

# Park or Picnic Shelter Event Application

Thank you for your interest in hosting or producing an event at a location managed by King County Parks & Recreation. Please complete and return the application below to start the process of your request for a Facility Use Permit and/or Special Use Agreement. Payment is required at the time of booking and becomes non-fully refundable after 3 business days.

Completed applications should be submitted to [regional.scheduling@kingcounty.gov](mailto:regional.scheduling@kingcounty.gov). Contact the Regional Scheduling Office at 206-477-6150 if you need assistance.

## Contact Information

<b>Contact Name</b>			
<b>Organization Name (if applicable)</b>		<b>Organization UBI#</b>	
<b>Phone</b>			
<b>Email Address</b>			
<b>Mailing Address</b>			

## Event Information

<b>Event Name</b>	
<b>Type of Event</b>	
<b>Park Desired</b>	
<b>Picnic Shelter, Athletic Fields, Trails, or other facility desired:</b>	<i>Please note, picnic shelter reservations include the shelter, any available amenities, and 15' of area around the shelter. Any additional space requested is subject to additional fees.</i>
<b>Date(s)</b>	
<b>Start and End Time</b> <i>Include time for your load in, setup, load out, and clean up in your request</i>	<p><b>Choose one or request a different time frame.</b></p> <input type="checkbox"/> AM: 9:00 am – 2:00 pm <input type="checkbox"/> PM: 3:00 pm – Dusk <input type="checkbox"/> Combined: 9:00 am – Dusk <input type="checkbox"/> Other:

<b>Describe Event Activities in as much detail as possible</b>					
<b>Is the event open to the public, paid attendance, free, or invitation only</b>		<input type="checkbox"/> Invitation Only <input type="checkbox"/> Open to the Public or Advertised to the Public <input type="checkbox"/> Paid Event <input type="checkbox"/> Free Community Event			
<b>Estimated Total Attendance</b>		<b>Estimated Peak Attendance &amp; Time</b>		<b>How many parking spots onsite will be needed?</b>	

### Event Details

A full Schedule of Activities including set-up and take-down times will need to be submitted with your application. A detailed layout will also be required if infrastructure, generators, or vendors are included in your event plans. For larger events, please refer to the Special Events Guide when completing this application. There are specific guidelines for waste disposal, portable restrooms, and information on vendors and Special Use Agreements for certain event types. If your event has an attendance over 150, includes a stage, generators over a certain size, tents larger than 20x20, or combined tents totaling more than 700 square feet you will be required to apply for a Fire Marshal Permit.

<b>Load-in Date and Time</b>		<b>Load-out Date and Time</b>	
<b>Number and Size of Tents</b>			
<b>Number and Size of Generators</b>			
<b>Please list any other infrastructure, including tables, chairs, stages, etc.</b>			
<b>Amplified Sound Time and Description</b>			
<b>Tickets, Sales or Concessions</b>	Any vendors participating in your event are required to review and complete the Vendor Packet, provide insurance, and endorsement page. There is a \$40 guarantee fee due to Regional Scheduling before the event and a percentage of gross sales (including merchandise sales, food and beverage sales, and all registration sales) due after the event.	<input type="checkbox"/> Registration Fee <input type="checkbox"/> Participation Fee <input type="checkbox"/> Merchandise Sales <input type="checkbox"/> Food Sales <input type="checkbox"/> Beverage Sales	

### Catering/Vendors

Catering and vendors are allowed with prior approval and must follow fire code regulations for location of any tents, cooking equipment, or food trucks. Details of their setup location should be included in your site plan.

- If sales are being made on site, all vendors participating in your event are required to review and complete the Vendor Packet, provide insurance, and endorsement page. There is a \$40 guarantee fee due to Regional

Scheduling before the event and a percentage of gross sales (including merchandise sales, food and beverage sales, and all registration sales) due after the event.

Please list all vendors you plan to include in your event.

Vendor Name	Contact Information	Sales of food or merchandise?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Bounce House/Inflatables Request

Bounce houses are **only allowed with prior approval** and must be placed in a location designated by King County Parks staff following fire code regulations. The following information must be submitted with your application:

- No personal bounce houses are allowed. Must be rented through a licensed professional company.
- Company must provide us with liability Certificate of Insurance and Endorsement naming King County, it's Officers, Officials, Employees and Agents as additional insured.
- No staking in the ground is allowed. Bounce houses must be secured using blocks or sandbags.
- A generator may need to be supplied by the company as a part of your rental.
- Only one bounce house allowed per user group unless preauthorized.
- Submit the dimensions of the bounce house you are renting.

<b>Are you requesting a bounce house for your event?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>If no, leave below questions blank.</i>
<b>Name of Company</b>		<b>UBI Number</b>
<b>Contact Name</b>		<b>Phone Number</b>
<b>Dimensions</b>		<b>I understand staking is not allowed in King County Parks</b> <input type="checkbox"/> Yes

### Event Insurance Requirements

Events which require event liability insurance must supply the Regional Scheduling office with the following required documents.

**King County Risk Management Insurance Requirements for an event are as follows:**

#### **Certificate of Insurance**

- Limit of \$1,000,000 each occurrence General Liability and \$2,000,000 General Aggregate
- Must name King County, its officers, officials, employees and agents as certificate holder

#### **Additional Insured Endorsement (CG/20/26)**

- Must list policy number and be the same as on the Certificate of Insurance
- Must name "King County, Its Officers, Officials, Employees and Agents" as additional insured

### King County Park's Rules and Regulations

1. Alcoholic beverages and marijuana usage is prohibited at any King County Park.
2. Special events, large corporate picnics and any other uncommon facility use may require prior approval. The group, at its own expense, may 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 King County’s insurance requirements will be sent to you upon request.

3. Request for amplification, large groups, weddings or religious services must have prior approval. These activities may be permitted in County parks where facilities are adequate and where such activities will not conflict in any way with normal park usage. Some do not allow amplification.
4. No vehicles may be driven on sidewalks or grass without King County Park’s prior permission.
5. Signs are not to be posted on park signs, trees or facilities. Although not guaranteed, maintenance will generally post a sign at the facility with your groups name on it the morning of your event.
6. No stakes allowed in the ground for signs, volleyball nets, bouncers, canopies, etc. Must use sandbags or some other form of above-ground weight.
7. Games should not interfere with other picnic groups or park users. All common areas must be shared. Remnants from games must be deposited in trash containers.
8. Activities that require setup of special equipment such as bouncers must be approved in advance and may require insurance. Please check with scheduler for appropriate equipment.
9. Dunk tanks, hot air balloons, water balloons, piñatas, remote control airplanes or vehicles, and drones are not allowed in King County Parks.
10. Dogs must be on leash at all times, under voice command and must not bother other park patrons. Owners must clean up after them. Dogs are not allowed inside picnic shelters.
11. Swimming is at your own risk. Swimming is prohibited in boat launch and boat moorage areas.
12. Cutting, picking or destruction of plant life or removal of any County property is prohibited.
13. Groups are responsible for their own set-up and clean up. Users will leave the picnic area in the same condition a when they arrived. All litter must be deposited in trash containers. We will provide extra trash bags if necessary (coordinate with scheduler).
14. King County reserves the right to cancel a patron’s reservation on any day for cause, which in the judgment of the County supersedes the need of the applicant. Notice of cancellation for cause may be given at any time.
15. Allow at least four (4) weeks for payment of refund when applicable. No refunds will be given due to inclement weather or violation of Park’s rules/regulations.
16. Please bring your copy of the “approved” facility use contract/permit with you to your site.
17. Groups are responsible for being familiar with the rental site and aware of its overall condition. Picnic areas are routinely maintained however, due to the effects of rain, wind, wildlife and other park patrons, outdoor facilities may not be as clean as when the routine maintenance was completed.

### Kind County Park’s Cancellation Policy

- For all facility bookings/rentals, the customer may cancel a reservation within 14 business days from the date the reservation was booked without being assessed a cancellation fee and the patron will be refunded 100% of their rental fee, damage deposit and extra rental fees.
- For bookings/rentals cancelled 90 days or more in advance a cancellation fee equal to 50% of the rental fee will be assessed. The patron will be refunded 50% of their rental fee and 100% of their damage deposit and extra rental fees.
- For bookings/rentals cancelled 89 days or less in advance a cancellation fee equal to 100% of the rental will be assessed. The patron will be refunded only 100% of their damage deposit and extra rental fees.

**I, the undersigned, certify that I have read all the rules and regulations regarding the use of King County Parks.**

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

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