailed timeline of activities from load-in, during the event, and through load-out that you provide. All activities that will be taking place during the Event must be listed in the Schedule of Events. If there are any changes to the Schedule of Activities after the Deliverables have been submitted, those changes and updates must be submitted to the Marymoor Event Team for review and approval. Your SUA will be updated and need to be resigned to reflect any changes.

## Setup and Cleanup

All Event set-up and clean-up related to the Event is the responsibility of the Event Producer and must be completed within the load-in and load-out timelines established in the Facility Use Permit and/or Special Use Agreement. Extension of load-in or load-out timelines not included in permit may incur additional facility use fees. Additionally, all labor and overhead costs to support the event are the responsibility of the Event Producer.

## Park Rules

King County Park Code

Be sure your Schedule of Activities adheres to Marymoor Park rules provided by the Marymoor Event Team. It is the responsibility of the Event Producer to ensure that all staff, volunteers, concessionaires, and attendees are aware of and follow the Park Rules.

Road Closure of Marymoor Way is not allowed for Special Use Permits due to being the only road to access the entire park.

Soil disturbance, cutting, picking, destruction of plant life or removal of any County property is prohibited. No staking of any kind is permitted without explicit written permission from Marymoor Park, including grounding rods for electrical generators.

Domestic pets are permitted in all park areas except play areas and athletic fields or where otherwise prohibited by posting. Any such posting will not apply to service animals or activities authorized by a permit issued under K.C.C. 7.12.050. Pets must be kept on leash no greater than 8ft long unless in designated off-leash areas for dogs. Pets must be kept under control at all times. Any person with a pet is responsible for the conduct of the animal and for removing any pet waste from the park.

**No refunds will be given due to inclement weather.**

# Event Requirements

## Site Plan

A Site Plan, otherwise referred to as a Site Map, is required for all events and must be submitted and approved at least 30 days prior to the event. It is recommended that event producers submit the site map at least 45 days prior to the event.

A Site Map, as close to scale as possible, is a visual representation of all the infrastructure and operational elements that you describe throughout the application. The layout should include egresses, tents, generators, first aid locations, fire extinguisher locations and any stationary elements such as fencing, booths, tents, canopies, stages, inflatables, equipment (tables, chairs, etc.), portable restrooms, vehicles which remain on site, beverage gardens, parking, etc. For tents, canopies, and beer gardens, please indicate the size of each on the map. This will allow the Fire Department to review for compliance with ADA laws and ingress/egress requirements, etc.

If your event is a walk/run event, a Route Map is also required. This Route Map should outline the route(s) used, street closures (please include names of streets on map), water stations, portable restrooms, etc. If you are submitting a map similar to a previous year's event, please be sure it is properly updated. Please do not submit an illegible copy of another map.

Site Plans should include:

- A key indicating the direction of North and identifying symbols used
- The overall Event Area
- Location and designation of all parking, including off-site parking, if applicable
- Location of all temporary and permanent structures
- Location of electrical equipment
- Location of waste management equipment
- Location of portable and permanent restrooms
- Location of emergency medical services, information stations, and emergency vehicle access points

## Fire and Special Event Permits

An application for Fire or Special Event Permit is required if your event has any of the following:

- Temporary Structures:
  - Erecting temporary tents or membrane structures in excess of 400 square feet individually or an aggregate area of multiple tents totaling 700 square feet.
  - Constructing or erecting stages, bleachers, or other temporary structures.
- Occupancy and Safety:
  - When the occupancy of the event is expected to be 150 or more persons.
  - When using temporary heating or cooking facilities.
  - When using generators or other temporary electrical and power sources.
- Special Activities:
  - Events involving open flames, heating, or generators.
  - Events with amusement rides or inflatable structures/rides.
- Construction of Structures:
  - If the event includes construction or erection of a structure greater than 120 square feet or intended for the gathering of 10 or more persons.
  - Temporary structures intended to be used for a period of less than 180 days (beyond which it is considered permanent and requires different permits).

If your event requires a Fire or Special Event permit from the Department of Local Services (DLS), please be sure to submit all necessary documentation 6-8 weeks prior to your event.

# Event Requirements

## Tents and Structures

No staking, digging, or altering park grounds is allowed. Any tents, structures and inflatables brought in for your Event will need to be secured with weights or eco-blocks. It is the responsibility of the Event Producer to inform their vendors and community partners of this requirement and enforce the rule on the day of the Event.

This is a link to the fire permit requirements relating to tents and structures: <https://kingcounty.gov/en/dept/local-services/certificates-permits-licenses/permits/permits-inspections-codes-buildings-land-use/permit-forms-application-materials/fire-permits>

## Marymoor Vendor Packet

If you are having vendors at your Event, the Event Team will provide you with the Marymoor Vendor Packet that must be filled out and returned ideally sixty (60) days prior to the Event and no later than thirty (30) day prior to the Event. At the time of submitting this packet, there is a \$40 fee per Event day due unless negotiated with other terms. The information required in this packet includes:

- Applicant Contact Information (Name, Business Name, Address, Email, Phone Number)
- Type of Concession
- Type of Concession Unit (Mobile, Table, Booth, etc.)
- Proposed Location
- Dates of Operation
- Hours of Operation

It is required that everyone who is onsite selling food, beverage, or goods has a Certificate of Insurance and Endorsement Page naming King County, its officers, officials, agents, and employees as additional insured meeting the minimum insurance requirements listed in this Event Planning Guide. These must be collected from concessionaires by the Event Producer and supplied to the County.

## List of Vendors

Each of your vendors and community partners who will be onsite during the event should be shared in your event plans with the Marymoor Event Team.

It is the responsibility of the Event Producer to inform and ensure compliance of all vendors, concessionaires, and community partners of the Park rules.

# Event Requirements

## Traffic Control and Parking Plan

Marymoor Park is a unique site with variety of activities, rentals and partnerships in and around the park. The Park situated in a metropolitan city with one 1-mile road traversing the whole park. Careful planning and staffing for special events are very important to limit impacts to your event attendees, other users of the park and the neighboring communities. The Marymoor Event Team will develop a Traffic Control Plan if deemed necessary. County staff are responsible for developing and performing all duties of traffic control and parking for an event. Depending on the size of the event and if significant coordination is required, the Event Producer may have to pay a preestablished parking fee for the event, traffic control and parking staff fee, and/or allow the County to charge a Special Event parking fee to each of the event participants who require parking. County must have full cost recovery for traffic control and parking duties which includes preparation, staff wages, staff benefits and breakdown. The price of which is dependent on the following determining factors of a Traffic Control Plan:

- Location of event
- Distance from event location to parking
- Open to the public
- Private event
- Size of event (attendance)
- Parking lot capacity
- Time of year – seasonality
- Day of week – week vs. weekend
- Other scheduled and passive use
- Light Tower requirement
- Traffic congestion estimated from event attendance and other park use. Duration of event
- Pedestrian impacts
- ADA accessibility

**There are five different levels of service that dictate the traffic and parking plan for any given event:**

**Level 1** – The Traffic Control Plan (TCP) includes staffing and directional signage. The County will charge a traffic control and parking staff fee and a Special Event parking fee for the event.  
*Ex: Concert with 4,000 ticketed guests or large community event like Festival of Color with over 5,000 patrons.*

**Level 2** – The TCP includes staffing and directional signage. The County will charge a traffic control and parking staff fee and/or Special Event parking fee for the event.  
*Ex: outdoor movie with 2,500 ticketed guests or multi-day community event opened to the public.*

**Level 3** – The TCP might include staffing and will include directional signage. The County will charge a preestablished parking fee to the event producer or might charge a traffic control and parking staff fee or might charge a Special Event parking fee for the event.  
*Ex: multi-school Cross Country meet or a multi-day athletic tournament with over 1,000 attendees that includes fans, athletes, and coaches.*

**Level 4** – The TCP includes directional signage. The County will charge a preestablished parking fee to the event producer for the event.  
*Ex: 500-person company picnic at the velodrome picnic shelter.*

**Level 5** – Parks does not need to develop a TCP as their maintenance standards are sufficient for the event. The County might charge a pre-established parking fee to the event producer for the event.  
*Ex: 150-person private birthday party at a picnic shelter.*

# Event Requirements

## Waste Disposal Plan

The event producer must provide a Waste Disposal Plan that describes how waste, including garbage, recycling, and compost, will be collected and removed from the Site. This Waste Disposal Plan should include:

- Amount and size of collection containers
- Collection bins and dumpster locations on the site map
- Litter collection supplies that will be brought in
- Location of supply storage
- Number of people monitoring collection containers, collecting the litter, and emptying receptacles
- Schedule of litter control and emptying cans
- Delivery Dates/Times (for both King County or an outside company)
- Pickup Dates/Times (for both King County or an outside company)

## King County Waste Disposal Standards

Garbage	<ul style="list-style-type: none"><li>• No garbage on the ground</li><li>• No overflowing cans</li><li>• Lids are closed on the dumpster by the end of the day</li><li>• Empty cans are upside down</li></ul>
Recycling	<ul style="list-style-type: none"><li>• Collect recyclables only</li><li>• Dump totes in designated recycling dumpsters only</li><li>• Close lids of totes and dumpsters after event</li><li>• Leave totes in one location</li></ul>
Safety	<ul style="list-style-type: none"><li>• Do not compress garbage in bags</li><li>• Secure bag liners with a knot around the top of the container so it does not slip</li><li>• Wear gloves</li><li>• Wash hands after handling</li><li>• Clean any surface touched by garbage bags or contents in garbage bags</li><li>• Tie bags closed before throwing them in dumpster</li></ul>

It is important that your Event Plans include a thorough Waste Disposal plan that ensures all waste is properly collected and removed from the park. It is the responsibility of the Event Producer to leave the park in good condition.

# Event Requirements

## Portable Restroom Plan

It is the responsibility of the Event Producer to provide and maintain portable restrooms, including ADA accessible restrooms. The number of restrooms required is based on the Event length and how many attendees will be at the Event. The locations of portable restrooms and handwashing stations should be included in your Site Plan.

It is required that at least one ADA unit be made available for every 20 standard units brought in. Other recommendations include one hand washing station for every 4 standard units, plus hand sanitizer and seat covers for every unit. Please note, if alcohol is being served at your Event, the number of restrooms available should increase by 20%.

The Portable Restroom Plan should include:

- Number of units
- Location and type of each unit
- Location of extra supplies
- Delivery and pickup days and times
- Rental company name and point of contact
- Cleaning schedule (for multi-day events)

		Number of Event Hours									
		1	2	3	4	5	6	7	8	9	10
Number of Attendees	50	1	1	1	1	2	2	2	2	2	2
	100	2	2	2	2	3	3	3	3	3	4
	250	2	2	3	3	3	4	4	6	6	8
	500	3	4	5	5	5	6	6	7	7	8
	1000	5	7	8	8	9	9	10	10	12	12
	2000	8	13	15	17	18	19	19	19	20	20
	3000	12	19	23	25	28	28	28	30	30	30

## Utilities Plan

It is necessary to plan out electrical, water, and sewer usage during your event. Your Utilities Plan will detail the sources of utilities, quantities of usage, reasons for usage, and safety surrounding utilities.

### Water

- How much water will be needed
- From where the water will be sourced
- What water will be used for
- If potable water will be needed (if yes, please provide white BPA-free potable hose)
- How you plan to hook up to water (note, you need to provide your own hoses)
- What safety measures you will take to prevent hose tripping hazards

### Sewer

- Will you need to dispose of grey water or black water
- What will be disposed
- How much will be disposed
- How will you hook up to the sewer line for disposal
- If you have plans for another way to dispose of clean, grey, or black water
- Note: no grease may be put down any drains

### Electricity

- How much power is needed
- What will be powered
- From where you propose pulling the power
- Will you bring generators
  - What size
  - How much power required
  - The quantity of generators
  - Grounding rods are not permitted to be staked into the ground at Marymoor Park. There are a few locations in the Park where grounding rods are preexisting. Speak with the Marymoor Event Team to see if these are an option for your event or to talk about alternatives.

# Event Requirements

## Permits, Licenses, Proof of Fire / Safety Inspections

For most public events, there are additional Permits, Licenses, and Safety Inspections which will be necessary to acquire before your Event. Events which have food service will need to make sure their food vendors have acquired all relevant Health and Food permits. When there are structures, tents, and generators being brought in for your Event, a Special Event Permit and inspections are required through the King County Department of Local Services (DLS), the Building Inspectors, and Labor & Industries (L&I). The Special Event Permit from King County DLS application must be completed at least 30 days prior to your event date. Additional insurance is required when serving or selling alcohol at your event.

- Temporary tent structures more than 400-square-feet in size will be installed
- When multiple tent structures will be installed collectively and have an aggregate area of over 700-square-feet - this includes standard pop-up vendor tents
- Temporary heating of enclosed spaces
- Temporary cooking facilities and food trucks
- Amusement rides and inflatable structures/rides
- Temporary stages, bleachers, or other structures
- Temporary electrical and power sources, including generators

Detailed information and permit applications are available on the King County Department of Local Services website.

## Alcohol Policy

The possession, consumption or sale of alcohol on King County park property is prohibited except as approved by the division manager's designee in accordance with (currently Ord 12003 7.12.640). Upon approval, alcohol may be possessed, consumed and/or sold in specified locations within designated parks, provided the requesting agency, group or individual has complied with all permitting, licensing, control and operating requirements. Approval is contingent on factors such as historical aspects of requested service or event, projected event attendance and hours, compliance with amplification limits, level of safety precautions and risk, park availability, etc.

Events that take place at the Recreation Pad, Concert Venue, the Clise Mansion, or the Clise Grounds, must use Marymoor Park's exclusive vendor in order to serve or sell alcohol. The Marymoor Event team can provide guidance on how to schedule this vendor.

Any individual or group requesting possession, consumption or sale of alcohol on park properties must accept or meet all of the following requirements unconditionally:

- Strictly adhere to all liquor permit guidelines and restrictions, and Washington State Laws.
- Enforce all regulations regarding distribution and consumption of alcohol. This includes checking of identification to insure only adults, 21 years of age and older, are allowed to purchase or possess alcohol and no one who appears intoxicated is served. Permit holder is responsible for ensuring guests drink and behave responsibly throughout the event.
- Alcohol must be provided by the event sponsor and may not be brought by individuals attending the event.
- Beverage containers and alcohol product signage, advertising, or logos may not be visible to the public.

## **Additional Event Information**

### **Security & Event Management Plan**

It is the Event Producer's responsibility to organize event security and provide an Emergency Management Plan to maintain order and promote the safety of attendees and protection of personal property. It is up to the Event Producer to assess risks and provide additional security personnel if it is deemed appropriate. In some cases, security requirements are determined by the King County Sheriff and are the responsibility of the Event Producer.

- EMTs must be available for large scale public events.
- Coordination of fire and emergency medical protection is required and is the responsibility of the Event Producer.
- Fire permit process will require additional security measures based on amount of people in attendance

### **Signage, Media Collateral, and Advertising**

A copy of all signage, media collateral, and advertising should be shared with the County before use in promotion of the Event. When noting the Event location in any marketing, the name should include "King County's Marymoor Park." Any signage or media collateral using the King County Parks logo or brand identity is required to be approved before use. The County reserves the right to require edits or to reject media collateral. Failure to comply will result in forfeiture of the Security Deposit.

Other signage is required to be posted when part or all of a park will be closed for an Event. The Event Producer is required to make sure that at least two (2) weeks prior to the start of an event, Event signage notifying the public of the Event dates and park closure is posted.

### **Neighborhood Communication**

Timely neighborhood notification could be requirement to mitigate issues, minimize impacts, and ensure affected neighbors and businesses are aware of the event activity. The event committee will work with you to determine what outreach, if any, is required.

### **Outdoor Amplified Sound**

A temporary Marymoor Park Amplified Request Approval is required if your Event has amplified sound, such as a PA system, instruments and/or music. Approval is contingent upon your compliance with King County's Park Use Rules, Section 7.12.070, which states that religious services, group rallies, and amplification are allowed on the condition that they do not conflict in any way with normal park usage. In addition, decibel levels at the nearest property line cannot exceed 55 dB(a) or 70 dB(c). Marymoor Park will deny amplified sound requests between October and March unless the event is in a fully enclosed tent (e.g.: Cirque tent) and the amplified sound would be restricted to only inside the tent.

### **Photography & Filming**

For photography, filming, and drone use in Marymoor Park, an application must be filled out in addition to the Special Event Application. Contact the Marymoor Event Team or the Marymoor Business Office to receive a copy of the application for Drone Use, Photoshoots, or Filming.

## Trail Use Information & Rules

The Marymoor Event Team is able to book trail events on the Eastlake Sammamish Trail, Sammamish River Trail, Marymoor Connector Trail, and parts of the Burke-Gilman Trail. Proposed Trail Route and completed application must be submitted for review in order to book your Event.

### Trail Alert

The Trail Alert template will be provided to the Event Producer by the Marymoor Event Team. It is the responsibility of the Event Producer to fill out the template and post trail notifications along their approved route at least 14 days prior to the event date. Event Producer is responsible for following the below Trail Alert requirements:

Printing and laminating the 11"x17" Trail Alert signs; smaller or larger signs will not be accepted. They are responsible for supplying the H-wire stakes for each Trail Alert. The Event Producer and staff must not use nature, benches, trail posts, trash cans or other existing structures to post the Trail Alert. No staking or marking the trail is permitted. All signs must be removed on the day of the Event.

Event Producer may be charged a \$65/hr. clean-up fee for any signs that are not removed after the Event day.

King County Code: Title 7 Parks and Recreation  
7.12.315 Trail Use

A. Regional trails, backcountry trails, other trails, and paved pathways in park areas are open to all users, unless designated and posted in accordance with subsection E. of this section; provided a person shall not use a motor vehicle or micromobility device except as authorized by this section.

B. Authorized maintenance, police, and emergency vehicles, as well as micromobility devices used by persons with disabilities, including but not limited to power-driven wheelchairs and scooters, are allowed on trails and on paved pathways in park areas.

C. A person may operate a micromobility device as defined in section 7.01.010.BB and a Class 1 or Class 2 electric-assisted bicycle only on regional trails and paved pathways within park areas unless prohibited by state or federal law. The director shall post those regional trails and paved pathways where these uses are prohibited. A person shall not operate a Class 3 electric-assisted bicycle on any trails or pathways within park areas.

D. The director may adopt rules as authorized under K.C.C. 7.12.020.B. to permit the use of motor vehicles or micromobility devices on trails and pathways under specified conditions.

E. The director may further restrict permitted uses on individual trails and pathways and shall post such additional restrictions at park entrances or trailheads or, in some cases, on individual trails.

F. A person who uses or travels in any manner on a trail, shall follow the following trail user code of conduct

## Model Trail User Code of Conduct

1. Travel at a speed of fifteen miles per hour or less on regional and backcountry trails unless otherwise posted, except trails in park areas dedicated exclusively as mountain bike areas. However, a person shall not travel at a speed greater than is reasonable and prudent under the conditions with regard to the actual and potential hazards then existing;
2. Stay as near to the right side of the trail as is safe, except when necessary to prepare to make turns or while overtaking and passing another user moving in the same direction;
3. Exercise due care and caution to avoid colliding with or otherwise endangering any other trail user, and travel in a consistent and predictable manner. Trail users should be aware of the potential for travel conflicts between different uses of the trail;
4. Bicyclists and other trail users on wheeled devices shall yield to pedestrians, horses, or pack animals. Pedestrians shall yield to horses or pack animals;
5. Groups of users, including any animals, shall not occupy more than one half of the trail as measured from the right side, so as to not impede the normal and reasonable movement of other users;
6. Give an audible warning signal by voice, bell, or horn before passing another trail user. The signal must be produced in such a manner as to allow adequate time for response;
7. Exercise extreme caution to prevent frightening horses or pack animals with sudden noise or movement, and sound an audible warning when approaching equestrians or pack animals from behind or when attempting to pass;
8. When overtaking another trail user proceeding in the same direction, pass to the left at a safe distance and stay to the left until safely clear of the overtaken user;
9. When entering or crossing at uncontrolled points, yield to traffic on the trail;
10. From sunset to sunrise, maintain low noise levels and equip a bicycle or other wheeled device with a light or wear a headlight. Lights must be visible five hundred feet to the front and a red or amber light visible five hundred feet to the rear;
11. Respect private lands adjacent to trails and stay on trails to avoid trespassing on or interfering with adjacent private property;
12. Do not attempt to frighten, annoy, harm or harass any horse, pack animal or other animals on adjacent private property; and
13. Obey the instructions of any traffic control personnel, and obey any official traffic control device placed in accordance with applicable laws unless otherwise directed by a law enforcement officer. (Ord. 19771 § 26, 2024).



# Appendix

## Rentable Facilities

### Athletic Facilities

Name	Event Site	Description
Soccer 1	Soccer Complex	4 turf soccer fields with lights, west end of Park, restrooms, electricity, close to playground, Lot K holds 250 cars
Soccer 2		
Soccer 3		
Soccer 4		
Soccer 5 / Ballfield 1	Multi-Use Field Complex	Multi-Use Complex West end of the park, restrooms, electricity, lights, Lot K holds 250 cars, Lot A grassy area holds 175 cars.
Soccer 6 / Ballfield 2		
Ballfield 3	Baseball Complex	3 baseball fields with dirt infield and grass outfield, no lights, west end of the park, restrooms, electricity, and Lot K holds 250 cars, Lot A grassy area holds 175 cars.
Ballfield 4		
Ballfield 5		
Bellevue Ballfield 6	Bellevue Fields	3 baseball fields with dirt infield and grass outfield, lights, East end of the park, restrooms, electricity, lights, paved parking lot holds 116 cars, grass area behind field 8 holds 400 cars.
Bellevue Ballfield 7		
Bellevue Ballfield 8		
Soccer 7	7,8,9 Fields	Grass field with no lights, center of park, parking across the street holds 800 cars
Soccer 8		
Soccer 9		
Cricket Field / Field 10 & 11	Premier Cricket Field	Cricket field with permanent pitch, center of park, no lights, restrooms, Lot I holds 143 cars
Soccer 12	MacNair Soccer Fields	5 grass soccer fields with no lights, center of park, restrooms, gravel lot holds 700/800 cars.
Soccer 13		
Soccer 14		
Soccer 15		
Soccer 16		

# Appendix

## Rentable Facilities

### Event Facilities, Picnic Facilities, & Trails

Name	Description
Recreation & Event Area	5 acres of asphalt, water, electricity, restrooms, adjacent to grass fields and can hold up to 2500 people, center of park
Marybelle Meadow	No shelter, some electricity, restrooms, and water, adjacent to softball fields can accommodate up to 1000 people, east end of park
Sammamish River Trail	Starts at Log Boom Park and ends at Marymoor Park. Paved
East Lake Sammamish Trail	Starts at Marymoor Park and ends in Issaquah. Partially paved and crushed rock
The Connector Trail	Travels through Marymoor Park connecting the Sammamish River Trail and the East Lake Sammamish Trail. Paved
Burke Gilman Trail	From 145th in Seattle to Log Boom Park, turns into Sammamish River Trail. Paved
Picnic Area A	No shelter, most secluded w/shade from old growth maple trees, next to ballfield #5, can accommodate 100 people
Picnic Area B	No shelter, most secluded w/shade from old growth maple trees, next to ball field #5, can accommodate 50 people
Picnic Shelter North	Closest to play equipment, restroom, open area able to accommodate 100 + people
Picnic Shelter South	Closest to dog park, restroom, open area able to accommodate 100 + people
Velodrome Picnic Area	Closest to climbing wall and small children play equipment, restroom, open area able to accommodate 300 + people