



King County

**PARKS**

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**Your Big Backyard**

Special Events  
Planning Guide

# Welcome to King County Parks

This guidebook is to help event producers for all sizes of events who are new to working with King County Parks understand the process and expectations of planning an event to be hosted at one of our Parks. This guide has been created to provide helpful information about what can be expected throughout the application, planning, and execution of Special Events at King County Parks and to assist you, the Event Producer, in planning a safe, well organized, and compliant event.

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# Initiating Planning

King County Parks is a public agency responsible for managing many parks and facilities. Funding comes from a variety of sources, including public tax dollars and revenue from user groups. As the venue for hundreds of events every year, we are responsible for being good stewards of the public facilities we oversee. Therefore, when you desire to host a private or public event at a King County Park, you will need to go through an event proposal, review, and permitting process.

## Applying for Park Use

When you inquire about hosting an event at King County Parks, you will first complete an Event Proposal Questionnaire and send it to our Regional Scheduling Office at [regional.scheduling@kingcounty.gov](mailto:regional.scheduling@kingcounty.gov). For events at Marymoor Park, you will complete the Marymoor Park Special Events Guide and send it to the Marymoor Park Office at [marymoorrentals@kingcounty.gov](mailto:marymoorrentals@kingcounty.gov). The Event Proposal Questionnaire will ask about your event's purpose, proposed activities, estimated attendance, whether it is a private or public event, infrastructure and equipment that will be brought in, your concessions, and traffic and parking plans. Along with this Event Proposal, King County Parks requires a draft Site Plan, which details where the event activities will take place within the park.

This application will be submitted to the Regional Scheduling Office and Events Team for review. Event Proposals will be reviewed by a panel of King County Parks staff, including Property Management and Business Revenue team members and Parks Operations and Maintenance Coordinators. The proposal and supporting documents will be evaluated to determine if the Event is feasible at the desired park.

The King County Parks Team may deny an application for a special event permit if:

1. Application is 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. There is an unreasonably negative impact on the public's ability to use the cultural, passive, and active recreation areas in the park.
7. There is an actual or potential conflict with municipal, County, State, or Federal laws or regulations.

**If approved**, you will receive an email confirming approval and outlining the next steps for permitting, supplemental materials needed, meeting schedule, and deliverables due to the County throughout planning.

**If denied**, you will receive notice of denial, why the decision was made, and the process for reapplying, if applicable.

## King County Parks Event Permits

If your event meets the criteria and is approved, your event will move through a permitting and contracting process. There are multiple types of event permits that may be required, depending on the size and scope of your event.

The permit which all events must acquire is a **Facility Use Permit, which provides permission for open space or facility use within King County Parks**. If your event is small and informal, this may be the only event permit you'll need.

If your event is more complex, it may require a Special Use Agreement. Events which include the following may be required to obtain a Special Use Agreement with King County Parks:

- Event anticipates a large attendance beyond typical park use
- Event is open to the public for free or through ticket sales
- Event will have vendors and concessionaires
- Event impacts regular park users
- Event will include amplified sound
- Event will have outside equipment and infrastructure brought in, such as tent structures, stages, cooking equipment

### Facility Use Permit:

The Facility Use Permit is issued by the Regional Scheduling Office. It is a document describing the location, facilities, dates, and times that the park is reserved for your event. This permit shows your permission to use the park or facility and should be brought with you to your reservation. It will also show your Facility Use Fee and Restoration Deposit. To obtain a Facility Use Permit, the following are required to be submitted to the Regional Scheduling Office:

- Contact name, phone number, and email address
- Physical and mailing address
- Certificate of Insurance and Endorsement page showing King County, its Officials, Agents, and Employees as additional insured (Required when event is ticketed, open to the public, sales are being made, will have an approved bounce house, or catering services will be hired)
- Event Questionnaire

- Overview map of event sites and activities
- Draft Schedule of Activities

Your reserved dates and times must include your load-in, set-up, load-out, and clean-up times.

If your event is a small, private event (meaning not open to the public, whether free or paid), then this may be the only permit required to be obtained from King County Parks.

#### **Facility Use Fees:**

The Facility Use Fee is the fee for reserving park facilities for your event. These cover the cost of maintenance and operations staff who will prepare the space and be onsite for the duration of your event, as well as the impacts of closing part or all of a park to regular use. Should any additional County Services, not initially listed in a Special Use Agreement, be required, additional costs may be incurred after your event.

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. If you have concessionaires during your event, there will also be a percentage based on gross sales during your event. Facility Use Fees and a Restoration Deposit are typically due no less than one month prior to events, and any ticket sales or concessions fees are typically due 30 days after the event.

#### **Restoration Deposit:**

The restoration deposit is a refundable damage deposit that may be refunded at the conclusion of your event and the amount ranges depending on the scope and location of the event. If there is damage to any park property due to your event, costs for repairs and restoration are deducted from this deposit. Any additional damage costs not covered by your restoration deposit will be billed to the event organizer.

#### **Special Use Agreement:**

The Special Use Agreement is a contract in conjunction with the Facility Use Permit. It details the scope of the event, the detailed fee structure including ticket sales and concessions percentages, expectations, and requirements of the event producer, what is provided by King County, minimum insurance requirements, and the deliverables schedule.

A Special Use Agreement is not always required for hosting events at King County Parks. A Special Use Agreement is required in conjunction with a Facility Use Permit when events affect the normal operations of the park for the public and require maintenance and operation staff involvement. If your event requires a partial or total closure of a park, impacts the surrounding neighborhood or city, could impact the flow of traffic, or has amplified sound, then a Special Use Agreement is required. You will work with the King County Parks Special Event staff to execute the Special Use Agreement.

## Planning Timeline

After your event permit and agreement are executed, the next steps include planning meetings, deliverables, event execution, and post event debriefs with the King County Parks Events team and the Maintenance and Operations team.

It is recommended that you begin your planning process at least 12 months prior to your intended event date, and no less than 6 months prior. Larger public events which have a greater impact on the park and surrounding area may require a longer planning timeline.

<b>When</b>	<b>Action</b>
<b>6 – 12 Months Out</b>	Submit Event Proposal, receive approval or denial, and submit required paperwork to receive necessary Permits
	Planning meeting with Parks Events team and Park District Maintenance Coordinator
<b>3-6 Months Out</b>	Submit Special Event Fire Permitting application with Department of Local Services
	Planning meetings with Parks Events team as required
<b>2-3 Months Out</b>	Turn in Deliverables to Parks Event team
<b>1-2 Months Out</b>	Joint Responsibility Planning Meeting(s)
<b>2-3 Weeks Out</b>	Final Event Walkthrough Meeting
<b>Event Day</b>	Check in with Parks Operations staff and/or Event Coordinator. All Load-in, Event Activities, and Load-out completed within scheduled time.
<b>Close of Load-Out</b>	Site Condition walk through with Parks Operations staff
<b>1-2 Weeks Post Event</b>	Complete a Post-Event Debrief questionnaire. Post Event Debrief Meeting with Parks Event team and Park District Maintenance Coordinator

## Minimum Insurance Requirements

The Event Producer and all vendors and concessionaires onsite during the event must provide a Certificate of Insurance with Endorsement 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 vary based on the scope of each event and will be detailed in the Special Use Agreement.

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Notwithstanding any other provision within this Agreement, COMPANY and its contractor(s) shall procure and maintain, at its sole cost and expense, for the duration of this contract, the following minimum scope and limits of insurance.

Commercial General Liability. \$1,000,000 per occurrence and \$2,000,00 in the aggregate for bodily injury, personal and advertising injury, and property damage. Coverage shall be at least as broad as that afforded under ISO form number CG 00 01. Such insurance shall include coverage for, but not limited to, premises liability, ongoing operations, products and completed operations, and contractual liability.

Automobile Liability. If the use of a vehicle is necessary, COMPANY and its contractor(s) must maintain Automobile Liability insurance with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage shall be at least as broad as that afforded under ISO form number CA 00 01 covering Business Auto Coverage, Symbol 1 “any auto”; or the appropriate coverage provided by Symbols 2, 7, 8, or 9.

Workers Compensation. If COMPANY or its contractor(s) has employees, Statutory requirements required by the Industrial Insurance Act of the State of Washington, as well as any similar coverage required for this work by applicable Federal or “other States” State Law.

Employers Liability or “Stop Gap”. If COMPANY or its contractor(s) has employees, coverage in the amount of \$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 states with monopolistic state funds, the protection provided by the “Stop Gap” endorsement to the general liability policy.

Liquor Legal Liability. If Liquor is to be sold or served, limits no less than \$1,000,000 per occurrence and in the aggregate shall be maintained. Such coverage may be endorsed to the Commercial General Liability policy.



All required liability insurance policies (except Workers Compensation) shall contain or be endorsed to contain the following provisions:

- Include King County, its officials, employees, and agents as additional insured, for full coverage and policy limits, as respects to liability arising out of activities performed or services provided by or on behalf of COMPANY in connection with this Agreement, and use of the Site as outlined in this Agreement. Such additional insured status shall include Products-Competed Operations;
- Such coverage shall be primary insurance as respects King County, its officials, employees and agents. Any insurance and/or self-insurance maintained by King County, its officials, employees or agents shall not contribute with the COMPANY or its contractor(s) insurance or benefit the COMPANY, its contractor(s), or their respective insurers in any way;
- State that COMPANY's and/or contractor(s) insurance shall apply separately to each insured against whom 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, reduced in coverage or in limits except after thirty (30) 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. Bests rating of A-VIII or better. Any deductible and/or self-insured retention of the policies shall not limit or apply to COMPANY's or its contractor's liability to the County and shall be the sole responsibility of COMPANY or its contractor(s).

Upon request of the County, COMPANY shall provide the County with COMPANY's and its contractor's Certificates of Insurance and required policy endorsements within five (5) business days. If the effectiveness of COMPANY'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, COMPANY shall provide the County with written proof that the Event is properly sanctioned. The County reserves the right to require complete, certified copies of all required insurance policies at any time.

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. COMPANY will assess its own risks and, if it deems appropriate or prudent, or both, maintain greater limits or broader coverage.

# Event Plans & Deliverables

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 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 to event permitting with the Fire Marshal.

## Schedule of Activities

The Schedule of Activities is a detailed timeline of activities from load-in, during the event, through load-out. 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 Parks Event team for review and approval.

### 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. Additionally, all labor and overhead costs to support the event are the responsibility of the Event Producer.

### Park and Campground Rules

Be sure your Schedule of Activities adheres to the Park and/or Campground rules provided by the Regional Scheduling Office. It is also the responsibility of the Event Producer to ensure that all staff, volunteers, concessionaires, and attendees are aware of and follow the Park Rules and, if the Event is at Tolt MacDonald Park, the Campground Rules.

## Site Plan

The Site Plan is a detailed, as close to scale as possible layout of all event infrastructure including egresses, tents, generators, fire extinguishers, EMT/first aid locations, etc.

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

### **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.

### List of Concessionaires

Each of your vendors and community partners who will be onsite during the event must be shared in your event plans with the County.

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 where no Special Use Agreement is Required, or as defined in your Special Use Agreement where one is required. These must be collected from concessionaires by the Event Producer and supplied to the County.

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

### Waste Disposal Plan

The waste disposal plan will describe how waste, including garbage, recycling, and compost, will be collected and removed from the Site. **This Waste Disposal Plan should include:**

- The number and the size of collection containers
- Collection bins and dumpster locations on the site map
- List of litter collection supplies
- Plan for supply storage area
- How many people will be monitoring cans and totes, collecting the litter, and emptying the receptacles
- A schedule of litter control and emptying of cans and totes
- Delivery Dates/Time (for both King County and/or an outside company)
- Pickup Dates/Times (for both King County and/or an outside company)

## King County Waste Disposal Standards

<p style="text-align: center;"><b>Garbage</b></p>	<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>
<p style="text-align: center;"><b>Recycling</b></p>	<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>
<p style="text-align: center;"><b>Composting</b></p>	<ul style="list-style-type: none"> <li>• Collect compostable items only</li> <li>• Collect compost into approved compostable bags</li> <li>• Follow the <a href="#">Solid Waste Division Composting Guide</a></li> <li>• It is suggested to have a green team who assist ensuring compost is appropriately sorted</li> </ul>
<p style="text-align: center;"><b>Safety</b></p>	<ul style="list-style-type: none"> <li>• Do not compress garbage in the bags</li> <li>• Secure bag liner with a knot around the top of the container so it does not slip inside</li> <li>• Wear gloves</li> <li>• Wash hands after handling</li> <li>• Clean any surface touched by garbage bag or contents in garbage bags</li> <li>• Tie bags closed before throwing them in the dumpster</li> </ul>

It is important that your Event Plans include a thorough Waste Disposal plan ensuring all waste is properly collected and removed from the park. It is the responsibility of the Event Producer to leave the park in as good, or better condition as before their event.

## 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.

		Number of Hours									
		1	2	3	4	5	6	7	8	9	10
Number of People	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
	4000	16	24	30	34	36	38	38	38	38	38
	5000	19	32	38	42	44	46	46	48	48	48
	6000	23	38	46	50	54	57	57	60	60	60
	7000	28	42	54	60	63	66	66	66	66	66
8000	32	48	60	66	72	72	75	78	78	78	
10000	38	60	75	84	88	92	96	96	96	100	

The Portable Restroom Plan should include:

- Number of units
- Location and type of each
- Location of extra supplies
- Delivery and pickup days and times
- Rental company name and contact person
- Cleaning schedule, if necessary for multi-day events

It is required that at least one ADA unit be made available, and then another 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 be increased by 20%.

## Utilities Plan

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

### Water

- How much water will be needed
- From where will the water will be sourced
- What will water be used for
- If potable water will be needed, provide white potable hose
- How do 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 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 do you propose pulling the power
- If you'll be bringing generators
  - What size
  - How much power
  - The quantity

## Traffic & Parking Plans

Traffic and Parking Plans should detail the flow of traffic into and out of your event, as well as which parking lots will be utilized for event parking.

Traffic plans should include:

- Anticipated number of vehicles to be parked
  - Vendor, staff, and volunteer parking
  - Attendee parking
- Entrance/exit locations
- Directions of the flow of traffic
- Anticipated peak traffic times
- Wayfinding and lot identification signs
- Any potential traffic impacts to the roads leading into the park as well as mitigation efforts that will be used

Off-site parking may be needed. The Event Producer is responsible for labor and overhead costs associated with parking whether onsite or offsite.

In the case your event traffic may impede normal traffic flows in streets leading to the Park entrance, you will need to work with the City or County for road right of way permitting and their requirements for traffic control.

## Security & Emergency Management Plans

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 the Event Producer's responsibility to assess risks and provide additional security personnel if it is deemed appropriate by King County, or the King County Sheriff's Office. In some cases, Security requirements are determined by the King County Sheriff after they are engaged 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.

## Signage, Media Collateral, Advertising

A copy of all signage, media collateral, and advertising must be shared with the County for approval before use in promotion of the Event. All promotional material must comply with the [King County Advertising and Sponsorship Policy \(7.08.080\)](#). When noting the Event location in any marketing, the name should include "King County's \_\_\_\_\_ Park." When the King County Parks logo is used, [follow these guidelines](#). Any signage or media collateral using the King County Parks logo or brand identity must be approved by the County before use.

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. This signage must also be approved by the County prior to use.

## Registered Agent

It is required that you provide the name and address for your business's Registered Agent. A Registered Agent is a company or person who is authorized to receive service of any process, notice, or demand required or permitted by law to be served on your business and is on file with the Washington Secretary of State.

For more information, you can [read this FAQ from the Washington Secretary of State's office](#).

## Event Sanctioning

If your event is a part of a larger organization, such as an athletic league or organization, it is required to submit proof of agreement that your event is sanctioned by the organization. Event Sanctioning typically extends legitimacy, insurance coverage, and additional resources from an organization to your event.

## Insurance Documentation

The minimum requirements for liability insurance are laid out in an earlier section of this guide. It is required that the Event Producer provides King County Parks a copy of their Certificate of Insurance with Endorsement prior to the event. In addition, all concessionaires and vendors brought in for the event are required to hold a minimum insurance policy and provide a Certificate of Insurance with Endorsement.

## Permit(s), License(s), 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.

Event permitting, fire and safety inspections will be expanded upon in the next section.

## Neighborhood Communication

Timely neighborhood notification could be a 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 is required.

## Site Condition Release

The Site Condition Release is a form completed and signed at the conclusion of your event load-out, confirming the condition of the Site after the event. If the Site has been returned in good condition, then it will be signed, and your Restoration Fee refunded. Should there be any damages or missing items, then those will be noted and deducted from your Restoration Deposit. Event Producers are liable for all damages caused by their event.



# Additional Permitting Requirements

In addition to a Use Permit issued by King County Parks, events produced at park sites often require approval and/or permits from other agencies and private property owners. Special events permitting is often required through the Department of Local Services (DLS) and Fire Marshal to ensure safety of temporary structures, generators, cooking equipment, heating, proper emergency exits, and emergency vehicle access. These permits are required to be submitted no less than 30 days prior to your Event. King County Parks recommends submitting these permit applications 6 months prior to the Event date.

## DLS Special Event Permitting is Required when:

- Temporary tent structures more than 400-square-feet in size will be installed
- When multiple tent structures will be installed collectively with 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 website](#).

## Outdoor Music Permitting

If your Event will provide a ticketed concert consisting of outdoor, live or recorded music entertainment, which will attract 250 or more attendees, then you will be required to file an application for an [Outdoor Musical Entertainment License](#) with the Department of Local Services (Title 6 of the [King County Code](#)).

If your Event is a free community event with amplified music or concerts where no ticket to attend is required, then you do not need to acquire the business license. You will be required to include this information in your Schedule of Activities follow the Sound Mitigation Policy for the Park where your event is hosted as specified within your Special Use Agreement.

## Road Right of Way Permitting

If your event will affect the safe flow of traffic on public roads, then you will need to acquire Road Right of Way permitting with the local, county, or state authorities who govern the roads. This permitting is managed in a way that prioritizes safety, traffic flow, and public interest and helps minimize disruptions, maintain infrastructure integrity, and ensure compliance with local regulations.

# Joint Responsibility Plans

Prior to an event taking place at a King County Park, Event Producers will work closely with Parks staff to develop a Joint Responsibility Plan (JRP), which covers all logistics and describes the responsibility of the Event Producer and the Park’s Operations and Maintenance Staff. It is vital that this document is completed with thorough detail in collaboration between the Event Producer and King County Parks.

## Joint Responsibility Plans Include:

- Day of Event contact information for the Event Producer, Parks Operations and Maintenance on-site staff, and Parks Event Liaison
- Schedule of Activities from the start of Load-in through the conclusion of Load-out
- Date, time, action, and the responsible staff for each action required by either Event Producer, their vendors and subcontractors, or KCP staff.

The Joint Responsibility Plan is developed through collaboration between the Parks Event Staff and the Event Producer. It should be completed at least 6 weeks prior to the Event and updated as necessary as the Event nears.

## Joint Responsibility Planning Timeline:

When	Action	Who
3 months prior	Begin drafting Joint Responsibility Plan	Event Producer
2 months prior	Review JRP, add additional information from KCP Maintenance and Operations staff	KCP
6 weeks prior	Meet to go over the JRP, identify any missing elements, and complete a final draft.  Repeat meeting, if necessary, with updates	KCP Event Coordinator, KCP Maintenance and Operations Staff, Event Producer
2 weeks prior	Final check in meeting	

As a reminder, setup and cleanup of the event is the responsibility of the Event Producer. This includes guiding all infrastructure and deliveries to the correct location, collecting waste into the appropriate dumpsters.

# Post Event Requirements

Once your event is over, there will be action items and deliverables to still be completed.

## Site Condition Release

At the conclusion of your event, you will do a walkthrough of the Event Site with Park’s staff. During this walkthrough, staff will check the site for damage or any remaining items that need to be removed from the site. If there is any damage found, that will be documented so that repair costs may be calculated. If there are any items to be removed, the Event Producer will need to coordinate removing them as soon as possible.

If no damage or excessive wear is found, the Site Condition Release form as part of the Special Use Agreement will be signed by the Event Producer and Parks Staff, after which the Regional Scheduling Office will process a refund of the Restoration Deposit.

## Post Event Debrief Questionnaire

At the conclusion of your event, you will be sent a Post Event Debrief questionnaire to be filled out and returned to the Park’s Event team. This questionnaire will collect data such as event attendance, community feedback, successes and challenges your event had, and ways King County Parks can better support future events.

## Post Event Debrief Meeting

About two weeks after your event, the Event Producer will meet with the King County Parks Events team and the Parks District Maintenance Coordinator to debrief the Event and discuss the items on your Debrief Questionnaire. If your event is recurring and you would like to work with Parks for the next year, this meeting will also act as a starting point for permitting and planning for the following year.

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Thank you for hosting your Event at a King County Park! We appreciate your time and effort to produce a safe and well-planned Event. While this Planning Guide is as thorough as possible, do not hesitate to contact your King County Park’s event liaison or the Regional Scheduling Office with any questions or concerns.