



# **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 potential users 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 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 in 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 paid by check will be cashed.**
- The remaining fees are 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, an appropriate 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 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.

## **INSURANCE & LIABILITY**

Renters planning high risk activities may be required to have proof of bodily injury and property damage liability 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.

When additional insurance is required, the following documents must be submitted:

- Certificate of Insurance

Insurance requirements are as follows:

- \$1,000,000 each occurrence and \$2,000,000 general aggregate
- City of Kirkland listed as additional insured
- Date, time and location of the event

- Additional Insured Endorsement

This document provides proof the insurance policy has been endorsed to contain that the renter's insurance coverage shall be primary insurance as respects the City of Kirkland.

These documents must be submitted 30 days prior to the event. If coverage can not be obtained through a private carrier, contact Entertainment Brokers International at <https://www.ebi-ins.com> or call 1-800-507-8414.

## **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 additional insurance is required, the following documents must be submitted:

- Certificate of Insurance

Insurance requirements are as follows:

- \$1,000,000 each occurrence and \$2,000,000 general aggregate
- City of Kirkland listed as additionally insured
- Date, time and location of the event

- Additional Insured Endorsement

This document provides proof the insurance policy has been endorsed to contain that the renter's insurance coverage shall be primary insurance as respects the City of Kirkland.

### Beverages

Alcoholic beverages are only allowed at Juanita Beach Picnic Shelters, Heritage Hall and Marina Park Pavilion and must be pre-approved through the rental application process.

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.
- 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.
- 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.

If serving alcohol, the following documents are required:

- State of Washington Banquet Permit  
This permit can be obtained from a local State of Washington liquor store. Submit a photocopy of the approved permit with your Facility Use Request. Keep the original to post at the facility during the event.
- Certificate of Insurance  
Insurance requirements are as follows:
  - Alcohol Liability must be specifically listed on the certificate
  - \$1,000,000 each occurrence and \$2,000,000 general aggregate
  - City of Kirkland listed as additional insured
  - Date, time and location of the event
- Additional Insured Endorsement  
This document provides proof the insurance policy has been endorsed to contain that the renter's insurance coverage shall be primary insurance as respects the City of Kirkland.

These documents must be submitted 30 days prior to the event. If coverage can not be obtained through a private carrier, contact Entertainment Brokers International <https://www.ebi-ins.com> or 1-800-507-8414.

## **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. If damage occurs, additional fees will be assessed.
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.

### **SELLING ITEMS**

Use of the facility for commercial purposes or activities that involve fundraising, advertising, promoting or selling of merchandise or services may be restricted at the discretion of the director. Additional fees may apply.

In addition, business meetings, seminars, etc. shall not involve an admission fee or tuition, nor be advertised as being open to the general public.

### **UTILITIES**

Juanita Beach Park Picnic shelters each 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>League Use</b>	<b>Non-League Use</b>
ADULT	Softball		\$25	\$25
	Hardball - 7 inning		\$50	\$50
	Hardball - 9 inning		\$65	\$65
YOUTH	Hardball - Kirkland Sponsored		\$15	<b>N/A</b>
	Hardball - Select, Tournament & Non-resident		\$35	\$35
Reservation Fee			\$15	\$15
Lights @ Lee Johnson Field (3 hour min.)			\$15/hour	\$15/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>	
Monday - Friday	7:00am – 5:00pm	\$60/hr	<b>A minimum \$250 damage deposit is required.</b>
Monday – Thursday	6:00pm - 11:00pm	\$35/hr	
Friday	6:00pm - 11:00pm	\$100/hr	<b>Site monitor fees may apply.</b>
Friday	7:00am – 11:00pm	\$1,000	
Saturday	7:00am – 5:00pm	\$75/hr	<b>Non-profit groups will receive a 10% discount off the rental rates at Heritage Hall.</b>
Saturday	6:00pm – 11:00pm	\$100/hr	
Saturday	7:00am – 11:00pm	\$1,100	
Sunday	7:00am – 11:00pm	\$60/hr	

## PARK RULES

**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 Community Services Department of the City as established by Chapter 3.68.

(2) "Park" means and includes all City parks, public squares, public drives, parkways, boulevards, golf courses, park museums, zoos, pools, bathing beaches and play and recreation grounds under the management and control of the Parks and Community Services 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 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 or Parks and Community Services Department and its employees, protection of the interests of the general public, and of person 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, 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.** 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 lake, pond, pool, fountain or stream located therein. (Ord 2120§7, 1970)

**11.80.070 Firearms and explosives.** It is unlawful to shoot, fire or explode any firearms, fire works, 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 Parks and Community Services be developed and provided for such activities. (Ord 2021§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 2020§9, 1970)

**11.80.090 Certain vocations prohibited.** It is unlawful to take up collections, or to act as or by the vocation of a solicitor, agent, peddler, fakir, mendicant, beggar, strolling musician, organ grinder, exhorter, barker, showman, or bootblacks; or without first obtaining a written permit from the Director thereto to operate or use any metal detectors or loudspeakers in any park. (Ord 2120§10, 1970)

**11.80.100 Selling refreshments or merchandise or distributing literature.** 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 Parks and Community Services Department therefore with the City. It is further unlawful for any person to distribute literature of any kind in any park within the City without first obtaining a written permit to do so from the Director. The Director shall establish pursuant to Chapter 3.58 and Section 11.80.220, rules and regulations relating to the issuance of such permit which may prohibit the distribution of literature of a purely "commercial advertising nature" and shall require the deposit with the City of a "litter" cleanup deposit in an amount to be determined by the Director prior to the issuance of any such written permit. (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 Parks and Community Services 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, parkways 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 trial 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)

**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 purpose of this section. (Ord 2533§22, 1980)

**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 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 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.** No dogs shall be permitted within any of the following City parks during the period indicated. Marina Park between January 1 and December 31, inclusive in each year (at all times). All other waterfront parks between June 1 and October 1, inclusive in each year. For the purposes of this section "waterfront park" means any City park

situated along the shoreline of Lake Washington and includes Houghton Beach Park, Marsh Park, Lake Street Landing Park, Marina Park, Waverly Park and Kiwanis Park. No owner or keeper of any dog shall permit such dog to enter or be within any of the parks listed hereinabove during the times when dogs are prohibited therefrom. Any dog within any of said parks during the time in which dogs are prohibited therein, shall be subject to immediate impoundment pursuant to the provisions for impounding of dogs contained in Section 8.03.050 of the Kirkland Municipal Code.

(Ord 2449§1 (part), 1979)

**11.80.250 Certain parks closed between eleven p.m. and dawn.**

(a) The provisions of this section shall apply to all parks, improved and unimproved, within the City or owned by the City except Marina Park.

(b) Except as otherwise provided herein, all 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 hours of eleven p.m. and dawn of the following day.

(d) For the purpose of this section, "dawn" means the time of the official sunrise for the particular days as published by the U.S. Weather Service. (Ord 2546§1, 1981)



**City of Kirkland  
Parks & Community Services**

**FACILITY USE REQUEST FORM**

<b>APPLICANT INFORMATION</b> <i>(Responsible Party)</i>		
Group/Organization <i>(If Applicable)</i> :		
Applicant <i>(Sole Event Contact)</i> :	Phone:	
Address:	Fax:	
City:	State:	Zip:
Email:	Day of Event Phone:	
<b>EVENT INFORMATION</b>		
<i>(Juanita Beach, Woodlands Park and Everest Park Picnic Shelters are available: 7-10am, 11-2pm, 3-6pm and 7-10pm)</i>		
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:
<b>PAYMENT INFORMATION</b>		
<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	Signature

**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 bodily injury and property damage 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.

**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. Briefly describe your event: \_\_\_\_\_
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

<b>CONTACT INFORMATION: Please contact the appropriate staff member below with any questions.</b>	
<b><i>Heritage Hall, Heritage Park &amp; Marina Park Pavilion</i></b>	<b><i>Picnic Shelters</i></b>
Nicci Osborn, Park Coordinator Phone: 425.587.3342   Fax: 425.587.3902 Email: <a href="mailto:nosborn@ci.kirkland.wa.us">nosborn@ci.kirkland.wa.us</a>	Cathy Anderson, Accounts Associate Phone: 425.587.3349   Fax: 425.587.3902 Email: <a href="mailto:canderson@ci.kirkland.wa.us">canderson@ci.kirkland.wa.us</a>
<b><i>Mailing Address</i></b>	<b><i>Office Address</i></b>
City of Kirkland Parks Maintenance Attn: ( <i>Name of staff contact from above</i> ) 123 Fifth Avenue, Kirkland, WA 98033	City of Kirkland Maintenance Center 915 8 <sup>th</sup> Street, Kirkland, WA 98033 Hours: M-F, 6:30am – 3:30pm (closed holidays)

**Applications may take up to 2 weeks to process. Incomplete applications will be returned.**