



CITY OF KIRKLAND PARKS & COMMUNITY SERVICES

MARINA PARK AL LOCKE PAVILION RENTAL GUIDELINES

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

INTRODUCTION

- Thank you for choosing a Kirkland facility for your event! This Guide provides requirements needed to make a reservation for a **private rental** of the Marina Park Al Locke Pavilion.
- For events involving photography, performances or open to the public, please refer to [Special Events](#) regulations at the City of Kirkland website.
- **Only the Pavilion is offered to rent for private parties. All associated equipment, activities and guest accommodations must be contained within. The lawn and beach are not able to be used for private parties and must remain fully available to the general public.**

HOW TO RESERVE & CHECK AVAILABILITY

- **On-Line:** kirklandparks.net
- **Phone:** (425) 587-3330
- **Email:** eParks@kirklandwa.gov
- **In-Person:** Kirkland Parks and Community Services, 123 5th Ave, Kirkland

RENTAL DAYS AND HOURS AVAILABLE

The Al Locke Pavilion is offered to rent:

- 11 months to 30 calendar days in advance (60 calendar days required for rentals with alcohol)
- 7:00 a.m. to 11:00 p.m. Monday through Sunday

A two-hour minimum is required:

- Rental time needs to include set-up, clean-up, deliveries and pick-up of equipment.
- Multiple events are possible within the same day.
- Permitted arrival and departure times are limited to the times scheduled.

Year-round availability is offered except:

Thanksgiving Day	The Day after Thanksgiving
Christmas Eve	Christmas Day
4 th of July	

RENTAL FEE AND DAMAGE DEPOSIT

Rental Fee

MINIMUM 2 HOUR RENTAL	KIRKLAND RESIDENT	NON-KIRKLAND RESIDENTS
1-50 GUESTS	\$40/HOUR	\$50/HOUR
51-100 GUESTS	\$50/HOUR	\$60/HOUR

Alcohol Damage Deposit*

- \$200 (for rentals including alcohol only)

**Damage deposit is refundable if all permit conditions are successfully met and no damage occurs. Refunds are processed within 10 business days of rental.*

REQUIREMENTS NEEDED TO MAKE A RESERVATION

1. 18 years of age or older to rent a facility; 21 years of age or older is required for rentals with alcohol.
2. See "How to Reserve" section for booking options.
3. To reserve, be prepared with the following:
 - **Date:** Select dates 11 months to 30 calendar days in advance.
 - **Time:** Two hour minimum required; include all time needed from set-up through clean-up.
 - **Type of Event:** Private, by invitation only required.
 - **Attendance:** Maximum allowed occupancy is 100.
 - **If alcohol will be desired:** beer and wine are permissible after meeting requirements below.
 - **Payment:** Visa or MasterCard, check or cash (in-person only option).

CONFIRMING A RESERVATION

- Once the rental process is complete, a permit will be provided to the email address on-file.
- The permit becomes valid once all requirements are received and approved (i.e. signed waiver, insurance (if necessary), banquet permit (if necessary), etc.).

SITE AMMENITIES & ADDITIONAL EQUIPMENT

- The Al Locke Pavilion is open on all sides.
- Tables and chairs **are not provided**.
- Power is available on-site. Power schematic available upon request. A step stool is needed to reach outlet.
- All equipment must be delivered and picked up during the reservation period.

RESTRICTED AND LIMITED ACTIVITIES

The following activities/elements are not allowed:

- Motorized vehicles within the park
- Parking in the emergency vehicle parking area
- Food trucks
- Amplified sound audible past 50 ft
- Music after 10:00 p.m.
- Events advertised on social media, by flyer, etc.
- Events open to the public
- Inflatables/bouncy houses, pony rides, dunk tanks, petting zoos, hamster ball, bubble soccer, laser tag, foam parties, all other high-risk activities, etc.
- Sales, solicitations, promotions, advertising
- Business use of a park without a proper City contract.
- Open flames (i.e. tiki torches, candelabras, etc.)
- Fireworks
- Private performances without written City staff approval prior to use / rental.
- High risk and/or animal entertainment.
- The use of confetti, glitter, dance wax, and paint.
- Alcohol service and/or consumption without permitted approval provided by Parks and Community Services.

BARBECUE GRILLS, FLAMMABLE MATERIALS AND CANDLES

- **Charcoal barbecues are not allowed.**
- Gas/propane operated barbecues are permissible.
- **A drip pan is required.**
- Safety of guests, park visitors and the Pavilion are required when considering BBQ placement.
- Open flames (i.e. tiki torches) are not permissible.
- Fully enclosed, dripless candles (i.e. votive) and warming plates are allowed.
- Fireworks are banned within City limits per the Kirkland Municipal Code.

ADMISSIONS & DONATIONS

- Charging admissions is possible through pre-sale only and cannot exceed the 100-person capacity. On site admission sales are not allowed. A 5% Washington State Admission Tax may apply, payable through the City of Kirkland. The charge of an admissions must be disclosed at the time of reservation.
- Unsolicited donations may be accepted. Donations cannot be required to gain access or to attend.

ALCOHOL

Beer and wine are permissible at private rentals of the Al Locke Pavilion after meeting the following requirements:

1. Disclose the serving and consumption of beer and wine at the time of reservation. Kegs and hard liquor are not permissible.
 2. Pay a \$200 Alcohol Damage Deposit at the time of reservation.
 3. Agree to provide to City of Kirkland Parks and Community Services by 60 days prior to the rental date:
 - Proof of insurance (general liability coverage; host liquor liability; \$2 million general aggregate; \$1 million per occurrence; City of Kirkland listed as Additional Insured).
 - A [Washington State Liquor and Cannabis Control Board Banquet Permit](#), available at the WSLCCB website, <https://lcb.wa.gov/>.
 4. During the rental, [per City requirements](#), agree to fence/stanchion the Pavilion perimeter with correct signage and post a signed Banquet Permit.
- Additional instructions, information and resources are available at the City's website, www.kirklandwa.gov (search for [Pavilion Alcohol Requirements](#)).

PARKING

- Parking is offered at Marina Park on a first-come, first-served basis and is not guaranteed.
- Some parking may be at a fee and may have an imposed time limit.
- Parking is not available to reserve.
- Groups are encouraged to carpool.
- Parking in the emergency vehicle parking area next to the Pavilion is not allowed.

LICENSES & PERMIT REQUIREMENTS

- Renters is responsible for obtaining and maintaining at no cost to the City, all licenses, permits and other authorizations required to conduct rental activities.

RENTER'S RESPONSIBILITIES, CITY CODES, POLICIES & ORDINANCES

- Renter must be in attendance at the event and assumes responsibility for all activities conducted in accordance with their permit.
- All City of Kirkland codes and ordinances are in effect and enforced at all City of Kirkland facilities. Regulations governing sound and noise levels, pets, animals, parking, vehicle access, etc. per the [City of Kirkland Municipal Code Park Rules](#), Chapter 11.80. During rental of City facilities, the renter agrees to comply with all local, state and federal non-discrimination laws, regulations and policies.

CANCELLATION, CHANGE AND REFUND POLICY

- Refunds will not be provided due to weather.
- Cancellations and/or changes must be made in writing (email is acceptable: eParks@kirklandwa.gov).
- Cancellations made:
 - **60+ days prior to rental:** 100% of Rental Fee to be refunded, less a \$25 Administrative Fee.
 - **30 – 59 days prior to rental:** 50% of Rental Fee to be refunded.
 - **0 – 29 days prior to rental:** no Rental Fee refund provided.
- If a rescheduled rental is cancelled, original booking date is used to determine applicable refund policy.
- For changes to the date, time or scope of an event (attendance, adding alcohol, etc.), a \$25 Administrative Fee and additional requirements may apply.
- The Alcohol Damage Deposit is fully refundable with a cancellation.

