



# **PARK FACILITY RENTAL INFORMATION GUIDE**

**City of Kirkland  
Parks & Community Services Department  
(425) 587-3340  
[www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us)**

**FACILITIES**



**Heritage Hall**  
**203 Market Street**  
Capacity: 70



**Heritage Park**  
**111 Waverly Way**  
Capacity: 200+



**Marina Park Pavilion**  
**25 Lakeshore Plaza**  
Capacity: 100



**Woodlands Park Picnic Shelter**  
**9930 124<sup>th</sup> Avenue NE**  
Capacity: 50



**Beach Shelter**  
**Juanita Beach – 9703 NE Juanita Drive**  
Capacity: 200+



**Creek Shelter**  
**Juanita Beach – 9703 NE Juanita Drive**  
Capacity: 200+



**Everest Park Picnic Shelter**  
**500 Eighth Street S**  
Capacity: 200+

## **PURPOSE**

The City of Kirkland Parks and Community Services Department manages all park property within Kirkland city limits. The purpose of this rental guide is to assist you in attaining the maximum use of City parks and facilities while simultaneously respecting the surrounding neighbors and citizens.

## **POLICY**

It is the policy of the Kirkland Parks and Community Services Department to make areas of Kirkland parks and facilities available for private rental. Priority will be given to events that are sponsored or co-sponsored by the City of Kirkland.

## **RESERVATIONS**

Booking a facility is easy. Follow these simple steps:

### **1. 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)
- Call the facility contact person to check availability. *(See page 2 of the Facility Use Request Form attached to the end of this guide.)*

### **2. Complete the paperwork and submit your request.**

- Complete the Facility Use Request Form and mail along with the appropriate fees. Forms may be found at [http://www.ci.kirkland.wa.us/depart/parks/Facility\\_Rentals.htm](http://www.ci.kirkland.wa.us/depart/parks/Facility_Rentals.htm) or by calling 425.587.3340.
- Requests shall be made at least 10 working days prior to the date of use and will be processed on a first come, first serve basis. Requests for events which include high risk activities (such as alcohol, inflatable bouncers, etc.) must be made no less than 30 days prior to the date of use.

### **3. Finalize your reservation.**

- Once a form is received, the request will be processed within 10 business days, and the reservation confirmed by mail.

All applicants must be at least 18 years of age or older and present throughout the entire use of the facility. The person signing the request form will be considered the responsible party in case of damage, theft, or disturbance during facility use. All minors must have adequate adult supervision.

When booking an event, be sure to include within the rental time, time needed to set-up, decorate, delivery of supplies and clean-up. Only those facilities specified in the "rental permit" will be available for use on the day of the event.

## **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.

## **RENTAL FEES & PAYMENT *(See fee schedule on page 8)***

Payment for all reservations, except Heritage Hall, is required in full at the time of application. We accept cash in the exact amount, MasterCard, Visa and checks made payable to the City of Kirkland.

The City will determine the appropriate staffing level required for the event. If staff is deemed necessary, an hourly staffing fee will be added to the rental charges.

### *Heritage Hall Rentals*

At Heritage Hall, non-profit organizations will receive a 10% discount off the rental rate provided the organization is a 501 C3 organization and can provide a letter with proof of non-profit status at the time of booking. Discount applies only to the hourly rental rate.

**DAMAGE DEPOSITS (applies to Heritage Hall rentals only)**

Heritage Hall rentals are charged a \$250 damage deposit, which is due at the time of application.

- Deposits can be paid by cash in the exact amount, MasterCard, Visa or check made payable to the City of Kirkland. **NOTE:** Deposits will be processed on the date received.
- The remaining balance is due within one month of receiving confirmation but no later than 30 days prior to the date of rental. A damage deposit and rental fees for reservations booked within 30 days of rental date must be paid in full at the time of application.

Damage deposits are 100% refundable provided the following conditions are met:

- The facility and grounds are left in a clean and orderly manner.
- Use of the facility does not exceed the scheduled time.
- Additional staff time is not required.
- All equipment is accounted for and undamaged.
- Damage to the area or its contents has not occurred.
- All rules and procedures governing alcohol consumption are met.
- All rules and procedures governing City of Kirkland facility use are met.

If the above conditions are not met to the satisfaction of City staff, a fee will be deducted from the damage deposit. Please plan ahead when scheduling an event as overtime charges for staff and facility use will be billed. If the cost of cleaning and/or repair of the facility exceed the amount of the damage deposit, the renter will be billed for those additional costs. Janitorial service will be billed according to the current hourly rate paid by the City and repairs will be billed for the full replacement cost incurred.

Damage deposits will be refunded in full less a \$25 cancellation fee, within 30 days, if the reservation is cancelled prior to the event.

**CANCELLATION POLICY**

All cancellations must be made in writing (email is acceptable).

Heritage Park, Marina Park Pavilion, Woodlands Park Shelter, Juanita Beach Shelters and Everest Park Shelter cancellations:

- 90+ days notice - 100% of fees paid will be refunded, less a cancellation fee
- 30-89 days notice -50% of fees paid will be refunded
- 0-29 days notice -No refunds

Heritage Hall cancellations:

- 90+ days notice - 100% of fees paid will be refunded, less a cancellation fee
- 0-89 days notice -50% of fees paid will be refunded

The City, acting in good faith, may cancel a reservation in circumstances where the facility becomes unsafe for the intended use. Such circumstances include but are not limited to: natural disasters, environmental hazards, civil disturbances or other events affecting public health and safety.

**PERMIT CHANGES**

Once a Facility Use Permit has been issued, all date, rental time and activity change requests must be submitted in writing (email is acceptable). The requested change is subject to approval and receipt of a \$25.00 administrative fee. In addition, if there are changes proposed to any of the answers given on the application submitted after the permit has issued, these must be reported in conformity with the requirements on the Facility Use Request Form.

## **INSURANCE & LIABILITY**

Renters planning high risk activities may be required to provide proof of general liability insurance and must acknowledge responsibility that they will hold the City harmless from any and all claims by any person(s) arising from use of the facility and participation in the host's planned activities. A reference guide that gives examples of high risk activities is available on request.

When insurance is required, the applicant has **three options**: 1. Secure insurance through EBI (Entertainment Brokers International) at [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip). 2. Purchasing private insurance, or 3. In the case of contracting with a vendor ( i.e. inflatable toys/bouncy houses), securing insurance through the vendor. In all cases when insurance is required, the following documents need to be submitted to the City 30 days prior to the event, or 30 days upon submittal of the Facility Use Request form, whichever comes first. If the required documents are not provided by the deadline, the event may be subject to cancellation by the city.

### **Option 1** – Secure insurance through EBI (Entertainment Brokers International) at [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip).

Document(s) required:

- 1) Certificate of Insurance providing proof the following insurance requirements have been met:
  - General Liability Insurance
  - \$2,000,000 General Aggregate
  - \$1,000,000 Per Person, Per Incident
  - City of Kirkland listed as Additional Insured
  - Date, time and location of the event

Codes for the EBI website forms:

- KIRKLAND- 0465 plus one of the following facility codes:
- Heritage Hall – 077
- Heritage Park – 261
- Juanita Beach – 078
- Marina Park Pavilion - 079

- 2) In the case of providing insurance for use of alcohol at the event, the applicant must also provide:
  - Host Liquor Liability Coverage
  - Washington State Liquor Control Board Banquet Permit

### **Option 2** – Secure insurance through a private carrier.

Document(s) required:

- 1) Certificate of Insurance providing proof the following insurance requirements have been met:
  - General Liability Insurance
  - \$2,000,000 General Aggregate
  - \$1,000,000 Per Person, Per Incident
  - City of Kirkland listed as Additional Insured
  - Date, time and location of the event
- 2). Additional Insured Endorsement document providing the City of Kirkland as Additional Insured.
- 3) In the case of providing insurance for use of alcohol at the event, the applicant must also provide:
  - Host Liquor Liability Coverage
  - Washington State Liquor Control Board Banquet Permit

**Option 3** – Secure insurance coverage through a contracted vendor.

Note: In order to satisfy the insurance requirement, the City requires the applicant to contract with the vendor to provide both the equipment/services and staffing to supervise the use of equipment for the duration of the event. If the rented equipment is a type of inflatable toy/bouncy house, the applicant must contract with an approved L&I vendor. A list of vendors can be found <http://www.lni.wa.gov> and type in amusement ride companies for a complete list.

Document(s) required (*continues on next page*):

- 1) A copy of the contract between the vendor and the applicant. It must show the following:
  - The type of equipment and or service rented
  - The date and location of the rental
  - The stipulation for the vendor to provide staff for the equipment operation.
  - In the case of contracting a caterer to serve alcohol, a copy of the caterer’s current Liquor License is required. It must be current through the date of the event.
- 2) A copy of the Vendor’s Certificate of Insurance providing proof of the following insurance requirements:
  - General Liability Insurance
  - \$2,000,000 General Aggregate
  - \$1,000,000 Per Person, Per Incident
  - Applicant listed as Additional Insured
  - City of Kirkland listed as Additional Insured
  - Date, time and location of the event
- 3) Additional Insured Endorsement document providing proof the City of Kirkland and the Applicant are both listed as Additional Insured (this may require two Endorsement documents – one with the City listed, one with the Applicant listed).
- 4) Blanket Additional Insured Endorsement and Certificate of insurance (if applicable). A blanket “Additional Insured Endorsement” may be accepted as the Additional Insured Endorsement provided the following apply:
  - The copy of the permit with the entertainment vendor states that the City and Applicant will be an additional insured and
  - The City and Applicant have signed the permit/application and

In the case of choosing Option 3 (purchasing insurance through a contracted vendor), it is the responsibility of the applicant to communicate the City’s requirements to the contractor and to provide the documents listed through the applicant, from the vendor, to the City.

**FOOD & BEVERAGES**

Food and beverages are welcome. Renters are responsible for the care and condition of any equipment being used and must clean all equipment used.

Food

Renters have the option of bringing in their own food or having the event catered.

Catering

The City of Kirkland allows renters to bring in the caterer of their choice. Events in which the caterer stays on-site to perform final preparations and serve food to guests have additional requirements.

When insurance is required, please refer to Insurance and Liability section of this document.

Beverages

Alcoholic beverages are allowed at McAuliffe Park, Juanita Beach Park, Heritage Hall, Marina Park, and other locations at the discretion of the Parks and Community Services Director, with pre-approval through the Facility Use Request application process, and within the following guidelines:

If alcohol will be served at the event, be advised of the following policies and procedures:

- **It is illegal to serve liquor to anyone under the age of 21.**
- The sale of alcohol is not permitted.
- Alcohol service is limited to beer and wine only. Beer kegs and hard liquor are not allowed.
- Alcohol must be served in the area designated on your rental permit.
- Insurance coverage is required (please see section on Insurance and Liability for requirements).
- A Washington State Liquor Control Board Banquet Permit is required for all events involving alcohol. The original copy of this permit must be posted in a conspicuous location near the serving area during the event. A copy of the permit must be submitted to the City of Kirkland a minimum of 30 days prior to the event, or within 30 days of submittal of the Facility Use Request form, whichever comes first.
- The renter is responsible for the conduct and behavior of drinking guests.
- It is recommended that alcohol consumption stop a minimum of 1 hour prior to the designated end time of the event as specified on the rental permit.
- The City will determine the appropriate staffing level required for the event. If additional staff is deemed necessary, a fee of \$15 per hour will be added to the rental charges.
- Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures may result in a Police citation, immediate shut down of the event, forfeiture of your deposit, and/or additional fees.

### **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.
6. Cleaning of chairs and tables at the conclusion of the event is required. Use table coverings to protect tables from spills and stains.

### **PARKING**

Due to limited available parking, the City of Kirkland reserves the right to request large groups using City facilities during peak times to furnish effective plans for parking, traffic and crowd control.

### **LOADING, DELIVERY & STORAGE**

Deliveries must be arranged for during the rental period. Facility staff is not authorized to sign for your deliveries and due to space and security concerns they cannot store items for your event.

### **DECORATIONS**

Freestanding decorations are allowed and must be removed at the conclusion of the event. Please be advised of the following:

- The use of staples, nails, tacks and duct tape is prohibited when affixing decorations to walls. The use of masking/painters tape is acceptable. All tape must be removed when taking down decorations. Hanging decorations from light fixtures is prohibited.

- Rice, birdseed, glitter, confetti, dance wax, etc. are not allowed.

### **FLAMMABLE MATERIALS & BARBEQUES**

The use of flammable materials is regulated by the City of Kirkland's Fire Department. In compliance with the City Fire Code, flaming food is not permitted at indoor facilities. Additionally, fireworks are prohibited in the City of Kirkland and cannot be used at City facilities. Fuel canisters for warming food, votive and tea light candles that are contained and will not tip over are allowed. Renters can bring self-contained, gas barbecues to use at City facilities that feature outdoor patio areas. Barbeques are not permitted indoors.

**SMOKING**

City of Kirkland indoor facilities are smoke and tobacco free. Smoking is permitted outside the facility no less than 25 feet away from any entrance/opening, including windows. Use the receptacles provided for proper disposal. Renters are responsible for ensuring that outdoor areas are clear of smoking debris at the conclusion of the event.

**BUSINESS PURPOSE**

Use of a facility for public commercial purposes or activities that involve fundraising, advertising, promoting or selling of merchandise or services, including fee based business meetings and/or seminars, may be restricted at the discretion of the director. Additional fees may apply.

**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.

**CITY CODES & ORDINANCES**

All park users are required to obey City of Kirkland Park use rules and regulations as outlined in the Park Rules section of this guide. The City of Kirkland reserves the right to monitor and establish volume levels. Noise must be at a reasonable level as to not disturb other park users.



**FEE SCHEDULE**

*Fees subject to change*

Make checks payable to the CITY OF KIRKLAND

<b>Athletic Fields</b>				
		<b>• Fee per 3 hour block •</b>	<b>Resident</b>	<b>Non-Resident</b>
<b>ADULT</b>	Softball		\$30	\$36
	Hardball - 7 inning		\$50	\$60
	Hardball - 9 inning		\$65	\$78
<b>YOUTH</b>	Hardball – Recreational Program, Regular Game Fee		\$20	\$24
	Hardball - Select, Tournament		\$40	\$48
	Softball		\$30	\$36
Reservation Fee			\$20	\$24
Lights @ Lee Johnson Field (3 hour min.)			\$20/hour	\$24/hour

<b>Picnic Shelters at Everest, Juanita Beach, Woodlands Park and Open Park Space Rentals:</b>	
<b>• Fee per 3 hour block •</b>	
1 - 50 people	\$50
1 - 50 people	Additional Hour \$20
51 - 100 people	\$85
51 - 100 people	Additional Hour \$30
101 - 200 people	\$120
101 - 200 people	Additional Hour \$60
200+ people	\$120 + 50¢ per person over 200

<b>Marina Park Pavilion</b>	
<b>• Fee per 3 hour block •</b>	
1 - 50 people	\$75
51 - 100 people	\$100

<b>Open Space Requests</b>	
Fee To Be Determined	
<b>Other Fees</b>	
Administrative Fee	\$25
Cancellation Fee	\$25
Electrical Box	\$250 Deposit \$50 rental fee

<b>Heritage Hall</b>			
<b>(2008 Rates are currently under review and subject to change without notice)</b>			
<b>Day of Week</b>	<b>Time of Day</b>	<b>Rental Rate</b>	<b>A minimum \$250 damage deposit is required.</b>
Monday - Friday	7:00am – 5:00pm	\$60/hr	
Monday – Thursday	6:00pm - 11:00pm	\$35/hr	
Friday	6:00pm - 11:00pm	\$100/hr	
Friday	7:00am – 11:00pm	\$1,000	<b>Site monitor fees may apply.</b>
Saturday	7:00am – 5:00pm	\$75/hr	
Saturday	6:00pm – 11:00pm	\$100/hr	
Saturday	7:00am – 11:00pm	\$1,100	<b>Non-profit groups will receive a 10% discount off the rental rates at Heritage Hall.</b>
Sunday	7:00am – 11:00pm	\$60/hr	



## PARK RULES

### Kirkland Municipal Code, Chapter 11.80

#### **11.80.010 Title of chapter.**

This chapter may be cited as the park code of conduct for the city of Kirkland. (Ord. 2120 § 1, 1970)

#### **11.80.020 Police power.**

This chapter is hereby declared to be an exercise of the police power of the city for the public peace, health, safety and welfare and its provisions are to be liberally construed. (Ord. 2120 § 2, 1970)

#### **11.80.030 Definitions.**

The terms herein used, unless clearly contrary to or inconsistent with the context in which used, shall be construed as follows:

- (1) "Director" means the director of the parks and recreation department of the city as established by Chapter [3.68](#).
- (2) "Park" means and includes all city parks and all areas within the boundaries of a city park, including structures, regardless of whether the area is under the management and control of the park and recreation department.
- (3) "Park board" means the board of park commissioners as established and created by Chapter [3.36](#).
- (4) Wherever consistent with the context of this chapter, words in the present, past or future tenses shall be construed to be interchangeable with each other and words in the singular number shall be construed to include the plural. (Ord. 4018 § 1, 2005: Ord. 2120 § 4, 1970)

#### **11.80.040 Posting signs, posters and notices.**

(a) It is unlawful for any person, without prior written permission of the director, to attach any notice, bill, poster, sign, wire, rod or cord to any tree, shrub, railing, post or structure within any park; provided, that the director may permit the erection of temporary directional signs or decorations on occasions of public celebration and picnics.

(b) It is unlawful for any person, without prior written permission of the director, to use, place or erect any signboard, sign, billboard, bulletin board, post, pole, or device of any kind for advertising in any park, or to place or erect in any park a permanent or temporary structure of any kind; provided, that before granting any such permit, the director shall establish general rules and regulations pertaining hereto, including provisions pertaining to removal, protection of the city park department and its employees, protection of the interests of the general public, and of persons using said park. (Ord. 2120 § 5, 1970)

#### **11.80.050 Injury to park property unlawful.**

It is unlawful for any person to remove, destroy, mutilate or deface any structure, or any part of any structure, or any fixture therein, or attached thereto, or any monument, statue, vase, fountain, wall, fence, railing, vehicle, bench, shrub, tree, fern, plant, flower, lighting system or sprinkling system, or any other property lawfully located within any park. (Ord. 2120 § 6, 1970)

#### **11.80.060 Animals at large prohibited.**

The provisions of Chapter [8.04](#) of the Kirkland Municipal Code, including all portions of the King County Code adopted by reference, shall apply in all city parks. It is unlawful for any person to allow or permit any animal owned by him or within his possession or under his control to run at large in any park or enter any designated swimming area located therein. The director, acting pursuant to Section [11.80.220](#), may adopt rules prohibiting dogs or other types of domesticated animals from entering certain parks or certain portions of parks after consultation with the city council. (Ord. 3998 § 4, 2005: Ord. 3835 § 1, 2002: Ord. 2120 § 7, 1970)

#### **11.80.070 Firearms and explosives.**

It is unlawful to shoot, fire or explode any firearms, fireworks, firecracker, torpedo or explosive of any kind or to carry any firearm or to shoot or fire any air gun, bows and arrows, B.B. gun, or use any slingshot or other propelling device wherein the applied human energy or force is artificially aided, directed or added to in any park, except in such designated recreational areas as may by the department of park and recreation be developed and provided for such activities. (Ord. 2120 § 8, 1970)

#### **11.80.080 Teasing, annoying or injuring animals prohibited.**

It is unlawful for any person in any park, in any manner to tease, annoy, disturb, molest, catch, injure or kill or to throw any stone or missile of any kind at or strike with any stick or weapon any animal, bird or fowl; or to catch any fish or feed any fowl except at those places as may be so designated for the catching of fish or the feeding of fowl by the director. (Ord. 2120 § 9, 1970)

**11.80.090 Certain vocations and loudspeakers prohibited.**

It is unlawful to sell, solicit or peddle in any park without first obtaining a written permit from the director. It is also unlawful to operate or use any loudspeaker or sound amplification devices in any park without first obtaining a written permit from the director. (Ord. 3835 § 2, 2002: Ord. 2120 § 10, 1970)

**11.80.100 Selling refreshments or merchandise.**

It is unlawful to sell refreshments or merchandise in any park without first entering into a concession contract according to the rules and regulations of the park and recreation department therefore with the city. (Ord. 3835 § 3, 2002: Ord. 2120 § 11, 1970)

**11.80.110 Watercraft.**

It is unlawful for any person to have, keep or operate any boat, float, raft or other watercraft in or upon any bay, lake, slough, river, or creek, within the limits of any park, or to land the same at any point upon the shores thereof bordering upon any park, except at such places as shall be set apart for such purposes by the director and so designated by signs. (Ord. 2120 § 12, 1970)

**11.80.120 Emergency aid by watercraft.**

It is unlawful for any person to land or dock a boat at any swimming dock or float, nor shall any boat be allowed within a swimming area except in an emergency involving rescue or lifesaving. (Ord. 2120 § 13, 1970)

**11.80.130 Riding vehicles and animals.**

It is unlawful for any person to ride or drive any vehicle or animal over or through any park except along and upon the park drive parkways, park boulevards, and bicycle paths, or at a speed in excess of the posted speed limit or in excess of fifteen miles per hour where no speed limit is so posted or to stand or park any vehicle in any park except in areas designated for such purpose by the director and so posted by signs, or to stand or park any vehicle between the hours of eleven p.m. and seven a.m. of the following day except in such areas as may be designated for such purpose by the director and so posted by signs. (Ord. 2120 § 14, 1970)

**11.80.140 Camping areas.**

It is unlawful for any person or group of persons to “camp out” in any park except at places set aside for such purposes by the director and so designated by signs. (Ord. 2120 § 15, 1970)

**11.80.150 Practicing and playing games.**

It is unlawful for any person to practice or play golf, baseball, cricket, lacrosse, polo, archery, hockey, tennis, badminton or other games of like character or to hurl or propel any missile except at places set apart and developed for such purposes by the department of park and recreation and so designated by the director. (Ord. 2120 § 16, 1970)

**11.80.160 Depositing refuse and litter.**

It is unlawful for any person to throw any refuse, litter, broken glass, crockery, nails, shrubbery, trimmings, junk or advertising matter in any park or to deposit any waste or abandoned material therein except in designated receptacles. (Ord. 2120 § 17, 1970)

**11.80.170 Testing vehicles prohibited.**

It is unlawful to operate any motor vehicle or motorcycle for the purpose of testing it, or ascertaining its fitness for service, along or upon any park drive, parkway or park boulevard. (Ord. 2120 § 18, 1970)

**11.80.180 Permit for assemblies required.**

It is unlawful for any person to hold, sponsor, or participate in any organized assembly without first giving to the director, notice thereof and obtaining there from, his written permit to do so. Such notice shall be given at least seventy-two hours prior to the date established for such assembly. Pursuant to Chapter [3.68](#) and Section [11.80.220](#), the director is hereby ordered to establish forthwith such rules and regulations pertaining to the issuance of assembly permits as shall permit the fullest peaceful utilization of the parks by all of the general public (including such persons attending such assemblies and such other persons utilizing the park, but not in attendance at such assembly) as shall be reasonably possible and consistent with the health, safety, and general welfare. In this connection, and in addition to the conduct requirements of this chapter, such rules and regulations may require the deposit of “cleanup” undertakings, the furnishing of waste and sanitary conveniences and effective plans for traffic and crowd control and management. (Ord. 2120 § 19, 1970)

**11.80.190 Races prohibited.**

It is unlawful for any person in any park to engage in conduct or hold any trials or competitions for speed, endurance or hill climbing involving any vehicle, boat, aircraft or animal, except at specified places and times designated for such activities by the director upon his determination that:

(1) Adequate provision has been made to insure that the health and safety of participants in and spectators of any such activities will not be subject to undue hazard;

- (2) Such activities will be conducted in such a manner as to minimize potential damage to public or private property;
- (3) Such activities will not constitute a public nuisance; and
- (4) Such activities will not unduly interfere with the use of park facilities by the general public. (Ord. 2120 § 20, 1970)

**11.80.200 Building fires.**

It is unlawful for any person to build any fire in any park except in such areas as may be designated by the director and such designation is clearly defined by signs posted in such area. (Ord. 2120 § 21, 1970)

**(S)11.80.210 Intoxicating liquors and drugs prohibited.**

It is unlawful for any person to possess a container of any alcoholic beverage, whether opened or unopened, while in any city park. Any person having a container within one's immediate reach or control (such as at a bench, picnic table, blanket, or motor vehicle where that person is sitting) within a city park may be considered to be in possession of the container for the purposes of this section. A person is exempt from this section to the extent that his/her actions are in accordance with a parks department special alcohol permit. (Ord. 3882 § 1, 2003; Ord. 2533 § 1, 1980; Ord. 2120 § 22, 1970)

**11.80.220 Adoption of rules and regulations by director.**

The director shall have the power, pursuant to Chapter [3.68](#), to promulgate and adopt reasonable rules and regulations pertaining to the operation, management and use of the parks, and shall post the same in conspicuous places in the parks. Such rules and regulations shall include a procedure for granting blanket permits encompassing any particulars of this chapter to locally and nationally recognized organizations or associations. Such rules and regulations may include the establishment of hours during which any park or portion thereof as designated by signs located within the designated portion, shall be closed to the general public; such closures may be for reasons of public safety, welfare and convenience, or for reasons of park maintenance. It is unlawful for any person to violate or fail to comply with any park rule or regulation duly adopted and posted by the department. (Ord. 2120 § 23, 1970)

**11.80.230 Aiding and abetting violations.**

Any person participating in a violation of any provision of this chapter whether directly committing the act or omitting to do the thing constituting the offense or who aids or abets the same, and whether present or absent, and anyone who directly or indirectly counsels, encourages, hires, commands, induces, or otherwise procures another to commit such offense, shall be proceeded against and prosecuted as such. (Ord. 2120 § 24, 1970)

**11.80.240 Dogs prohibited in waterfront parks.**

*Repealed by Ord. 3835. (Ord. 2449 § 1 (part), 1979)*

**11.80.250 Parks closed between ten p.m. or eleven p.m. and dawn.**

The provisions of this section shall apply to all parks, improved and unimproved, within the city or owned by the city.

A. Except as otherwise provided herein, all waterfront parks, including vehicle parking areas within the parks, within the city or owned by the city shall be closed to the general public between the hours of ten p.m. and dawn of the following day.

B. Except as otherwise provided herein, all other parks, including vehicle parking areas within the parks, within the city or owned by the city, shall be closed to the general public between the hours of eleven p.m. and dawn of the following day.

C. It is unlawful for any person, other than a police officer or authorized park department employee, to enter into or remain within a park within the city or owned by the city at any time between the closing hour designated above and dawn of the following day.

D. For the purposes of this section, "dawn" means the time of official sunrise for the particular day as published by the U.S. Weather Service. (Ord. 4008 § 1, 2005; Ord. 2957 § 1, 1986; Ord. 2546 § 1, 1981)



**APPLICANT INFORMATION** *(Responsible Party)*

Group/Organization <i>(If Applicable)</i> :		
Applicant <i>(Sole Event Contact)</i> :		Phone:
Address:		Fax:
City:	State:	Zip:
Email:	Day of Event Phone:	

**EVENT INFORMATION**  
*(Juanita Beach, Woodlands Park and Everest Park Picnic Shelters are available: 7-10am, 11-2pm, 3-6pm and 7-10pm)*

Name of Park and/or Facility:	
Date requested:	Day of week:
Time requested: _____ to _____ <i>(Include Setup, Take-down, &amp; Clean-up)</i>	Total hours:

**PAYMENT INFORMATION**

<input type="checkbox"/> Cash \$ _____	<input type="checkbox"/> Check # _____ <i>(Payable to the City of Kirkland)</i>	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
_____	_____	_____	
Credit Card Number	Expiration Date	Print Name Above as It Appears On Card & Sign	

**INSURANCE:**

The City of Kirkland does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its member, or those attending the event. If applying organization is required to be covered by general liability insurance, they are responsible for obtaining said insurance. If required, attach proof of insurance.

**HOLD HARMLESS AGREEMENT:**

The undersigned hereby make application to the City of Kirkland (City) for use of park facilities and certifies the information given in the application and supporting material is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all ordinances and regulations of the City of Kirkland. The applicant/organization agrees to indemnify, defend, and save harmless the City or its officers, agents, employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees. "Fault" as herein used shall have the same meaning as set forth in RCW 4.22.015. The applicant further agrees to reimburse the City of Kirkland Parks and Community Services Department for any damage arising from the applicant's use of said facilities and equipment. The applicant or his agent has examined and inspected the park facilities, premises, equipment, and furnishings for defects and finds them fit and safe for the purpose stated above.

**RULES & REGULATIONS** *(Initial each item indicating that you have read and understand the requirements.)*

\_\_\_\_\_ **Facility Rental Information:** I have read and understand the "Facility Rental Information Guide."

\_\_\_\_\_ **Alcohol:** I have read and understand that alcohol must be pre-approved with at least 30 days notice. See the "Facility Rental Information Guide" for requirements that must be met prior to consideration. Alcohol use may only be approved at Heritage Hall, Marina Park Pavilion and Juanita Beach Picnic Shelters. Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures may result in a Police citation, immediate shut down of the event, forfeiture of your deposit, and/or additional fees

**I have read, understand, and accept all rules and requirements in the City of Kirkland's Facility Rental Information Guide for the space I am requesting to use. I further certify that I am 18 years of age or older.**

Print Name	Signature	Date
Print Name	Signature	Date



**SPACE & USE**

1. Indicate how you will use the space (*mark all that applies*):

- Meeting     Reception     Class     Party     Wedding     Picnic     Performance

2. Describe your event and the purpose of your event. Please include all activities.

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3. Anticipated attendance?  1-50     51-70     71-100     101-200     200+

4. Will you be serving food?     Yes     No

If yes, who is providing?     Group Member     Caterer to deliver     Caterer prepare/serve

5. Will you be serving alcohol?     Yes     No

If yes, who is providing?     Group Member     Caterer to deliver     Caterer prepare/serve

6. Will there be music?     Yes     No

If yes, who is providing?     Stereo     DJ     Live

If live, which instruments? \_\_\_\_\_

7. Will you be collecting admissions?  Yes     No    Describe: \_\_\_\_\_

8. Will you be selling concessions?  Yes     No    Describe: \_\_\_\_\_

9. Indicate facility you want to reserve (*mark all that applies*):

Heritage Park:     Heritage Hall (*non-profit id.* \_\_\_\_\_)     Centennial Gardens     Upper Lawn

Marina Park:     Pavilion

Woodlands Park:  Picnic Shelter

Everest Park:     Picnic Shelter     Field D

Juanita Beach Park:     Beach Shelter     Creek Shelter     Little League Field 1     Little League Field 2

Other (*submit site plan*): \_\_\_\_\_

**EQUIPMENT**

10. Indicate any equipment you intend to bring with you to use:

- Chairs     Tables     Decorations/Banners     Tent/Canopy     Generator  
 Stage     BBQ     Candles / Open Flames     Inflatable Bouncer     Other \_\_\_\_\_

11. On-site equipment to be used (*mark all that applies*):

Heritage Hall:     Tables     Chairs     Mounted Screen     Podium

Marina Park Pavilion:     Power

Heritage Park:     Power     Water

Juanita Beach Park:     Power     Water



**CHANGES AFTER THE PERMIT IS ISSUED**

**CHANGES AFTER THE PERMIT IS ISSUED**

If there are any changes to any of the foregoing answers after submitting this application, the applicant must inform the appropriate individual listed in Contact Information below immediately upon becoming aware of the change or the need for the change. The City will try to accommodate any change requested if a reasonable amount of time is given to process the request but reserves the right to cancel the permit if the City deems it necessary. Further, failure to report the proposed change in time for the City to process the request may result in cancellation of the permit even on the day of the event if the City deems it necessary.

**Received by:** \_\_\_\_\_  
**City representative**

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

Applications may take up to 10 days to process.  
 Incomplete applications will be returned.

<b>CONTACT INFORMATION</b> <b>Please contact the appropriate staff member below with any questions.</b>	
<p style="text-align: center; color: purple;"><b>Heritage Hall, Heritage Park, Marina Park, Open Space or Athletic Fields</b></p> <p><b>Nicci Osborn, Parks Coordinator</b>            Phone: 425.587.3342            Fax: 425.587.3396            Email: <a href="mailto:nosborn@ci.kirkland.wa.us">nosborn@ci.kirkland.wa.us</a></p>	<p style="text-align: center; color: purple;"><b>Picnic Shelters</b></p> <p><b>Cathy Anderson, Accounts Associate</b>            Phone: 425.587.3349            Fax: 425.587.3396            Email: <a href="mailto:canderson@ci.kirkland.wa.us">canderson@ci.kirkland.wa.us</a></p>
<p style="text-align: center; color: green;"><b>Mailing Address</b></p> <p>City of Kirkland, Parks Department            ATTN: (Name from above)            123 5<sup>th</sup> Avenue            Kirkland, WA 98033</p>	<p style="text-align: center; color: green;"><b>Office Address</b></p> <p>Parks Maintenance and Operations Office            Building Hours Monday – Friday 6:30 to 3:30 (closed holidays)            1129 8<sup>th</sup> Street            Kirkland, WA</p>