



Indoor Facility Use Application

Event Scheduling Office

Seattle Parks & Recreation
300 Elliott Ave W, Suite 100 · Seattle, WA 98119
Phone: 206-684-4080 x 1
Email: SPRevents@seattle.gov

- Applications are not accepted less than 30 days prior to an event date.
- Application (all 7 pages) must be completed, signed, and received before availability is confirmed, prices quoted, or application is processed.
- If an item does not apply to your event, put “not applicable” or “N/A” in that box.
- The Booking Fee and Damage Deposit are due within 5 business days upon receiving your emailed confirmation.
- All required documents and rental balance are due 90 days prior to your scheduled event. Reservations are subject to cancellation if payment and documents are not received by the 90 day deadline. Events booked less than 90 days prior to scheduled event, all rental fees and documents are due immediately.
- Revisions to application must be received in writing via email and approved by Event Scheduling Office no later than 30 days prior to the event.

Contact Information

**Required Information*

Main Contact					
First Name*	Last Name*	Gender*	Ethnicity	Languages	Date of Birth*
Residential Address*			Apt./Suite	City*:	State* Zip Code*
Primary Phone*	Cell Phone	Email Address*			
Alternate Contact					
First Name*	Last Name*	Primary Phone & Email address*			
Day of Event Contact: (MUST BE ONSITE)					
First Name*	Last Name*	Primary Phone & Email Address*			
Organization Information					
Company Name			Phone		
Address			Suite	City	State Zip Code
Company Email Address		Company Website			

Facility List

Alki Beach Bathhouse <ul style="list-style-type: none">• Patio Bradner Gardens Dakota Place "Park" <ul style="list-style-type: none">• Patio Golden Gardens Bathhouse	Madrona Shelterhouse Magnuson Building 30 <ul style="list-style-type: none">• Hangar• Workshop• Lower Conference Room Magnuson Officers Club	Mt. Baker Rowing & Sailing Center <ul style="list-style-type: none">• Large Meeting Room• Small Meeting Room Pinehurst Shelterhouse Pritchard Beach Bathhouse Ross Shelterhouse Ward Springs Pump House
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Event Information

Facility Request (Choose alternates in case your 1st choice is not available)	Event Name:				
		Date	Building/Room(s) Name		
	1.				
	2.				
	3.				
	Describe your event and list all indoor spaces requested.				

Facility Use: Indicate dates and times you need access to the space. <i>Start/End time must include all hours requiring access to the facility.</i>					Expected Daily Attendance Participants Staff, Volunteers, and Spectators	
Day 1	Day:	Date:	Start Time:	End Time:		
Day 2	Day:	Date:	Start Time:	End Time:		
Day 3	Day:	Date:	Start Time:	End Time:		
Day 4	Day:	Date:	Start Time:	End Time:		
Day 5	Day:	Date:	Start Time:	End Time:		
Event Hours: List the dates and times when the event is open to attendees.					Total Attendance:	

Would you like to request use of an outdoor area in the park? (2 hour minimum)	Park Name:		Start Time (includes setup)	End Time (includes cleanup)
	Describe Location in Park and include map:			
	Describe Outdoor Event Setup:			

Event Type	Check all that apply:					
	Athletics	Auction	Concert	Conference	Festival/Fair	Fundraiser
	Meeting	Memorial	Theatrical	Trade Show	Wedding	Private Party
Other: _____						
Is this a public event?		Please select all methods by which this event is advertised:				
Yes	No	TV	Radio	Social Media	Print	Adv. Ticket Sales
		Other: _____				

Event History	Has this event been produced before in SPR?		Yes	No	Is this an annual event?	Yes	No	How many years?	
	Previous name of event?						Previous permit number?		
	Are there changes from the previous event?		Yes	No	Describe changes:				

Event Information

Event Setup & Equipment	Check and complete all that apply: Vehicle Access # _____ Canopies/Tents # _____ Size _____ Booths # _____ Dumpster(s) # _____ Size _____ Waste Receptacles # _____ Staging/Scaffolding - Size _____ Portable Restrooms # _____ Inflatable/Bounce Toys Yes No Electricity Yes No Generator # _____ Size _____ Describe the logistics, setup, and any additional equipment you plan to setup. Attach additional documents if necessary:						
	Magnuson Hangar 30 and Workshop have tables and chairs available for rent to use in those spaces. There are fifty 5-foot round tables, fifty 6-foot rectangular tables, and 500 stacking chairs. 25 tables—\$212.50 50 tables—\$425.00 100 tables—\$850.00 100 chairs—\$250.00 250 chairs—\$625.00 500 chairs—\$1250.00 Do you want to include use of the South or North & South Parking Lots? South Lot Only North & South Lots No Lots Dumpsters are required for events with +500 attendees.						
	Fees, Proceeds, & Vendors	10% of all sales of food, beverages (including alcohol), admissions, merchandise, and services collected on SPR property is part of the use permit fee and must be tracked accurately and remitted to Seattle Parks and Recreation within 10 days following your event. This applies to all events, including 501c's organizations.					
		Does your event have vendors distributing food, beverages, merchandise or services? Yes No How many? _____ Will money be collected onsite for food, beverages, merchandise or services? Yes No If yes, contact The City of Seattle Revenue & Consumer Protection Division for Business and/or Tradeshow License information and requirements. 206-684-8402 or https://www.seattle.gov/special-events/plan-an-event/vendors-and-suppliers					
Admission Fee? Yes No Amount? _____							
The sale and/or consumption of alcoholic beverages is subject to additional laws, permits, and regulations. Higher insurance limits may be required. Describe any planned alcohol sales, service, or consumption at this event. A MAST certified bartender is required and must possess a valid Washington State Liquor Control Board CLASS 12 mixologist license. There is a fee for alcohol or catering.							
Alcohol & Catering	Will alcohol be sold?		Will alcohol be consumed?		Will minors be allowed into this event?		
	Yes	No	Yes	No	Yes	No	
	Non-Profit Name of the organization that holds the WSLCB Special Occasions License for the sale of alcohol?						
	What is the plan for checking for identification for the legal age of alcohol consumers?						
	If applicable, describe intended or requested sales and/or consumption of alcohol beverages at your event.						
Will your event be catered?		By whom?					
Yes	No						
Electricity	Indoor events have access to standard outlets. For Hangar 30, request the <i>Hangar 30 Electrical Information</i> document from the Event Scheduling Office.						
Amplified Sound, Music, AV Equipment	Users planning to use the A/V systems in Dakota Place or Mt. Baker Rowing & Sailing Center MUST test their devices on our system prior to the day of event to ensure proper operation. You might need an adapter that allows your device to connect to a VGA or HDMI cable. The specific type of adapter depends on the type and age of your device. If unsure about which adapter to use, take your computer or device to a retailer to obtain correct adapter. <i>We cannot guarantee specific amenities are available or operational on the day of event.</i>						
	Will your event have amplified sound?		Yes	No			

Event Information

Recycle & Trash	<p>Seattle Municipal Code and Washington State law have requirements for vendors and organizers of festivals, special events, and official gatherings to use compostable and/or recyclable service ware, and to provide and monitor recycling containers at events. For more information visit: www.seattle.gov/utilities/your-services/collection-and-disposal/recycling/event-recycling</p>
	<p>We have a small garbage dumpster and a small recycle dumpster onsite that groups of less than 500 attendees can access. Any items that don't fit in those dumpsters will require you to rent additional dumpsters or remove your trash/recycle from the park at the end of your event.</p> <p>Will you be managing your own waste and recycle? Yes No</p> <p>Will you be hiring an outside vendor? Yes No</p> <p>List outside vendor/company name: _____</p>

Staff & Security	Staff and Security may be required for events in Seattle Parks and Recreation (SPR) facilities including (but not limited to) concerts, dances, athletic events, parties, all events with alcohol sales or events with minors in attendance. Licensed and bonded security may be required for events that meet the above criteria. SPR Event Scheduling Office determines if and how the required number of security they deem is appropriate per event. In addition, we may require the event organizer to hire additional off-duty Seattle Police officers to provide interior and exterior security at the organizers expense.
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Fire Permits	Fire permits may be required for tents/canopies, candles, open flame cooking, generators, propane tanks, floor plans that alter exit access, and other items. The cost of those permits are not included in the facility use fees. The event organizer must make contact with the Seattle Fire Department and provide information and building layout at least 90 days prior to the event. SPR will not refund any fees as the result of not obtaining a fire permit.
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Insurance

Insurance is required for all events selling or serving alcohol, use of Hangar 30, and vehicle access to interior park spaces. The Event Scheduling Office also reserves the right to require insurance when they deem necessary. Evidence of insurance must be provided to the Event Scheduling Office no later than ninety (90) days prior to the start of the event. An insurance document with detailed requirements will be sent to you if insurance is required for your event.

The event permit will not be issued until all insurance requirements are received, verified, and approved

Listed below are helpful resources. You can work with any company of your choice as long as they can produce documents meeting the City of Seattle's insurance requirements. State Farm or Farmers Insurance agents may be able to provide the insurance documents needed. If not, consider obtaining special short term event insurance.

Policies issued through WedSafe.com, Eventsured, or using Markel American Insurance Company are not accepted.

<p>The Event Helper Email: www.TheEventHelper.com Phone: (775)573-8368</p>	<p>Insure Events Website: www.insureevents.com Phone: (310) 216-9152</p> <p>Sprague Israel Giles Email: cstroh@siginsures.com Phone: (206) 957-7040</p>	<p>Gales Creek, Portland Oregon Website: www.galescreek.com Phone: (503) 227-0491</p>
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Questions regarding insurance requirements contact:
Samantha Anderson, Risk Management Analyst, 206-386-4531 or email: Samantha.anderson@seattle.gov

How did you hear about us?

1. **Retain Permit:** User must retain a copy of the permit on the premises throughout the scheduled event.
2. **Laws and Rules:** Renter shall not allow any lewd or illegal conduct nor have any gambling devices on the premises. The User shall comply with on-site Event Scheduling rental staff, all state laws, City ordinances, regulations of the Superintendent of Parks and Recreation applicable to activities in City parks, and any lawful order of a Departmental representative made to prevent injury or damage. No lewd conduct or gambling devices are permitted on the premises.
3. **Alcohol:** No alcohol shall be allowed in or about the assigned premises without prior approval, WSLCB Permit, CLASS 12 Mixologist License, **and appropriate proof of insurance** submitted to the Seattle Parks and Recreation (SPR) Event Scheduling Office. Parks Event Scheduling deems the right to require additional permits and requirements at the cost of the user group. When permitted, alcohol is allowed inside the facility only. It is against the law for alcohol to be consumed in unauthorized outdoor park areas. All catering employees or volunteers that pour, serve, distribute or sell alcohol must have on their person a Washington State Liquor Control Board CLASS 12 Mixologist Permit. SPR staff has the right to request to see and examine these permits at anytime.
4. **Reserved Hours:** Reservation times are firm and approved in advance. Reservation/event access begins at the start of setup and ends when the last person with the event leaves the building. Events that go beyond the scheduled time are subject to time-and-a-half for room and staff fees, and risks losing the entire damage deposit.
5. **Staffing:** Is based on size, scope, facility and more. All sites are required to have staff. Events that go past 7pm must have two staff. The second staff will work a minimum of 4 hours.
6. **No Smoking:** There will be no smoking allowed. Smoking is prohibited in all publicly accessible areas in Seattle parks (SPR Code of Conduct P 060 7.21.00 section 3.2.10). The use of electronic cigarettes are not allowed inside facilities or within 25 feet of doorways and windows, but may be used outdoors. The smoking of marijuana in City parks is prohibited under state law (RCW 70.160.050).
7. **Condition of Premises:** The User accepts the premises upon entry into possession. The User may inspect the premises at an earlier, mutually convenient time. Upon expiration or termination of the Permit or an earlier revocation, the User shall promptly return the premises in as good condition as received, reasonable wear & tear excepted, in a clean appearance, ready for use by another.
8. **Set Up/Take Down:** Users are responsible for set-up and take down of the event and for clean-up of the event.
 - A. No tape, including duct tape or masking tape, may be applied to any surface in the building except tape specifically defined as painter's tape. Painter's tape is blue.
 - B. The person(s) responsible for clean-up must accompany the facility supervisor on a walk-through of the facility, when take down is nearly completed but clean-up crew is still available, to ensure that clean-up is complete and to identify any damage that might have occurred. Failure to satisfy this obligation may result in forfeiture of part or all of the User's damage deposit.
 - C. All rented equipment that the User may bring in for the event must be removed from the premises at the end of the specified time on the use permit.
9. **Changes to permit:** Should any changes occur prior to your requested use of the facility, notify the Event Scheduling Office immediately so that changes can be made to your use agreement. Changes may increase or reduce fee amounts, prior to actual use of the facility. Changes must be requested at least 30 days in advance of scheduled use.
10. **On-site Sales:** The following activities are NOT ALLOWED without advanced written approval from SPR: the sale of food, beverages, goods, merchandise; charging admission or fees for services. Advanced approval will be written into the Conditions of Use portion of the Permit. 10% of Gross for all on-site sales collected must be paid to the Event Scheduling Office within 10 days of the event.
11. **Fees and Charges:** Fees and charges are detailed in the Permit and are not refundable. Full payment of all fees and charges (except the 10% of gross receipts, if applicable) are due 90 days prior to the first day of use.

*Sign Initials _____

12. **Damage/Holding Deposit:** A holding deposit is required to reserve the space, \$500 for events with alcohol, \$250 for events without alcohol. Deposits will be refunded after the event, less the costs of any repairs due to damages to the facility, extra rental time, rooms acquired during the event, or unpaid balances owed by the User to SPR. Damage deposits may be held by the department until the User has paid agreed upon portions of sales, admissions or catering charges.

The final rental balance and all required paper work are due 90 days prior to the scheduled event. Failure to pay the rental balance and submit the required paperwork accordingly will result in cancellation of this reservation. In addition, Seattle Parks and Recreation shall retain the entire damage/holding deposit.

13. **Cancellations:** If at any time up to 181 days prior to the scheduled event the User decides to cancel their rental, Seattle Parks & Recreation shall retain \$89 (\$39 booking fee + \$50 cancellation fee) from the damage deposit. If the User should cancel their rental between 180 days and 91 days prior to the scheduled date, the \$39 booking fee and \$250 of the paid damage deposit shall be retained. If the User cancels with 90 or fewer days' notice the \$39 booking fee and all rental fees will be retained, and the damage deposit will be fully refunded.

To officially cancel a reservation, the primary contact on the rental application is required to submit a letter or email a notice of cancellation. Cancellation is only confirmed upon receiving this notice.

14. **Cancellation/Relocation by SPR:** SPR may, without liability, upon giving as much advance notice to the User as practical, cancel or terminate this Permit or relocate a scheduled use to a nearby available location if the premises are closed for repairs, necessary utilities or services cannot be supplied or a supervening order of a governmental officer or agency makes it necessary.

15. **Parking & Motorized Vehicles:** Parking is first-come first-served. Parking cannot be reserved. All motor vehicles must remain in public parking spaces and are not authorized in any other portions of the park. All unloading and loading of equipment must be done from public parking spaces. However, with advanced approval of access and approved insurance, one catering or supply vehicle is allowed to stay parked next to the Alki Beach Bathhouse or Golden Gardens Bathhouse facilities only.

16. **Responsibility:** The User assumes responsibility for all activities conducted on the premises, including but not limited to supervision and control to prevent injury or damage; maintenance of the premises during the use; picking up bottles, debris and refuse; and providing security to maintain order. SPR disclaims any liability from, and the User agrees not to hold SPR liable for, any occurrences arising from the event as described in this permit.

17. **Revocation:** SPR may revoke a permit and/or stop a use in progress if the User fails to comply with on-site Event Scheduling rental staff, any State laws, City ordinances, including Seattle Municipal Code 25.08.520 regarding noise in public places, rules and regulations of the Superintendent of Parks and Recreation, and the terms of this permit. The Department may also revoke a permit and/or stop a use in progress if the User fails to secure a necessary permit, disregards a lawful order of an authorized representative of SPR, or engages in activity that may cause injury to the public or damage to the premises.

18. **No Assignment:** This permit and the permission granted may not be assigned, nor the premises sublet, without the prior written consent of SPR.

19. **Post No Signs:** Signs are not allowed to be taped, hung, stapled, or nailed to any tree, sign post or exterior of a building without written permission.

*Sign Initials _____

*Required Information

20. Indemnity: The User shall indemnify and hold the City harmless from any and all claims, actions, losses and damages to person or property (including but not limited to attorney's fees and expenses) suffered as a consequence of or arising or resulting, directly or indirectly, from any act or omission of the User on or about the premises. In the event that any lawsuit based upon any such claim, action, loss, damage or cost is brought against the City, the User, after being notified that such lawsuit has been started, shall defend such lawsuit at no expense to the City; and if, in such lawsuit, a final judgment is rendered against the City, or against the City and the User, jointly, the User shall promptly satisfy such judgment. The User's liability under the indemnification agreement shall not be reduced by any City negligence; provided, that nothing shall require the User to indemnify the City against the sole negligence of any City officer, employee or agent acting within the scope of such person's employment.

21. Review Insurance: The User shall be required, at its sole cost and to secure and maintain continuously a policy or policies of insurance during the term of the permit, known as: per accident; Commercial General Liability (CG 0001) Comprehensive Personal Liability (HO3) as applicable to User, and written on an insurance industry standard occurrence form as referenced, or equivalent, including premises/operations; products/completed operations; personal/advertising injury; contractual liability; and independent contractors liability, Liquor Liability/Host Liquor Liability (if applicable). Subcontractors - User shall include all subcontractors performing any work included under this contract as an insured under its policies or shall furnish separate evidence of insurance as stated above for each subcontractor. All coverage for subcontractors shall be subject to all the requirements stated herein and applicable to their profession.

Site Specific Conditions:

Alki Beach Bathhouse: Alcohol is allowed on the outdoor Patio only when it is rented along with the Main Hall and has the approved documents needed to allow alcohol.

Dakota Place: Alcohol is not allowed on the Patio or anywhere outside.

Golden Gardens Bathhouse: Volleyball courts immediately in front of the bathhouse are reservable for athletic use only and cannot be rented as an extension of an event. For volleyball reservations, please visit this webpage:

<https://www.seattle.gov/parks/rentals-and-permits/sports-fields/volleyball-beach-court-reservations>

Pritchard Beach Bathhouse: The restrooms are shared with the general public during the months of June through September during the hours of the public swim beach.

Applicant:

I certify that the information that I have provided on this application is true and accurate to the best of my knowledge. If our plans change, I will submit a revised application accordingly. I have read and understood this agreement and accept responsibility for the terms listed. I accept responsibility for any damages to equipment or to the facility that occur in association with my use of the facility. I understand that any SPR Staff has the right to close the facility during a rental if he or she determines a situation to be unsafe. I further understand that all documents can be public record requested.

Signature*

Name (Print)*

Title

Date*

Return Application to:

Email (as Attachment): SPRevents@seattle.gov

or Mail: **Event Scheduling Office**
 Seattle Parks & Recreation
 300 Elliott Ave W, Suite 100
 Seattle, WA 98119



**Required Information*