

King County Parks Special Event Application

Event requests are processed on a first-come, first-serve basis. Payment is required at the time of booking and becomes non-fully refundable after 3 business days.

Review the **King County Parks Special Events Guide** to assist in filling out this application. 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.

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

King County Parks Rules and Regulations

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

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

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

Signature: _____ Date: _____

Section I: Organization / Applicant Contact Information

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

Section II: Event Details

Event Name			Has this event previously taken place in a King County Park?	
Type of Event				
Park Requested				
Facility, Fields, Trail, or Open Space Requested				
Event Date First Choice		Event Date Second Choice		Event Date Third Choice
Event Times			Actual Event Time	
Estimated Total Attendance		Estimated Peak Attendance & Time		How many parking spots onsite will be needed?
Event Activities (Describe in as much detail as possible)				

Please note that you need to submit a detailed **Schedule of Activities**, including set-up and take-down times, and a **Site Map** in order for your event to be considered for approval by the Regional Scheduling Team. Please reference the King County Parks Special Event Guide to assist you in developing these documents, or reach out to regional.scheduling@kingcounty.gov if you need assistance.

Scope of Event

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. **Trail Events should submit a Course Map** indicating which trails will be used. For larger events, please refer to the King County Parks 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.

Load-in Date and Time			
Load-out Date and Time			
Amplified Sound Time		Live Music?	
Number and Size of Tents			
Number and Size of Generators			
Number and Size of Stages			
Additional Items / Requests			
Advertising Plan (Please refer to any park as "King County's _____ Park" in all advertising and social media posts)			

Concessions & 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 20% percentage of gross sales (including merchandise sales, food and beverage sales, and all registration sales) due after the event.

Concessions	☐ Registration Fee ☐ Participation Fee ☐ Merchandise Sales ☐ Food Sales ☐ Beverage Sales
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Please list all vendors you plan to include in your event.

Vendor Name	Contact Information	Sales of food or merchandise?	
		☐ Yes	☐ No
		☐ Yes	☐ No
		☐ Yes	☐ No
		☐ Yes	☐ No
		☐ Yes	☐ No

Alcohol

Alcohol is only allowed in King County Parks with written permission and all conditions listed in the King County Parks Special Event Guide must be followed. Alcohol is not allowed in open spaces, athletic fields, or trails at any time. Permits are required for possession or consumption of alcohol.

Will you be serving alcohol?		Will alcohol be for sale?	
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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 a 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.

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

For King County Parks Event Team Use Only

Event Team Review Date: _____	Initial Review by: _____
Required documents (highlight applicable): Amplified Sound Permit Fire Permit Building Permit Waste Disposal Plan Utility Plan Portable Restroom Plan Banquet Permit Insurance Documents Parking Plan Review Site Layout Trail Alert Vendor Documentation	Event Team Comments:
APPROVE / DENY / WAITLIST	