



## Event in a Park Overview

### Reservations

Booking a facility is easy. Follow these simple steps:

- **Determine which facility best suits your needs.**
  - Facility information can be viewed at [http://www.ci.kirkland.wa.us/depart/parks/Facility\\_Rentals.htm](http://www.ci.kirkland.wa.us/depart/parks/Facility_Rentals.htm)
  - Email Kari Page or Jeannie McGivern to see if the facility is available:  
Neighborhood Outreach Coordinator: [kpage@ci.kirkland.wa.us](mailto:kpage@ci.kirkland.wa.us); [JMcGivern@ci.kirkland.wa.us](mailto:JMcGivern@ci.kirkland.wa.us)
- **Review facility guide, complete paperwork, and submit your request.**
  - Review facility guide at [http://www.ci.kirkland.wa.us/Assets/Facility+Rental+Guide+!\\$26+Application.pdf](http://www.ci.kirkland.wa.us/Assets/Facility+Rental+Guide+!$26+Application.pdf)
  - Complete and sign the Facility Use Request Form and submit to Kari Page, Neighborhood Outreach Coordinator @ 123 5<sup>th</sup> Avenue, Kirkland, WA 98033. **Note:** The person signing the request form will be considered the responsible party in case of damage, theft, or disturbance during facility use.
  - **Forms shall be submitted at least no less than 30 days prior to the date of use.**
- **Finalize your reservation.**
  - Once a form is received, the request will be processed within 15 business days, and the reservation confirmed by mail.



### Hours of Operation

- Picnic Shelters located at Juanita Beach Park, Woodlands Park and Everest Park are available in 3 hour increments, from: 7:00 a.m.–10:00 a.m., 11:00 a.m.–2:00 p.m., 3:00 p.m.–6:00 p.m. and 7:00 p.m.–10:00 p.m. Multiple timeslots may be requested.
- Heritage Hall, Heritage Park and Marina Park Pavilion are available from 7:00 a.m.–11:00 p.m.

### Utilities

Juanita Beach Park Picnic shelters have access to power and water. Marina Park Pavilion has one 20 amp circuit and one 30 amp circuit. All generator use must be discussed with the City of Kirkland Building Department at (425) 587-3600 to determine whether any additional requirements may apply.

### Facility Access

On the day of the event, the facility will be open at the time specified on the rental permit. If the facility is not accessible at the time specified on your permit, please contact the City of Kirkland at (425) 864-3431. **The facility may be rented to multiple groups on a particular date, so we ask that you not enter the facility until your designated rental time and that you depart when scheduled.**

### Set Up & Take Down

1. The rental period needs to include the time needed to complete facility set up, decorating, deliveries and clean up. Be sure to consider this when requesting duration of rental time.
2. All food, decorations, and supplies used by renters during an event are to be removed by the end of the rental period. Excessive garbage must be bagged, tied, and placed next to a trash receptacle.
3. It is the responsibility of the renter to leave the facility clean and intact or additional fees may be assessed.
4. The City will not be liable for any personal injuries or damage to personal property resulting from set up and take down activities.
5. Use caution when making changes to the facility set up so that floors and walls are not damaged. Cleaning of chairs and tables at the conclusion of the event is required. Use table coverings to protect tables from spills and stains.