



Catering Application

City of Kirkland Parks & Community Services

www.kirklandwa.gov

Requirements must be met a minimum of 10 business days prior to the event date to be approved:

1. If you have reserved a parks facility and desire to hire a catering company to prepare and/or serve food on site at your event you must submit this completed application with \$25 High Risk fee to:

City of Kirkland
Parks & Community Services
Attn: Kevin Ball
123 5th Ave
Kirkland, WA 98033
2. A Certificate of Insurance for the caterer is required. The City of Kirkland must be named as Additional Insured and list the City of Kirkland, 123 5th Ave, Kirkland, WA 98033 as Certificate Holder. Minimum amount of General Liability is \$1,000,000 per occurrence, \$2,000,000 aggregate.
3. Upon successfully meeting all requirements, your rental confirmation will indicate approval.

APPLICANT & EVENT INFORMATION (Responsible Party)

Organization:	Date of Event:
Main Contact:	Cell Number:
Facility Reserved for Your Event:	
Time Caterer Will Arrive:	Time Caterer Will Leave:

CATERER INFORMATION

Caterer Name:	Phone #:
Contact Name:	Fax #:
Mailing Address:	Email:
City: St.: Zip:	WA State Business Lic. #:
King County Food Service Establishment Permit#:	Kirkland Business Lic. #

All caterers conducting business in Kirkland Parks are required to have both licenses & permit. For information about a City of Kirkland or Washington State Business License, please contact the Tax Office at 425.452.6851 or go to <http://bls.dor.wa.gov/>

RULES & REGULATIONS – Initials required by Applicant on each item. Incomplete forms will be returned.

___ I understand it is my responsibility to comply with all requirements and conditions set forth and the request may be denied if requirements are not met a minimum of ten business days prior to the event date. Any changes made must be done within ten business days of event.

___ I have read the Facility Rental Guidelines and understand the city codes, policies and ordinances governing use of the Kirkland Parks and agree to abide by them.

Signature _____ Printed Name _____ Date _____