



**City of Kirkland  
Neighborhood Association  
Event/Picnic Permit Application**

Office Use Only	
Received:	Complete:

- Instructions:**
1. Review the **Parks Facility Rental Guide** for complete details on reserving a park, park uses, and insurance and permit requirements.
  2. Complete and sign this application and attach a site map of the event. (**Note:** The site map should include the date of event, name and basic outline of park/facility, equipment, detailed activities and placement, and a map legend.)
  3. Submit documents a **minimum of 45 days** in advance of the event to:  
City of Kirkland, 123 5<sup>th</sup> Avenue, Kirkland, WA 98033  
Attention: Neighborhood Services
  4. All requests are on a first-come, first-serve basis. There is no binding agreement between the City of Kirkland and the Neighborhood Association until a rental confirmation and/or Park Use Permit is received. Applications may take up to 10 business days to process. Incomplete applications will be returned.
  5. **Note:** Financial transactions are **not** permitted for Park Use events. These events are restricted from charging fees for admission, food, beverages, merchandise, raffle tickets, ride tickets, etc.

**APPLICANT INFORMATION**

Neighborhood Association: \_\_\_\_\_

Event Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Day of Event Phone: \_\_\_\_\_

**EVENT INFORMATION**

Date of Event Requested: \_\_\_\_\_ Day of Event Requested (e.g., Saturday): \_\_\_\_\_

Time Requested (includes set up, take down, deliveries, cleanup): \_\_\_\_\_ Actual Time of Event: \_\_\_\_\_

Type of Event:  Egg Hunt  Halloween Event  Picnic  Other: \_\_\_\_\_

Anticipated Maximum Attendance:  1-50  51-75  76-100  101-200  201-300  301-400  400+

**FACILITY REQUESTED (Please select all that applies)**

<b>Outdoor Facilities</b> (Available 7 a.m.–11 p.m.)		<b>Athletic Fields</b> (Available 7 a.m.–dusk, March 1–October 15)	
<input type="checkbox"/>	Crestwoods Park	<input type="checkbox"/>	Crestwoods Ball Field: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
<input type="checkbox"/>	Everest Park Picnic Shelter	<input type="checkbox"/>	Everest Field: <input type="checkbox"/> D
<input type="checkbox"/>	Juanita Beach Park <input type="checkbox"/> Beach <input type="checkbox"/> North	<input type="checkbox"/>	Juanita Beach: Little League Field 1
<input type="checkbox"/>	Marina Park Pavilion	<input type="checkbox"/>	Juanita Beach: Little League Field 2
<input type="checkbox"/>	O.O. Denny Park Picnic Shelter	<input type="checkbox"/>	Softball Field Prep (Per Park staff availability)
<input type="checkbox"/>	Rose Hill Meadows Picnic Shelter	<b>Indoor Facilities</b> (Available 7 a.m.–11 p.m.)	
<input type="checkbox"/>	Terrace Park	<input type="checkbox"/>	Heritage Hall
<input type="checkbox"/>	Waverly Beach Park	<input type="checkbox"/>	North Kirkland Community Center
<input type="checkbox"/>	Woodlands Park Picnic Shelter	<input type="checkbox"/>	Peter Kirk Community Center
<input type="checkbox"/>	132 <sup>nd</sup> Square Park	<input type="checkbox"/>	

EVENT DETAILS (Please select all that applies)	
<b>Family Friendly Activities (Risk level to be determined):</b>	
Arts and Crafts. Describe:	Music: <input type="checkbox"/> Live <input type="checkbox"/> Recorded
Bean Bag, Frisbee, Ring, Water Balloon Toss	<input type="checkbox"/> I agree that the volume of music will be respectable of residential neighbors and that speakers will face inwards toward the event.
Carnival: <input type="checkbox"/> Face Painting <input type="checkbox"/> Games/Booths (No rides)	<b>Equipment (Neighborhood Association):</b>
Contest (e.g. Pie eating, "best of" competition)	BBQs: <input type="checkbox"/> Personal Propane <input type="checkbox"/> Onsite Charcoal BBQ ( <b>Note:</b> Ashbins only available at O.O. Denny Park. <u>Personal</u> charcoal BBQs are not allowed.)
Dance Instruction. Describe: _____	Chairs: # _____ Tables: # _____
Dog Activities. Describe:	*Generator: Will use generator with plug in cords and GFCI protection. <input type="checkbox"/> Yes <input type="checkbox"/> No Generator used for: _____
Field Games: <input type="checkbox"/> Bocce Ball <input type="checkbox"/> Kickball <input type="checkbox"/> Softball ( <b>Note:</b> Mesh ball/plastic bat use required at Little League sized fields.)	Machines: <input type="checkbox"/> Popcorn <input type="checkbox"/> Snow Cone <input type="checkbox"/> Other
Relay Races (e.g., three-legged race)	Port-O-Potty ( <b>Note:</b> Restrooms closed Nov 1–Mar 31)
<input type="checkbox"/> Tug of War <input type="checkbox"/> Volleyball	Signage: <input type="checkbox"/> A Board <input type="checkbox"/> Staked <input type="checkbox"/> Other
Other: _____	*Stage(s): Size _____ # of stages: _____
<b>Hired/Volunteer Entertainment (Include website):</b>	*Tents/Canopies: Size(s) _____ # _____ ( <b>Note:</b> Tents/Canopies must be weighted and not staked.)
Name: _____ / _____	Other: _____
Name: _____ / _____	
Name: _____ / _____	<b>Special Requests (Neighborhood Services):</b>
<b>"High Risk" Activities—Additional insurance, vendor invoice, and contract required:</b>	City staff attendance at picnic. Describe:
Dunk Tank	Easels: # _____ <input type="checkbox"/> Pick up <input type="checkbox"/> Deliver
Inflatable Bouncy Toy/Castle	Fire Dept. Rep (if available and no emergencies)
Rides: <input type="checkbox"/> Carnival <input type="checkbox"/> Pony	Police Officer (if available and no emergencies)
Other: _____	Waste Management Receptacles (96g): # _____ Food Waste # _____ Recycle # _____ Solid Waste ( <b>Note:</b> Only available for summer picnics.)
<b>Parades/Banners—Additional permit(s) and fees required:</b>	
Block Party/Parade	<b>Special Requests (Parks):</b>
Banner: <input type="checkbox"/> Park <input type="checkbox"/> Street	Cones: # _____ Barricades # _____
<b>Food:</b>	Field paint (to mark field for games)
Food supplied by Neighborhood Association	Parks assistance (e.g., remove park bollards, open restrooms, power access, water hook-up). Describe:
Food delivered by caterer or local business	
*Food prepared and/or served by caterer onsite	
<b>Note:</b> Items with an asterisk (*) may need additional permit or proof of insurance. Please refer to the <b>Parks Facility Rental Guide</b> .	Zumba Dance Instructor (if available)
	Other: _____

**CHANGES AFTER APPLICATION SUBMITTED:**

If there are any changes to any of the foregoing answers after submitting this application, the applicant must inform Neighborhood Services 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 and the new activity is not "high risk" or change the scope of event. Further, failure to report the proposed change in time for the City to process the request may result in denial of the request.

**INDEMNIFICATION:**

The Neighborhood Association agrees to defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any all claims arising from this event. In the event of liability for claims caused by or resulting from the concurrent negligence of the Neighborhood Association and the City, its officers, officials, employees and volunteers, the Neighborhood Association's liability hereunder shall be only to the extent of its negligence.

**AGREEMENTS:**

The undersigned hereby makes application to the City for use of the 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 submit this application on behalf of the Neighborhood Association and agrees the Neighborhood Association, its officers and volunteers will observe all ordinances and regulations of the City. The Neighborhood Association further agrees to reimburse the City for any damage arising from the use of the facilities and/or equipment.

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

- Park Use: I have read, understand, and accept all the rules and requirements in the **Parks Facility Rental Guide** for the space I am requesting to use.
- "I understand and agree that alcohol cannot be served, unless properly permitted by the City."
- I certify that I am 18 years of age or older.

Name (Print):	Signature:
Title:	Date: