



# CITY OF KIRKLAND PARKS & COMMUNITY SERVICES

## PICNIC SHELTER AND PICNIC AREA RENTAL GUIDELINES

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)

### INTRODUCTION

Thank you for choosing Kirkland parks for your event! This Guide provides guidelines and outlines the process necessary to make a facility reservation and host a **private** gathering at a picnic location offered by the City at [kirklandparks.net](http://kirklandparks.net). For events open to the public and/or advertised, please visit the Special Events section of the City of Kirkland website, at [www.kirklandwa.gov](http://www.kirklandwa.gov) as a different permit is required.

### RESERVABLE SITES, AMENITIES, AND CAPACITIES

- A list of rental sites and capacity are listed below. The City also offers the Al Locke Marina Park Pavilion, for which rental information is provided separately.
  - Each site is limited to the capacity maximum below.
  - 132nd Square Park Picnic shelters and OO Denny Park rental locations are available to rent independently of one another and cannot be combined together by one rental party. Juanita Beach Park Picnic Shelters can be combined.
  - Picnic site, seating/table details, power, restroom, and amenities included with each rental and information about nearby amenities at each location are detailed in the [rental site matrix available here](#).
  - All organized activities must occur within a rented area. Certain picnic locations, where possible, include the ability to use approximately 15' of lawn surrounding the site. 132nd Square Picnic Shelters, Juanita Beach Shelters, Rotary Central Shelter, Waverly Beach Shelter, and Marina Park do not allow use of any lawn. If lawn is needed, select the appropriate location, or separately rent an athletic field (available at additional cost).
  - All other park areas and amenities within a park are not rentable, cannot be consumed by a private party, and remain available for public use.
- |   |            |
|---|------------|
| • <b>132<sup>nd</sup> Square Park Picnic Shelter 1*</b> | 25 People  |
| • <b>132<sup>nd</sup> Square Park Picnic Shelter 2*</b> | 25 People  |
| • <b>132<sup>nd</sup> Square Park Picnic Shelter 3*</b> | 25 People  |
| • <b>Crestwoods Park Picnic Area</b>                    | 200 People |
| • <b>Edith Moulton Picnic Shelter</b>                   | 75 People  |
| • <b>Everest Park Picnic Shelter</b>                    | 100 People |
| • <b>Houghton Beach Park Picnic Area</b>                | 25 People  |
| • <b>Juanita Beach Park Picnic Shelter 1*</b>           | 60 People  |
| • <b>Juanita Beach Park Picnic Shelter 2*</b>           | 60 People  |
| • <b>Juanita Beach Park Both Shelters</b>               | 120 People |
| • <b>N. Rose Hill Woodlands Picnic Shelter</b>          | 30 People  |
| • <b>OO Denny Park Picnic Shelter 1</b>                 | 100 People |
| • <b>OO Denny Park Picnic Shelter 2</b>                 | 50 People  |
| • <b>Rose Hill Meadows Picnic Shelter</b>               | 30 People  |
| • <b>Rotary Central Station Shelter*</b>                | 15 People  |
| • <b>Waverly Beach Park Picnic Shelter*</b>             | 30 People  |

\*No access to lawn space.

Visit [kirklandparks.net](http://kirklandparks.net) for rental information for the Marina Park Al Locke Pavilion, indoor facilities, and athletic fields.

### WHEN TO RESERVE

Reservations can be made up to six months in advance and a minimum of seven calendar days in advance.

### HOW TO CHECK AVAILABILITY AND RENT

**Calendar of Availability:** Visit [kirklandparks.net](http://kirklandparks.net) website

**Rent:** [kirklandparks.net](http://kirklandparks.net) website

**Phone:** 425-587-3330

**Email:** [eparks@kirklandwa.gov](mailto:eparks@kirklandwa.gov)

### RENTAL DAYS AND HOURS AVAILABLE

Picnic areas are offered in blocks of 9am - 2pm, 3pm - 9pm or all day 9am - 9pm. **Rental periods must include all time needed for set-up, clean-up, deliveries, and pick-up of equipment.** There may be multiple events on the same day, please arrive and depart at your scheduled time! Picnic areas are available to rent daily, except on:

- 4<sup>th</sup> of July (waterfront parks only)
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day

### RENTAL FEES (100% PAYMENT DUE AT TIME OF RESERVATION)

PICNIC LOCATIONS	½ DAY 9AM-2PM OR 3PM-9PM		ALL DAY 9AM-9PM	
	RESIDENTS	NON-RESIDENTS	RESIDENTS	NON-RESIDENTS
132 <sup>ND</sup> SQ SHELTER 1*	\$115	\$140	\$210	\$250
132 <sup>ND</sup> SQ SHELTER 2*	\$115	\$140	\$210	\$250
132 <sup>ND</sup> SQ SHELTER 3*	\$115	\$140	\$210	\$250
CRESTWOODS AREA	\$175	\$210	\$315	\$380
E. MOULTON SHELTER	\$135	\$160	\$245	\$290
EVEREST SHELTER	\$135	\$160	\$245	\$290
HOUGHTON AREA	\$100	\$120	\$180	\$215
JUANITA SHELTER 1*	\$125	\$150	\$225	\$270
JUANITA SHELTER 2*	\$125	\$150	\$225	\$270
JUANITA SHELTERS 1 & 2*	\$225	\$270	\$405	\$485
NORTH ROSE HILL WOODLANDS SHELTER	\$90	\$110	\$160	\$200
OO DENNY SHELTER 1	\$150	\$180	\$270	\$325
OO DENNY SHELTER 2	\$150	\$180	\$270	\$325
ROSE HILL MEADOWS SHELTER	\$90	\$110	\$160	\$200
ROTARY CENTRAL STATION SHELTER*	\$90	\$110	\$160	\$200
WAVERLY SHELTER*	\$110	\$132	\$205	\$245

### REQUIREMENTS NEEDED TO MAKE RESERVATION

- Renters must be 18 years of age or older.
- Create an account and reserve on-line at [kirklandparks.net](http://kirklandparks.net). Call for assistance with a reservation or visit in person (phone number and address above).
- Be prepared with the following:
  - Date, Time

- Type of Event (**private, by invitation required**)
- Attendance (capacity cannot be exceeded)
- Payment (Visa, MasterCard, check or cash)

### CONFIRMING A RESERVATION (FACILITY USE PERMIT)

Once the waiver form/hold harmless, fees and any additional applicable requirements have been provided and approved, a Facility Use Permit will be sent by email to the account address provided. **The renter is the responsible party and must be on-site and have their Facility Use Permit in hand the day of.**

### CANCELLATION & CHANGE POLICY

No refunds will be provided due to weather conditions. Cancellations must be made by email to [eparks@kirklandwa.gov](mailto: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 to date, time and/or location, may be possible up to 30 days in advance, and are subject to a \$25 administrative fee. If a rental is rescheduled and then cancelled, original rental date applies to cancellation.

### ALCOHOL

Alcohol is not allowed at any picnic shelter or picnic area.

### PARKING

Parking within a park is offered first-come, first-serve, is not guaranteed, and not available to reserve. Groups are encouraged to carpool.

### LICENSES, PERMITS, CATERING AND FOOD TRUCKS

Renters shall be responsible for obtaining and maintaining at no cost to the City, all licenses, permits, and other authorizations required to conduct rental activities. Food trucks are permissible with City approval only and only at certain locations. Food trucks on-site without written approval will be required to leave.

### SITE AMENITIES, TENTS AND BRINGING IN EQUIPMENT

The site amenities included at each location is detailed at [kirklandparks.net](http://kirklandparks.net). If canopies or tents are used, no stakes are allowed - they must be weighed and within the rented area. Certain tent situations may require an International Fire Code permit from the Kirkland Fire Department (425.587-3600). If you plan to bring or have a rental company provide furnishings, note all equipment must be delivered and picked up during the reservation time.

### ADMISSIONS & DONATIONS

The charging of admissions must be disclosed at the time of reservation, is only possible through pre-sale admission and must be limited to site capacity. Charging admission on-site is not allowed. A 5% WA State Admission Tax may apply, payable through the City. Unsolicited donations may be accepted. Donations cannot be required to attend.

### BARBEQUE GRILLS & FOOD TRUCKS

Personal, gas/propane barbeques with a drip pan may be brought in to use. Locate safely for guests, park visitors and the shelter. Charcoal barbeques are not allowed and may not be brought in. Barbecues provided on-site are charcoal and renter is responsible for bringing charcoal. Food trucks are not permissible without prior written approval from the City of Kirkland. Email [eparks@kirklandwa.gov](mailto:eparks@kirklandwa.gov) for information.

### RESTROOMS

Are open March 1<sup>st</sup> – November 1<sup>st</sup> and may be a port-o-potty at certain parks.

### PARK FACILITY EMERGENCIES

For park related facility emergencies, **425-587-3330**, Monday through Friday 8am to 5pm. Evenings, weekends, holidays, Parks Crew After Hours at **425-864-3431**. Police Department non-emergencies, call **425-577-5656**.

### RENTAL TIME AND LOCATION

- A Facility Use Permit allows exclusive use of the Picnic Area/ Picnic Shelter only. All other areas of the park remain open to the public.
- Those with a Facility Use Permit have the right to enjoy the rented area for the time indicated within the Facility Use Permit. Renter is required to have an electronic or paper copy of permit with you the day of for proof of rental and to avoid scheduling conflicts.
- Should a conflict occur, provide permit for proof of reservation. For assistance, call the numbers listed above.

### RENTER'S RESPONSIBILITIES

Renter must carry issued Facility Use Permit while on-site, attend and supervise the event, assumes responsibility for all attendees and activities conducted, and following and enforcing all permit conditions.

### CITY POLICIES, ORDINANCES, PROHIBITED ACTIVITIES

All City of Kirkland codes and ordinances are in effect and enforced during use of City of Kirkland facilities. Regulations governing sound and noise levels, pets, animals, parking, vehicle access, etc. apply per the City of Kirkland Municipal Code and Chapter 11.80, Park Rules. The renter agrees to comply with all local, state, and federal non-discrimination laws, regulations and policies while renting a city facility.

**The following activities are not allowed (prohibited) by drop-in park users and at private party rentals:**

- Inflatables/bouncy houses, hamster balls, bubble soccer, dunk tanks, pony rides, petting zoos, trackless trains, laser tag, foam parties, all other high-risk activities
- Events advertised on social media, by flyer, etc.
- Events open to the general public
- Solicitations and advertising
- Business use and/or selling of merchandise/services
- Alcohol service and/or consumption
- Amplified sound audible 50 ft. beyond its origin
- Motorized vehicles on turf, grass, or sidewalks
- Digging and/or driving stakes into the ground
- Confetti, glitter, piñatas, and paint