



Kirkland Parks

experience it!

City of Kirkland
 123 Fifth Avenue
 Kirkland, WA 98033
 425-587-3300
 eParks@kirklandwa.gov

PERMIT #7148

Authorized On: 05/24/2021 05:28 PM

NOTE: Rental

Location	Permit Holder	Authorized Agent
Picnic Locations -	Kirkland Test 123 5th Ave Kirkland, WA 98033	Lourdes Mansanarez 425-587-3300 eparks@kirklandwa.gov http://www.kirklandwa.gov/depart/parks.htm

RESERVATIONS

Location	Facility	Date	Time	Hours	Fee
Picnic Locations -	Rotary Central Station Picnic Shelter (on CKC)	Thu, May 27th 2021	09:00 AM-02:00 PM	5.00	\$40.00
TOTAL:					\$40.00

CHARGES

LOCATION	FACILITY	DESCRIPTION	TOTAL	PAID	BALANCE DUE
Picnic Locations -	Rotary Central Station Picnic Shelter (on CKC)	May 27, 2021 9:00 AM-2:00 PM	\$40.00	\$40.00	\$0.00
TOTAL:			\$40.00	\$40.00	\$0.00

PAYMENTS

RECEIPT #	DATE/TIME	DESCRIPTION	AMOUNT
27445596	05/24/2021 05:28 PM	Cash	\$40.00
TOTAL:			\$40.00

PROMPT RESPONSES

Location	Facilities	Date	Days
Picnic Locations -	Rotary Central Station Picnic Shelter (on CKC)	05/27/2021	Thu

#1 - I agree that I am at least 18 years old for my rental.

Response: Agreed

Picnic Locations - Rotary Central Station Picnic Shelter (on CKC) 05/27/2021 Thu

#2 - Facility Use Permits are an option for private, by invitation only events with a known guest list. Online reservations are not an option for commercial filming or photograph, public performances, or special events. I agree that my event is private, by invitation only, is not advertised to the public and does not include sales.

Response: Agreed

Picnic Locations - Rotary Central Station Picnic Shelter (on CKC) 05/27/2021 Thu

#3 - What type of event are you having and what is the purpose of the event?

Response: Birthday Party

Picnic Locations - Rotary Central Station Picnic Shelter (on CKC) 05/27/2021 Thu

#4 - I understand that under Phase 1 of "Healthy Washington - Roadmap to Recovery" plan social gatherings may be held with ten or fewer people, limit two households. Under Phase 2, social gathering may be held with fifteen or fewer people, limit two households. Under Phase 3, social gatherings may be held with fifty or fewer people. The maximum capacity for this Picnic Shelter is 15 people. How many people are attending your event?

Response: 15

Picnic Locations - Rotary Central Station Picnic Shelter (on CKC) 05/27/2021 Thu

#5 - This picnic shelter does not have a public restroom facility at this location. Please be aware, if you are moving forward with a rental for this location that restroom facilities will not be available to you and your guests.

Response: Agreed

Picnic Locations - Rotary Central Station Picnic Shelter (on CKC) 05/27/2021 Thu

#6 - Rentals may not include animals (except service animals), commercial equipment, high-risk or damaging activities (such as inflatable bouncy houses, dunk tanks, paint, etc.). I agree my event will not include these activities and understand use of such equipment could result in immediate shut down of my event.

Response: Agreed

Picnic Locations - Rotary Central Station Picnic Shelter (on CKC) 05/27/2021 Thu

#7 - If an admission will be charged, please note the following: 1) it must be disclosed at the time of booking; 2) admission must be presold; it cannot be sold at the door; 3) a Washington State Admission Tax may apply. Kirkland Parks and Community Services will provide additional information upon disclosure. Will an admission be charged?

Response: No

Picnic Locations - Rotary Central Station Picnic Shelter (on CKC) 05/27/2021 Thu

#8 - I understand alcohol is not allowed at my private rental and agree myself and my guests will not be serving or consuming alcohol during my rental. I understand serving alcohol without approval and without permits is in violation of Local and State laws, may result in a Police citation, immediate shut down of my event, forfeiture of rental payment and/or additional fees.

Response: Agreed

Picnic Locations - Rotary Central Station Picnic Shelter (on CKC) 05/27/2021 Thu

#9 - The Cancellation and Change Policy is as follows: 60+ calendar days' notice – 100% of Rental Fee refunded, less a \$25 Administrative Fee; 30-59 days' notice – 50% of Rental Fee refunded; 0-29 days' notice – no refund of Rental Fee. For cancellations, Damage Deposit(s) are fully refunded. A minimum of 61+ days is required for changing a date, time or location. A \$25 Administrative Fee applies to changes to permits. By moving forward with this agreement, I agree to the Cancellation and Change Policy.

Response: Agreed

Picnic Locations - Rotary Central Station Picnic Shelter (on CKC) 05/27/2021 Thu

#10 - I am aware that no refunds will be provided due to weather conditions and cancellations must be made in writing (email is acceptable).

Response: Agreed

Picnic Locations - Rotary Central Station Picnic Shelter (on CKC) 05/27/2021 Thu

#11 - DISCLAIMER/CONDITION FOR CITY OF KIRKLAND FACILITY USE PERMITS DURING PUBLIC HEALTH CRISIS RESULTING FROM COVID-19: The issuance of this permit shall not be construed to be a permit for or approval of any ordinance or order of the City of Kirkland, of any state or federal law, or of any order, proclamation, guidance advice or decision of Public Health: Seattle and King County, the Washington State Department of Health (DOH), and the Washington State Governor and Legislator. To the extent the issuance of this permit is interpreted to allow activity during any period of time when such activity is prohibited or restricted, this permit shall not authorize such activity and shall not be valid. The City of Kirkland is authorized to suspend or revoke this permit if it is determined to be issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any City of Kirkland ordinance, regulation or order, state or federal law, or any

order, proclamation, guidance or decision of a local health officer or the Governor in existence on the date(s) of the permit. Renter agrees to follow all health directions related to gathering size limitations, social distancing, monitoring of all in attendance for illness, and maintaining clean and sanitized operations throughout use. The City will provide a full refund for rentals closed by the City for a public health order; however, the City is not responsible for renter's further financial loss.

Response: Agreed

Disclaimer/Conditions for City of Kirkland Facility Use Permits During Public Health Crisis Resulting From COVID-19

- The issuance of this permit shall not be construed to be a permit for or approval of any violation of any ordinance or order of the City of Kirkland, of any state or federal law, or of any order, proclamation, guidance advice or decision of Public Health: Seattle and King County, the Washington State Department of Health (DOH), and the Washington State Governor and Legislator.
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- Renter agrees to follow all health directions related to gathering size limitations, social distancing, monitoring of all in attendance for illness, and maintaining clean and sanitized operations throughout use.
- The City will provide a full refund for rentals closed by the City for a public health order; however, the City is not responsible for renter's further financial loss.

Facility Use Permit

- Renters shall be responsible for obtaining and maintaining at no cost to City, all licenses, permits and other authorization required in order to legally conduct activities in your rental.
- Renter must have this Facility Use Permit in-hand on-site the day of the rental. (Subletting is not allowed.)
- The Responsible Party must provide supervision of the Shelter, the event, vendors and guests for the duration of use and is fully responsible for the security of the facility for the duration of the rental.
- City of Kirkland Park Rules (Kirkland Municipal Code 11.80), on-site Park Rules, policies within the City of Kirkland Facility Rental Guide and City, State and Federal laws apply and must be followed.

Facility Access

- The facility may be rented to multiple groups on a particular date. Access of the facility is restricted to the contracted time listed above.
- All deliveries and pick-up of equipment, setup, teardown and cleaning must be done within the above permitted time.

Reserved Area

- The picnic location (shelter or designated open air picnic area).
- For rentals of picnic shelters, rental also includes approximately 15' of lawn surrounding the shelter with the exception of the Waverly Beach Park Picnic Shelter.

- All equipment, accommodations and organized activities must occur within the rented area.

Unreserved Areas

- Lawn, beach, parking and amenities not listed above. All equipment, activities and set-up must be contained to within the rented area.
- Except for the reserved area listed above, all other areas of the park remain open to general public. Access/use cannot be denied.

Site Amenities

- All deliveries and pick-up of equipment must occur within the rental period. Storage is not available on-site and the City does not rent equipment.
- Parking is not reserved and is available first-come, first serve for all park users in designated parking areas only. On-site parking rules and parking laws apply. Parking may not be blocked off.
- Restrooms are available on-site seasonally. Restrooms are closed approximately October 21st to March 15th.
- Power – Power is not provided. If power is desired through the use of a generator provided by the renter, the ability to use a generator on-site must receive preapproval. Certain size generators may require an IFC permit from Fire and Building Department (425.587.3600). The use of a generator without a permit, if applicable, is not allowed.
- Garbage – Garbage cans are available on-site. Any additional liners will need to be brought by the renter.

Permit Conditions

- Decorations/signs can be hung using non-damaging, paint safe tape only. The use of masking/painter's tape is acceptable. **Duct tape, staples, nails and tacks cannot be used for hanging items.**
- Glitter and confetti are prohibited.
- Candles must be fully enclosed and dripless.
- Fireworks are not allowed.
- All decorations, signage/banners, tape, strings, supplies and equipment are to be removed by the end of the rental period.
- Banners/signage must not be advertising in nature and may only be posted during the contracted time.
- The rented area surrounding grounds and amenities must be left undamaged and clean. If damage does occur or if the area is not properly cleaned, additional fees may apply. Janitorial/Cleaning fees are charged at \$75 an hour. Cleaning requirements are detailed within the Facility Rental Guide (wipe down all tables, benches, clean-up spills on floor, remove litter/game debris from landscape, clean barbecue, etc. (if applicable)).
- Garbage must be contained to on-site cans. Additional garbage may be left bagged and tied next to a City can for removal. If an item doesn't fit (i.e. pizza boxes), they must be disposed of off-site.
- Pets must be on-leash at all times. Pet waste must be picked up and placed bagged into a garbage can.

Music/Amplification

- Please be respectful of residential neighbors, businesses and other park users.
- Amplified sound must cease by 9:00 p.m.
- Amplified sound cannot be audible more than 50' from the source.
- Speakers must face inward, towards the event, not outward towards open park area or neighbors.

Barbecue

- If a personal barbecue would like to be used, it must be a propane operated barbecue. Personal charcoal operated barbecues are not allowed.
- Drip pans are required for personal barbecues and are not allowed to be disposed of on-site.
- Place personal barbecue(s) in a location wise to prevent smoke damage to the structure and safe for your guests and other park visitors.

Flammable Materials

- The use of flammable materials is regulated by the City of Kirkland's Fire Department. Fireworks are prohibited in the City of Kirkland and cannot be used at City facilities.
- Fuel canisters for warming food is permissible.

Alcoholic Beverages

- Alcohol is **not** allowed. Serving alcohol in violation of any city policies and procedures may result in a police citation, immediate shut down of the event, and/or additional fines and fees.

Changes to permit

- A \$25 Administrative Fee and additional fees may apply. Not all requested changes may be approved.
- Requests to change the date, add/remove rental hours or change the scope of the event must be received in writing by emailing eparks@kirklandwa.gov by 30 calendar days prior to the event date.

Cancellation Policy

- No refunds will be provided due to weather conditions.
- Cancellations must be received in writing by emailing Kirkland Parks at eparks@kirklandwa.gov:
- Cancellations 61+ days prior to rental will receive a refund of 100% of rental fees minus a \$25 administrative fee.
- Cancellations 30 - 60 days prior to rental will receive a refund of 50% of rental fees.
- Cancellations 0 - 29 days prior to rental will receive no refund of rental fees.

***Changes are subject to a \$25 administrative fee. If a rescheduled rental is cancelled, original reservation date is used for cancellation policy above.

Emergency Contact = If the picnic location is not accessible at the time specified on this permit, please provide proof of your rental via this permit as those with a permit take precedence over drop-in users. If further assistance is needed, call the Parks Crew at 425-864-3431.