



CITY OF KIRKLAND  
PARKS & COMMUNITY SERVICES DEPARTMENT

123 5<sup>TH</sup> Avenue, Kirkland, WA 98033 / 425-587-3330  
[kirklandwa.gov](http://kirklandwa.gov) / [kirklandparks.net](http://kirklandparks.net) / [eParks@kirklandwa.gov](mailto:eParks@kirklandwa.gov)

## LED SCREEN RENTAL GUIDE

Thank you for considering renting Kirkland's LED Screen for your event!

### HOURS OFFERED

- 8:00 a.m. - 11:00 p.m.
- Minimum rental required: 4 hours
- Maximum rental time: 8 hours
- The LED Screen is not available to rent on the following City observed holidays:
  - President's Day
  - Martin Luther King, Jr Day
  - Memorial Day
  - Juneteenth
  - Independence Day
  - Labor Day
  - Veteran's Day
  - Thanksgiving Day
  - The Day After Thanksgiving
  - Christmas Eve
  - Christmas Day
  - New Year's Eve
  - New Year's Day

### AVAILABILITY & RESERVATIONS

The LED screen may be reserved up to 6 months prior, but no less than 60 calendar days in advance of the rental. To rent the LED Screen, [submit an inquiry form](#) with your event information online.

### RENTER REQUIREMENTS, CITY CODES & ORDINANCES

Renters must be at least 18 years of age.

All City of Kirkland codes and ordinances are in effect and enforced at all City of Kirkland facilities. During the rental, renter agrees to comply with all local, state and federal laws, regulations and policies, including non-discrimination.

The City will not allow rental of the LED Screen to events or groups that are intended to be or give the appearance of being:

- a. Disparaging any person or class of persons.
- b. Promoting or inciting illegal, violent, or socially undesirable conduct.
- c. Related to tobacco products.
- d. Promoting illegal drugs.
- e. Related to adult or sexually oriented entertainment or materials.
- f. Related to gambling.
- g. Related to a religion or religious viewpoint. This prohibition does not preclude the City from renting the LED Screen to an event hosted by a religious organization that otherwise satisfies the allowable event criteria.
- h. Advocating for or opposing any political candidate(s) or ballot measure(s) in violation of RCW 42.17A.555.

The City will rent the LED Screen at its sole discretion. The City may waive rental requirements and prohibitions with approval from the Kirkland Parks & Community Services Department Director.

## FEES, DAMAGE DEPOSIT, & PAYMENT

### **Fees**

| Fee                 | Kirkland Resident | Non-Resident |
|---------------------|-------------------|--------------|
| Hourly Rental Rate* | \$750             | \$875        |
| Damage Deposit      | \$500             | \$500        |

\*A four-hour minimum rental is required.

\*\* Sales tax will apply.

Damage deposit(s) will be fully refunded if no damage is noted to the equipment, and all policies have been followed. Approved damage deposit refunds are processed within 10 business days from the event date.

### **Travel Fees**

At the discretion of the Kirkland Parks & Community Services Department, the LED Screen may be rented outside of Kirkland City limits. Additional travel and mileage fees will apply.

### **Payment**

Fees for rentals are due in full when the reservation is made. Payment may be made by Visa, MasterCard, or a check payable to the City of Kirkland. Checks must be received within 5 business days of the reservation, or the reservation will be cancelled.

## CANCELLATION/CHANGE POLICY

Cancellations must be made by email to [eParks@kirklandwa.gov](mailto:eParks@kirklandwa.gov).

- 60+ days' notice      100% refund of Fees and Damage Deposit (if paid), less a \$25 Cancellation Fee
- 31-59 days' notice      50% refund of Fees and 100% refund of Damage Deposit
- 0-30 days' notice      No refund of Fees, 100% refund of Damage Deposit

To reschedule a reservation of the LED Screen, a minimum of 31 calendar days' notice is required. Once the reservation process has begun, any requests to change the date, rental time and/or scope of the event must be submitted by email to [eParks@kirklandwa.gov](mailto:eParks@kirklandwa.gov). A \$25 Administrative Fee will apply.

## INSURANCE & LIABILITY

Rental of the LED screen does not require any additional insurance. The Renter will be required to sign a rental agreement and release the City of liability in case of damage caused by the set up, operation, or removal of the screen.

## **INCLEMENT WEATHER & TECHNICAL ISSUES POLICY**

The manufacturer of the LED Screen states that it is weatherproof to an IP67 rating and can withstand most weather events, including winds up to 45MPH. The City rents the LED Screen on the assumption that the event will proceed, rain or shine. Out of an abundance of caution, LED Screen rentals may be cancelled by the City if the weather forecast indicates sustained wind speeds over 15 miles per hour or wind gusts more than 25 miles per hour during the event. Cancellation of LED Screen rentals due to windy or inclement weather conditions will be determined on a case-by-case basis by City staff, considering the site, local conditions, and/or forecast. The City retains the right to cancel the rental for severe weather or unforeseen circumstances at any time. Rentals cancelled by the City in advance of the event will receive full refunds. Rentals cancelled by the City after the commencement of the event may receive a pro-rated refund.

Event cancellations initiated by the event organizer, based on the weather, will be refunded in accordance with the Cancellation/Change Policy outlined above. In the event of inclement weather, the event organizer may reschedule the LED Screen rental to a later available date provided:

- a) Notice of rescheduling due to inclement weather is provided in writing to the City 72-24 hours prior to the event start time; and
- b) The rescheduled date is within 6 months of the original event date.

The City is not liable for equipment malfunctions or technical difficulties. Pro-rated refunds may be issued due to technical difficulties or equipment malfunctions. The City will not be liable for any cost, damages, or delay caused directly or indirectly due to technical difficulties or equipment malfunctions.

## **EQUIPMENT OVERSTAY PENALTIES**

Overstay fees are charged at double (two times) the additional hourly screen rental rate using the appropriate hourly category for calculation.

## **MUSIC AND VOLUME**

Per City of Kirkland Municipal Code (KMC) Park Rules 11.80.090, noise/music must be at a reasonable level to not disturb other park users or neighbors. Per Kirkland Zoning Code (KZC) 115.95, noise levels may not injure; endanger the comfort, repose, health or safety of persons; or in any way render persons insecure in life, or in the use of property. Specifically, the City has adopted the noise levels set forth in the Noise Control Act of 1974, chapter 70.107 RCW; and chapter 173-60 WAC.

City staff will monitor and establish volume levels to comply with these noise restrictions.

## **RENTER'S RESPONSIBILITY/EVENT REQUIREMENTS**

The event organizer is responsible for obtaining all necessary permits and licenses for the event, including broadcast licenses and special event permits. More information about Kirkland special event permits can be found at the [Special Events page](#). If LED Screen rental is in conjunction with a City of Kirkland Special Event permit, Special Event permit timelines and requirements will apply and may supersede the LED Screen timelines and requirements provided herein.

At the time of application to rent the LED Screen, the event organizer must provide a site plan indicating screen placement, parking, restrooms, and street closures, where applicable. The site plan should list names of the parks, facilities, and streets; and should also show where the LED Screen will be located.

The City must approve the applicant's site plan. Changes to the site plan must also be approved by the City. The event organizer must request changes to this site plan no later than 10 days prior to the event date.

Parking must be reserved for the City vehicle used to transport the LED Screen to the event; and for any additional City vehicle(s) that may be required for staff.

It is the event organizer's responsibility to manage a safe and welcoming event. City staff will transport and operate the LED Screen and are not responsible for providing any event management services.

The City of Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or gender in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated may file a complaint with the City.

To request an alternate format, file a complaint, or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425-587-3011 or [titlevicordinator@kirklandwa.gov](mailto:titlevicordinator@kirklandwa.gov).

*Updated August 14, 2025*