



King County

PARKS

Your Big Backyard

Rental & Special Events Guide

About this guide

King County Parks 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 King County Parks.

This guide is intended as a resource to help you through the permit process for hosting a Special Event or Special Use activity in King County Parks. Every event or activity is unique, and the King County Parks Event Team will work with you to gain a full understanding of the scope and needs of your event. Some events may require very little oversight from Parks staff, while others may require more support from the Parks staff. Please don't hesitate to reach out to our Special Events Team.

Keep in mind, King County has many regional parks, trails, and open spaces with a variety of amenities and uses. This guide is also meant to inform you of considerations for an event and the County's commitment to balancing partnership activities with 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:

regional.scheduling@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 206-477-6150 or email

regional.scheduling@kingcounty.gov for assistance.

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Special Event Permits

Permits are issued to organizations, 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 in cases of gatherings or events that fall outside of typical usages, including 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 a King County Park requires a permit. Your complete application should be submitted at least one hundred and fifty (150) days before the event. If your application is submitted sixty (60) days or fewer prior to the event, it may be denied. Large events with attendance above 500 for Regional Parks or multi-day festival should submit application at least nine (9) months prior to event to allow for proper preparation for staff and for yourself. An application can only be submitted twelve (12) months in advance of desired date. Applications submitted over a year will not be accepted or considered.

A “Special Use” is an activity in a public park that includes:

A public gathering of 25 or more people outside designated rentable facilities like fields & shelters

Collection of money for admission/ participation (whether off-site or on-site)

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

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 and/or Cross-Country meets

Commercial Activities

Birthday/Baby Shower/Wedding/Reunion/Meetup

Filming and/or Photography

Other – those uses/activities that impact regular park operations or adversely impact normal park usage

Tournaments and Cross-Country Meets

Athletic tournaments or meets 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 is likely going to require.

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

If a tournament or meet does not pass the threshold of the County's standard of maintenance, then it will be scheduled with the Regional Scheduling Office's athletic schedule coordinator and will adhere to athletic scheduling requirements.

Facility Use Fees

The Facility Use Fee is the fee for reserving park facilities for your event. These fees may be structured per attendee OR by negotiation with King County.

The King County Code requires a Facility Use Fee be charged for all Permits (K.C.C. 7.12.040) and Special Use Permits (K.C.C. 7.12.050). These fees 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 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.

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 and/or Damage Deposit are determined by the County and typically due no less than one month prior to events, and any ticket sales or concessions fees are due 30 days after the event. King County Park's use fees are based on total attendance and/or percentage of ticket sales. Events with more than 500 attendees will have a negotiable fee structure.

Rental Rates		
Picnic Shelters	Rental rates are based on one booking period, either 9:00 a.m. – 2:00 p.m. or 3:00 p.m. – 8:00 p.m. (dusk if earlier)	
Picnic Shelters A	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 Shelters B	Up to 100 people	Weekday \$115, Weekend \$125
	More than 100 people	\$2.00 per person ½ day, \$4.00 per person full day

Picnic Shelters C	Up to 100 people	Weekday \$110, Weekend \$120
	More than 100 people	\$2.00 per person ½ day, \$4.00 per person full day
Note: Maximum capacity for shelters varies by park, shelter, and based on other facility rentals in the park on the same day.		
Athletic Fields		
	League Application Fee	\$500
	Tournament Application Fee (per tournament)	\$500
Field Use Fees:	Adult Sand Games/Tournament Adult Grass Games/Tournament Single Team Reservation (non-synthetic turf) Synthetic Turf Fields (All age Groups) Non-Peak Synthetic Turf Field – Mon - Fri (9 a.m. – 3:30 p.m.) Youth/Senior League Organized Games & Practices (non-synthetic turf) Youth/Senior Tournament (non-synthetic turf) Ballfield Lights – All groups Extra Maintenance Fee Cancellation Fees Tournament Cancellation Fees Portable Mound Fee (Marymoor Only)	\$40.00/hr \$45.00/hr \$30.00/hr \$60.00/hr \$30.00/hr \$16.00/hr \$23.00/hr \$23.00/hr \$65.00/hr \$10.00/hr \$15.00/hr \$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, 20% gross revenue minus trail fees paid will be due after the event for events with registration fees or sales of items

Special Events	\$2.00 per person ½ day (>5 hours) or \$4.00 per person full day (5 hours <) or negotiable	
Alcohol	Alcohol permit Additional Banquet Permit and Insurance requirements, paid to parties outside of King County	\$225
Photo Shoots or Filming		
	Four consecutive hours during normal park hours	\$450
	Eight consecutive hours during normal park hours	\$900
Concessions		
	Concession Guarantee	\$40/day
	Gross Receipts	20%
County Traffic Control and 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 and/or 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 2 dates per organization	

Application Process

- 1 Submit completed application to regional.scheduling@kingcounty.gov
- 2 Application is reviewed by King County Parks Event Team
- 3 Applicant is notified of application approval/waitlisted/denial, final required items, and collection of remaining fees/documents. Notification will happen between 15 – 60 days.

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 King County Parks Event Team may offer alternative location/dates.

List of additional documents potentially needed

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 King County Parks 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 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 King County Parks 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 King County Parks 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 Host and all vendors and concessionaires onsite during the event must provide a Certificate(s) of Insurance (COI) evidencing all required insurance. Required endorsement(s) showing King County, its officials, agents, and employees as additional insured must also be provided with the COI(s).

*Below is an example of standard minimum insurance requirements for hosting events at King County parks locations. **Minimum insurance coverage / limit requirements may vary based on the scope of each event and specific requirements will be detailed in the Special Use Agreement.***

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 the Site. 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	<i>If a vehicle(s) will be used, then Insurance Services form number CA 00 01 (current edition or its equivalent) coverage with a minimum One Million Dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage is required.</i>
Professional Liability (Errors & Omissions)	<i>Coverage with minimum limits of One Million Dollars (\$1,000,000) per claim and in the aggregate is required if Security and/or Emergency Medical Services will be provided.</i>
Workers Compensation	<i>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.</i>
Employers Liability or “Stop Gap”	<i>\$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.</i>
Liquor Legal Liability	<i>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.</i>
Pollution Liability	<i>Host, 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</i>

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 King County Parks 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 Host’s’ and/or its contractors’ 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 Host's or its concessionaires' and/or contractors' liability to the County, and shall in all instances be the sole responsibility of the Host or its concessionaire(s) and/or contractor(s), even if no claim has actually been made or asserted against the Host or its concessionaire(s) and/or contractor(s).

Prior to execution of this agreement and upon request by the County 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 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.

Assignment of Responsibilities

Prior to your event, the King County Parks Event Team will put together a Joint Responsibility Plan to outline the responsibilities of the Event Producer and the Park District Operations 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, 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 King County Parks 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. 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 King County Park rules provided by the King County Parks Event Team. 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.

Soil disturbance, cutting, picking, destruction of plant life or removal of any County property is prohibited.

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.

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 will have any of the following:

- | | |
|-----------------------------------|---|
| Temporary Structures | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• Events involving open flames, heating, or generators.• Events with amusement rides or inflatable structures/rides. |
| Construction of Structures | <ul style="list-style-type: none">• 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 DLS](#), please be sure to submit all necessary documentation 6-8 weeks prior to your event.

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 [link](#) outlines the fire permit requirements for tents and structures.

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 King County Parks 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.

Vendor Packet

If you are having vendors at your event, the Event Team will provide you with the 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. 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.

Traffic Control and Parking Plan

King County Parks are unique sites with a variety of activities, rentals and partnerships in and around the parks. Careful planning and staffing for special events are very important to limit impacts on your event attendees, other park users, and the neighboring communities. The King County Parks Events Team may develop or require the event producer to develop a Traffic Control Plan if deemed necessary. At certain King County Parks, 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. The 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

Based on these determining factors, 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.

Level 1 event example is 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.

Level 2 event example is 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.

Level 3 event example is a 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.

Level 4 example is a 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.

Level 5 example is a 150-person private birthday party at a picnic shelter.

King County Waste Disposal Standards

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/Time (for both King County or an outside company)
- Pickup Dates/Times (for both King County or an outside company)

Garbage

- No garbage on the ground
- No overflowing cans
- Lids are closed on the dumpster by the end of the day
- Empty cans are upside down

Recycling

- Collect recyclables only
- Dump totes in designated recycling dumpsters only
- Close lids of totes and dumpsters after event
- Leave totes in one location

Safety

- Do not compress garbage in the bags
- Secure bag liner with a knot around the top of the container so it does not slip inside
- Wear gloves
- Wash hands after handling
- Clean any surface touched by garbage bag or contents in garbage bags
- Tie bags closed before throwing them in the dumpster

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.

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 People	Number of Hours									
	1	2	3	4	5	6	7	8	9	10
	50	1	1	1	1	2	2	2	2	2
	100	2	2	2	2	3	3	3	3	4
	250	2	2	3	3	3	4	4	6	8
	500	3	4	5	5	5	6	6	7	8

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

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. King County will notify you if available utilities would be available in the area requesting in the park.

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 King County Parks. There are a few locations in the Park where grounding rods are preexisting. Speak with the King County Parks Event Team to see if these are an option for your event or to talk about alternatives.

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. 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 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 (7.12.285(A)). 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.

Any individual or group requesting possession, consumption or sale of alcohol on park properties must accept and 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.

Security & Emergency 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, 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 _____ 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.

Outdoor Amplified Sound

A temporary King County 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). King County Parks will deny amplified sound requests between October and March unless the event is in a fully enclosed tent (eg: Cirque tent) and the amplified sound would be restricted to only inside the tent.

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.

Photography and Filming

For photography, filming, and drone use in King County Parks, an application must be filled out in addition to the Special Event Application. Contact the King County Parks Regional Scheduling Office to receive a copy of the application for Drone Use, Photoshoots, or Filming.

Trail Use Information & Rules

The King County Parks Regional Scheduling Office is able to book trail events on all regional and back country trails, except the Eastlake Sammamish Trail, Sammamish River Trail, Marymoor Connector Trail, and parts of the Burke-Gilman Trail. Proposed trail route and completed trail application must be submitted for review in order to book your event.

King County Code: Title 7 Parks and Recreation

7.12.315 Trail and pathway use - open to all users - exceptions - postings - permits - rules - user code of conduct.

- 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, which is:
 - 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).