

# **PARK FACILITY RENTAL INFORMATION GUIDE**

**City of Kirkland  
Parks & Community Services Department  
(425) 587-3340  
[www.kirklandwa.gov](http://www.kirklandwa.gov)**



**Heritage Hall**  
203 Market Street  
Capacity: 70



**Heritage Park**  
111 Waverly Way  
Capacity: 150+



**Marina Park Pavilion**  
25 Lakeshore Plaza  
Capacity: 100



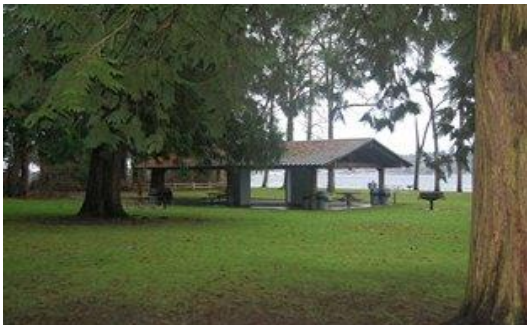
**Woodlands Park Picnic Shelter**  
9930 124<sup>th</sup> Avenue NE  
Capacity: 50



**Everest Park Picnic Shelter**  
500 Eighth Street S  
Capacity: 50



**Rose Hill Meadows Picnic Shelter**  
8212 124<sup>th</sup> Ave NE  
Capacity: 50



**OO Denny**  
12032 Holmes Pt Dr NE  
Capacity: 100

## **PURPOSE**

The City of Kirkland Parks and Community Services Department manages park property within Kirkland City limits. The purpose of this rental guide is to assist you in attaining the maximum use of City parks and facilities while simultaneously respecting the surrounding neighbors and citizens.

## **POLICY**

It is the policy of the Kirkland Parks and Community Services Department to make areas of Kirkland parks and facilities available for private rental. Priority will be given to events sponsored or co-sponsored by the City of Kirkland.

## **RESERVATION REQUESTS**

Follow these steps to request a reservation at a facility:

### **1. Determine which facility best suits your needs.**

- Facility information can be viewed at [www.kirklandwa.gov](http://www.kirklandwa.gov)
- Call the facility contact person to check availability. (See page 2 of the Facility Use Request Form attached to the end of this guide.)

### **2. Complete the paperwork and submit your request.**

Complete the Facility Use Request Form and mail it along with the appropriate fees. **The high risk (non-refundable) review fee of \$25 is due when submitting your application.**

- Forms may be found at [http://www.kirklandwa.gov/depart/parks/Facility\\_Rentals.htm](http://www.kirklandwa.gov/depart/parks/Facility_Rentals.htm) or by calling 425.587.3340.
- Requests shall be made at least **10 working days prior** to the date of use and will be processed on a first come, first serve basis. **Requests for events which include obvious high risk activities (such as alcohol, inflatable bouncers, etc.) must be made no less than 30 days prior to the date of use.** The high risk application review fee of \$25 is due when submitting the rental paper work. If after an application is submitted a high risk activity is requested (but was not noted) the review fee will be added to the final amount due.

### **3. Finalize your reservation.**

- **Once a form is received, the request will be reviewed within 10 working days.** Upon completion of the review, the final permit will be sent by mail, **please allow the full review time for processing.**

All applicants must be at least 18 years of age or older and present throughout the entire use of the facility. The person signing the request form will be considered the responsible party in case of damage, theft or any disturbance during the rental. All minors must have adequate adult supervision.

**When booking an event, be sure to include within the rental time, time needed to set-up, decorate, receive delivery of supplies and clean-up. Only those facilities specified in the “rental permit” will be available for use on the day of the event.**

## **HOURS OF OPERATION**

- Picnic Shelters located at Rose Hill Meadows, Woodlands Park, Everest Park and OO Denny Park are available to rent in half day increments: 7:00 a.m. – 2:00 p.m. and/or 3:00 p.m. – 9:00 p.m. All day rentals may be requested.
- Heritage Hall, Heritage Park and Marina Park Pavilion are available from 7:00 a.m. - 11:00 p.m. on an hourly basis. (two hour minimum) Outdoor event music must end by 10:00 p.m.; music within the hall must end by 11:00 p.m.

**RENTAL FEES & PAYMENT** (See fee schedule on page 8)

Payment for all reservations are required **in full** at the time of application.

We accept cash in the exact amount, MasterCard, Visa and checks made payable to the City of Kirkland.

**Heritage Hall Rental.**

At Heritage Hall, non-profit organizations will receive a 10% discount off the rental rate provided the organization is a 501 C3 organization and can provide a letter with proof of non-profit status at the time of booking. Discount applies to the hourly rental rate only.

**DAMAGE DEPOSITS** (applies to Heritage Hall rentals only)

**Heritage Hall rentals are charged a \$250 damage deposit, which is due at the time of application along with the high risk review fee, if applicable.**

- Deposits can be paid by cash in the exact amount, MasterCard, Visa or check made payable to the City of Kirkland. **NOTE: Deposits will be processed on the date received.**

Damage deposits are 100% refundable provided the following conditions are met:

- The facility and grounds are left in a clean and orderly manner.
- Use of the facility does not exceed the scheduled time.
- Additional staff time is not required.
- All equipment is accounted for and undamaged.
- Damage to the area or its contents has not occurred.
- All rules and procedures governing alcohol consumption are met.
- All rules and procedures governing City of Kirkland facility use are met.
- The rental is not cancelled with less than 29 days notice.

If the above conditions are not met to the satisfaction of City staff, a fee will be deducted from the damage deposit. Please plan ahead when scheduling an event as overtime charges for staff and facility use will be billed. If the cost of cleaning and/or repair of the facility exceed the amount of the damage deposit, the renter will be billed for those additional costs. Janitorial service will be billed according to the current hourly rate paid by the City and repairs will be billed for the full replacement cost incurred.

**CANCELLATION POLICY**

All cancellations must be made in writing (email is acceptable).

Heritage Park, Marina Park Pavilion, Woodlands Park Shelter, Rose Hill Meadows Shelter, Everest Park Shelter and OO Denny Shelter cancellations:

- 90+ days notice - 100% of fees paid will be refunded, **less a \$25 administrative fee**
- 30-89 days notice - 50% of fees paid will be refunded, **less a \$25 administrative fee**
- 0-29 days notice - No refund

Heritage Hall cancellations:

- 90+ days notice – 100% of fees paid will be refunded, less a cancellation fee
- 30-89 days notice – 50% of the rental fee or 50% of the damage deposit will be refunded, depending on the payments received at the time of cancellation.
- 0-29 days notice - No refund

The City, acting in good faith, may cancel a reservation in circumstances where the facility becomes unsafe for the intended use. Such circumstances include but are not limited to: natural disasters, environmental hazards, civil disturbances or other events affecting public health and safety.

### **PERMIT CHANGES**

Once a Facility Use Permit has been issued, all date, rental time and activity change requests must be submitted in writing a minimum of **10 days** prior to the date of use or **30 days** if any high risk activities are involved (email is acceptable). The requested change is subject to approval and receipt of a \$25.00 administrative fee. In addition, if there are changes proposed to any of the answers given on the application submitted after the permit has issued, these must be reported in conformity with the requirements on the Facility Use Request Form.

### **INSURANCE & LIABILITY**

Renters planning high risk activities will be required to provide proof of general liability insurance and must acknowledge responsibility that they will hold the City harmless from any and all claims by any person(s) arising from use of the facility and participation in the host's planned activities.

When insurance is required, the applicant has **three options**:

- 1. Purchase insurance through One Beacon Entertainment at <http://www.onebeaconentertainment.com>
- 2. Purchase private insurance.
- 3. In the case of contracting with a vendor (i.e. inflatable toys/bouncy houses), securing insurance through the vendor.

In all cases when insurance is required, the following documents need to be submitted to the City **30 days** prior to the event, or **30 days** upon submittal of the Facility Use Request form, whichever comes first. If the required documents are not provided by the deadline, the event may be subject to cancellation by the city.

#### **Option 1 – Secure insurance through OneBeacon Entertainment at <http://www.onebeaconentertainment.com>**

(There are step by step instructions on the website)

Document(s) required:

- 1) Certificate of Insurance providing proof the following insurance requirements have been met:
  - General Liability Insurance
  - \$2,000,000 General Aggregate \*
  - \$1,000,000 Per Person, Per Incident
  - City of Kirkland listed as Additional Insured
  - Date, time and location of the event

\*Note: OBE does not limit general aggregate coverage to \$2,000,000  
“N/A” will appear in the general aggregate section on their form.  
This is acceptable.

Codes for the OBE website forms:

- KIRKLAND- 0465 plus one of the following facility codes:
  - Heritage Hall – 077
  - Heritage Park – 261
  - Marina Park Pavilion - 079
- 2) For events with Alcohol:
  - The applicant must not be in the business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages, if the tenant or user is actually in the business they **MUST purchase the additional liquor liability coverage for alcohol.**
  - The applicant must obtain a Washington State Liquor Control Board Banquet Permit (sold at State Liquor stores) [Home Page - WA State Liquor Control Board](#)
  - If the applicant is applying for a \*Special Occasion License, they must provide:
    - Host Liquor Liability Coverage
    - Washington State Liquor Control Board Banquet Permit

**\*Special occasion license** allows a nonprofit organization to sell liquor at a specified date and place. All proceeds from the sale of liquor must go directly back into the nonprofit organization. You can pick up a special occasion license application at any local liquor store or agency, or contact the customer service desk at (360) 664-1600

**Option 2 – Secure insurance through a private carrier.**

Document(s) required:

- 1) Certificate of Insurance providing proof the following insurance requirements have been met:
  - General Liability Insurance
  - \$2,000,000 General Aggregate
  - \$1,000,000 Per Person, Per Incident
  - City of Kirkland listed as Additional Insured
  - Date, time and location of the event
- 2) Additional Insured Endorsement document providing the City of Kirkland as Additional Insured
- 3) In the case of providing insurance for use of alcohol at the event, the applicant must also provide:
  - Host Liquor Liability Coverage
  - Washington State Liquor Control Board Banquet Permit

**Option 3 – Secure insurance coverage through a contracted vendor.**

1. In order to satisfy the insurance requirement, the City requires the applicant to contract with the vendor to provide both the equipment/services and staffing to supervise the use of equipment for the duration of the event.
2. If the rented equipment is a type of inflatable toy/bouncy house, the applicant must contract with an approved L&I vendor. A list of vendors can be found at, <http://www.lni.wa.gov/TradesLicensing/Electrical/files/amusementrides/AmusementRideCompanies.pdf>
3. The City does not provide a pre approved caterer or bartender list:

Document(s) required

- 1) A copy of the contract between the vendor and the applicant. It must show the following:
  - The type of equipment and or service rented
  - The date and location of the rental
  - The stipulation for the vendor to provide staff for the equipment operation.
  - In the case of contracting a caterer to serve alcohol, a copy of the caterer's current Liquor License is required. It must be current through the date of the event. This cancels the need for a banquet permit.
- 2) A copy of the Vendor's Certificate of Insurance providing proof of the following insurance requirements:
  - General Liability Insurance
  - \$2,000,000 General Aggregate
  - \$1,000,000 Per Person, Per Incident
  - Applicant listed as Additional Insured
  - City of Kirkland listed as Additional Insured
  - Date, time and location of the event
  - **Caterer to provide proof of host liquor liability coverage**
  - In lieu of the user of your facility purchasing the additional liquor liability coverage, it is acceptable to have the caterer furnish the liquor liability insurance.
- 3) **Additional Insured Endorsement document providing proof the City of Kirkland and the Applicant are both listed as Additional Insured (this may require two Endorsement documents – one with the City listed, one with the Applicant listed).**
- 4) In the case of entertainment/inflatable vendors a blanket additional insured endorsement and certificate of insurance (if applicable) may be accepted as the Additional Insured Endorsement provided the following apply:
  - The copy of the permit with the entertainment vendor states that the City and Applicant will be an additional insured and
  - The City and Applicant have signed the permit/application

In the case of choosing Option 3 (purchasing insurance through a contracted vendor), it is the **responsibility of the applicant** to communicate the City's requirements to the contractor and to provide the documents listed through the applicant, from the vendor, to the City.

**PLEASE NOTE:**

The user of the facility still needs to purchase TULIP insurance for general liability **if the vendor does not provide additional insured endorsement documentation providing proof the City of Kirkland and the applicant are BOTH listed as additional insured.**

**FOOD & BEVERAGES**

Food and beverages are welcome. Renters are responsible for the care and condition of any equipment being used and must clean all equipment used.

Food

Renters have the option of bringing in their own food or having the event catered.

Catering

The City of Kirkland allows renters to bring in the caterer of their choice. Events in which the caterer stays on-site to perform final preparations and serve food to guests have additional requirements.

When insurance is required, please refer to Insurance and Liability section of this document.

Beverages

Beer and wine are allowed at Heritage Hall, Marina Park, and other locations at the discretion of the Parks and Community Services Director, with pre-approval through the Facility Use Request application process and within the following guidelines:

If beer and/or wine will be served at the event, be advised of the following policies and procedures:

- **It is illegal to serve liquor to anyone under the age of 21.**
- The sale of alcohol is not permitted.
- Alcohol service is limited to beer and wine only. Beer kegs and hard liquor are not allowed.
- Alcohol must be served in the area designated on your rental permit.
- Insurance coverage is required (please see section on Insurance and Liability for requirements).
- A Washington State Liquor Control Board Banquet Permit is required for all events involving alcohol (unless the caterer remains on site and provides a copy of their liquor license). The original copy of this permit must be posted in a conspicuous location near the serving area during the event. A copy of the permit must be submitted to the City of Kirkland a minimum of **30 days** prior to the event, or within 30 days of submittal of the Facility Use Request form, whichever comes first.
- The renter is responsible for the conduct and behavior of drinking guests.
- It is recommended alcohol consumption stop a minimum of 1 hour prior to the designated end time of the event as specified on the rental permit.
- Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures may result in a Police citation, immediate shut down of the event, forfeiture of your deposit, and/or additional fees.

**FACILITY ACCESS**

On the day of the event, the facility will be open at the time specified on the rental permit. If the facility is not accessible at the time specified on your permit, please contact the City of Kirkland at 425-864-3431. **The facility may be rented to multiple groups on a particular date, so we ask you not to enter the facility until your designated rental time and you depart when scheduled per your rental agreement.**

## **SET UP & TAKE DOWN**

1. The rental period must include the time needed to complete facility set up, decorating, deliveries and clean up. Be sure to consider this when requesting duration of rental time.
2. All food, decorations and supplies used by renters during an event are to be removed by the end of the rental period. Excessive garbage must be bagged, tied and placed next to a trash receptacle.
3. It is the responsibility of the renter to leave the facility clean and intact or additional fees may be assessed.
4. The City will not be liable for any personal injuries or damage to personal property resulting from set up and take down activities.
5. Use caution when making changes to the facility set up so floors and walls are not damaged.
6. Cleaning of chairs and tables at the conclusion of the event is required. Use table coverings to protect tables from spills and stains.

## **PARKING**

Due to limited available parking, the City of Kirkland reserves the right to request large groups using City facilities during peak times furnish effective plans for parking, traffic and crowd control.

## **LOADING, DELIVERY & STORAGE**

Delivery drop off must be arranged during the rental period. Facility staff is not authorized to sign for your deliveries and due to space and security concerns they cannot store items for your event.

## **DECORATIONS**

Freestanding decorations are allowed and must be removed at the conclusion of the event. Please be advised of the following:

- The use of staples, nails, tacks and duct tape is prohibited when affixing decorations to walls. The use of masking/painters tape is acceptable. All tape must be removed when taking down decorations. Hanging decorations from light fixtures is prohibited.
- Rice, birdseed, glitter, confetti, dance wax etc. are not allowed.

## **FLAMMABLE MATERIALS & BARBEQUES**

The use of flammable materials is regulated by the City of Kirkland's Fire Department. In compliance with the City Fire Code, flaming food is not permitted at indoor facilities. Additionally, fireworks are prohibited in the City of Kirkland and cannot be used at City facilities. Fuel canisters for warming food, votive and tea light candles that are contained and will not tip over are allowed. Renters can bring self-contained, gas barbecues to use at City facilities that feature outdoor patio areas. Barbeques are not permitted indoors.

## **SMOKING**

City of Kirkland indoor facilities are smoke and tobacco free. Smoking is permitted outside the facility no less than 25 feet away from any entrance/opening, including windows. Use the receptacles provided for proper disposal. Renters are responsible for ensuring outdoor areas are clear of smoking debris at the conclusion of the event.

## **BUSINESS PURPOSE**

Use of a facility for public commercial purposes or activities that involve fundraising, advertising, promoting or selling of merchandise or services, including fee based business meetings and/or seminars, may be restricted at the discretion of the director. Additional fees may apply.

## **UTILITIES**

Marina Park Pavilion has one 20 amp circuit and one 30 amp circuit.

All generator use must be discussed with the City of Kirkland Building Department at 425-587-3600 to determine whether any additional requirements may apply.

## **CITY CODES & ORDINANCES**

All park users are required to obey City of Kirkland Park use rules and regulations as outlined in the Park Rules section of this guide. The City of Kirkland reserves the right to monitor and establish volume levels. Noise must be at a reasonable level as to not disturb other park users.





**FEE SCHEDULE**

*Fees subject to change*

Make checks payable to the CITY OF KIRKLAND

<b>Athletic Fields</b>				
		<b>• Fee per Game/ Slot•</b>	<b>Resident</b>	<b>Non-Resident</b>
		<b>1 hour minimum/ 3 hours maximum</b>		
<b>ADULT</b>	Softball		\$30	\$36
	Hardball - 7 inning		\$50	\$60
	Hardball - 9 inning		\$65	\$78
<b>YOUTH</b>	Hardball – Recreational Program, Regular Game Fee		\$20	\$24
	Hardball - Select, Tournament		\$40	\$48
	Softball		\$30	\$36
		Reservation Fee	\$20	\$24
		Lights @ Lee Johnson Field (3 hour minimum)	\$20/hour	\$24/hour
		Special Use/ High Risk Application Fee	\$25	\$25

<b>Heritage Hall</b>		
<u>Day of Week</u>	<u>Time of Day</u>	<u>Rental Rate</u>
Sunday - Thursday	7:00am - 11:00pm	\$80/hr
Friday - Saturday	7:00am – 11:00pm	\$100/hr
Friday - Saturday	7:00am - 11:00pm	\$1500.00 (entire day)
\$250 damage deposit is required at the time the application is submitted	Non-profit groups will receive a 10% discount off the rental rates at Heritage Hall	Special use/high risk fee \$25

<b>Marina Park Pavilion</b>	
<b>• Fee per hour •2 hour minimum</b>	
1 - 50 people	\$25 / hr
51- 100 people	\$35 / hr
Special Use/High Risk Application Fee	\$25
Administrative/Cancellation Fee	\$25

**Shelter Rentals**  
**Everest Park, Woodlands Park & Rose Hill Meadows**

<b>Time of Day</b>	<b># of People</b>	<b>Rental Rate</b>
7:00 am – 2:00 pm	Up to 50	\$50
3:00 pm – 9:00 pm	Up to 50	\$50
7:00 am – 9:00 pm	Up to 50	\$100

**OO Denny Shelter Rental**

<b>Time of Day</b>	<b># of People</b>	<b>Rental Rate</b>	<b># of People</b>	<b>Rental Rate</b>
7:00 am – 2:00pm	Up to 50	\$50	51- 100	\$85
3:00 pm – 9:00 pm	Up to 50	\$50	51- 100	\$85
7:00 am – 9:00 pm	Up to 50	\$100	51- 100	\$170

Special Use/ High Risk	Application Fee	\$25	For all shelter rentals
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## PARK RULES

### Kirkland Municipal Code, Chapter 11.80

#### **11.80.010 Title of chapter.**

This chapter may be cited as the park code of conduct for the city of Kirkland. (Ord. 2120 § 1, 1970)

#### **11.80.020 Police power.**

This chapter is hereby declared to be an exercise of the police power of the city for the public peace, health, safety and welfare and its provisions are to be liberally construed. (Ord. 2120 § 2, 1970)

#### **11.80.030 Definitions.**

The terms herein used, unless clearly contrary to or inconsistent with the context in which used, shall be construed as follows:

(1) "Director" means the director of the parks and recreation department of the city as established by Chapter [3.68](#)

(2) "Park" means and includes all city parks and all areas within the boundaries of a city park, including structures, regardless of whether the area is under the management and control of the park and recreation department.

(3) "Park board" means the board of park commissioners as established and created by Chapter [3.36](#).

(4) Wherever consistent with the context of this chapter, words in the present, past or future tenses shall be construed to be interchangeable with each other and words in the singular number shall be construed to include the plural. (Ord. 4018 § 1, 2005; Ord. 2120 § 4, 1970)

#### **11.80.040 Posting signs, posters and notices.**

(a) It is unlawful for any person, without prior written permission of the director, to attach any notice, bill, poster, sign, wire, rod or cord to any tree, shrub, railing, post or structure within any park; provided, that the director may permit the erection of temporary directional signs or decorations on occasions of public celebration and picnics.

(b) It is unlawful for any person, without prior written permission of the director, to use, place or erect any signboard, sign, billboard, bulletin board, post, pole, or device of any kind for advertising in any park, or to place or erect in any park a permanent or temporary structure of any kind; provided, that before granting any such permit, the director shall establish general rules and regulations pertaining hereto, including provisions pertaining to removal, protection of the city park department and its employees, protection of the interests of the general public, and of persons using said park. (Ord. 2120 § 5, 1970)

#### **11.80.050 Injury to park property unlawful.**

It is unlawful for any person to remove, destroy, mutilate or deface any structure, or any part of any structure, or any fixture therein, or attached thereto, or any monument, statue, vase, fountain, wall, fence, railing, vehicle, bench, shrub, tree, fern, plant, flower, lighting system or sprinkling system, or any other property lawfully located within any park. (Ord. 2120 § 6, 1970)

#### **11.80.060 Animals at large prohibited.**

The provisions of Chapter [8.04](#) of the Kirkland Municipal Code, including all portions of the King County Code adopted by reference, shall apply in all city parks. It is unlawful for any person to allow or permit any animal owned by him or within his possession or under his control to run at large in any park or enter any designated swimming area located therein. The director, acting pursuant to Section [11.80.220](#) may adopt rules prohibiting dogs or other types of domesticated animals from entering certain parks or certain portions of parks after consultation with the city council. (Ord. 3998 § 4, 2005; Ord. 3835 § 1, 2002; Ord. 2120 § 7, 1970)

#### **11.80.070 Firearms and explosives.**

It is unlawful to shoot, fire or explode any firearms, fireworks, firecracker, torpedo or explosive of any kind or to carry any firearm or to shoot or fire any air gun, bows and arrows, B.B. gun, or use any slingshot or other propelling device wherein the applied human energy or force is artificially aided, directed or added to in any park, except in such designated recreational areas as may by the department of park and recreation be developed and provided for such activities. (Ord. 2120 § 8, 1970)

#### **11.80.080 Teasing, annoying or injuring animals prohibited.**

It is unlawful for any person in any park, in any manner to tease, annoy, disturb, molest, catch, injure or kill or to throw any stone or missile of any kind at or strike with any stick or weapon any animal, bird or fowl; or to catch any fish or feed any fowl except at those places as may be so designated for the catching of fish or the feeding of fowl by the director. (Ord. 2120 § 9, 1970)

**11.80.090 Certain vocations and loudspeakers prohibited.**

It is unlawful to sell, solicit or peddle in any park without first obtaining a written permit from the director. It is also unlawful to operate or use any loudspeaker or sound amplification devices in any park without first obtaining a written permit from the director. (Ord. 3835 § 2, 2002: Ord. 2120 § 10, 1970)

**11.80.100 Selling refreshments or merchandise.**

It is unlawful to sell refreshments or merchandise in any park without first entering into a concession contract according to the rules and regulations of the park and recreation department therefore with the city. (Ord. 3835 § 3, 2002: Ord. 2120 § 11, 1970)

**11.80.110 Watercraft.**

It is unlawful for any person to have, keep or operate any boat, float, raft or other watercraft in or upon any bay, lake, slough, river, or creek, within the limits of any park, or to land the same at any point upon the shores thereof bordering upon any park, except at such places as shall be set apart for such purposes by the director and so designated by signs. (Ord. 2120 § 12, 1970)

**11.80.120 Emergency aid by watercraft.**

It is unlawful for any person to land or dock a boat at any swimming dock or float, nor shall any boat be allowed within a swimming area except in an emergency involving rescue or lifesaving. (Ord. 2120 § 13, 1970)

**11.80.130 Riding vehicles and animals.**

It is unlawful for any person to ride or drive any vehicle or animal over or through any park except along and upon the park drive parkways, park boulevards, and bicycle paths, or at a speed in excess of the posted speed limit or in excess of fifteen miles per hour where no speed limit is so posted or to stand or park any vehicle in any park except in areas designated for such purpose by the director and so posted by signs, or to stand or park any vehicle between the hours of eleven p.m. and seven a.m. of the following day except in such areas as may be designated for such purpose by the director and so posted by signs. (Ord. 2120 § 14, 1970)

**11.80.140 Camping areas.**

It is unlawful for any person or group of persons to “camp out” in any park except at places set aside for such purposes by the director and so designated by signs. (Ord. 2120 § 15, 1970)

**11.80.150 Practicing and playing games.**

It is unlawful for any person to practice or play golf, baseball, cricket, lacrosse, polo, archery, hockey, tennis, badminton or other games of like character or to hurl or propel any missile except at places set apart and developed for such purposes by the department of park and recreation and so designated by the director. (Ord. 2120 § 16, 1970)

**11.80.160 Depositing refuse and litter.**

It is unlawful for any person to throw any refuse, litter, broken glass, crockery, nails, shrubbery, trimmings, junk or advertising matter in any park or to deposit any waste or abandoned material therein except in designated receptacles. (Ord. 2120 § 17, 1970)

**11.80.170 Testing vehicles prohibited.**

It is unlawful to operate any motor vehicle or motorcycle for the purpose of testing it, or ascertaining its fitness for service, along or upon any park drive, parkway or park boulevard. (Ord. 2120 § 18, 1970)

**11.80.180 Permit for assemblies required.**

It is unlawful for any person to hold, sponsor, or participate in any organized assembly without first giving to the director, notice thereof and obtaining there from, his written permit to do so. Such notice shall be given at least seventy-two hours prior to the date established for such assembly. Pursuant to Chapter [3.68](#) and Section [11.80.220](#), the director is hereby ordered to establish forthwith such rules and regulations pertaining to the issuance of assembly permits as shall permit the fullest peaceful utilization of the parks by all of the general public (including such persons attending such assemblies and such other persons utilizing the park, but not in attendance at such assembly) as shall be reasonably possible and consistent with the health, safety, and general welfare. In this connection, and in addition to the conduct requirements of this chapter, such rules and regulations may require the deposit of “cleanup” undertakings, the furnishing of waste and sanitary conveniences and effective plans for traffic and crowd control and management. (Ord. 2120 § 19, 1970)

### **11.80.190 Races prohibited.**

It is unlawful for any person in any park to engage in conduct or hold any trials or competitions for speed, endurance or hill climbing involving any vehicle, boat, aircraft or animal, except at specified places and times designated for such activities by the director upon his determination that:(1) Adequate provision has been made to insure that the health and safety of participants in and spectators of any such activities will not be subject to undue hazard;

(2) Such activities will be conducted in such a manner as to minimize potential damage to public or private property;

(3) Such activities will not constitute a public nuisance; and

(4) Such activities will not unduly interfere with the use of park facilities by the general public. (Ord. 2120 § 20, 1970)

### **11.80.200 Building fires.**

It is unlawful for any person to build any fire in any park except in such areas as may be designated by the director and such designation is clearly defined by signs posted in such area. (Ord. 2120 § 21, 1970)

### **(S)11.80.210 Intoxicating liquors and drugs prohibited.**

It is unlawful for any person to possess a container of any alcoholic beverage, whether opened or unopened, while in any city park. Any person having a container within one's immediate reach or control (such as at a bench, picnic table, blanket, or motor vehicle where that person is sitting) within a city park may be considered to be in possession of the container for the purposes of this section. A person is exempt from this section to the extent that his/her actions are in accordance with a parks department special alcohol permit. (Ord. 3882 § 1, 2003; Ord. 2533 § 1, 1980; Ord. 2120 § 22, 1970)

### **11.80.220 Adoption of rules and regulations by director.**

The director shall have the power, pursuant to Chapter [3.68](#), to promulgate and adopt reasonable rules and regulations pertaining to the operation, management and use of the parks, and shall post the same in conspicuous places in the parks. Such rules and regulations shall include a procedure for granting blanket permits encompassing any particulars of this chapter to locally and nationally recognized organizations or associations. Such rules and regulations may include the establishment of hours during which any park or portion thereof as designated by signs located within the designated portion, shall be closed to the general public; such closures may be for reasons of public safety, welfare and convenience, or for reasons of park maintenance. It is unlawful for any person to violate or fail to comply with any park rule or regulation duly adopted and posted by the department. (Ord. 2120 § 23, 1970)

### **11.80.230 Aiding and abetting violations.**

Any person participating in a violation of any provision of this chapter whether directly committing the act or omitting to do the thing constituting the offense or who aids or abets the same, and whether present or absent, and anyone who directly or indirectly counsels, encourages, hires, commands, induces, or otherwise procures another to commit such offense, shall be proceeded against and prosecuted as such. (Ord. 2120 § 24, 1970)

### **11.80.240 Dogs prohibited in waterfront parks.**

*Repealed by Ord. 3835. (Ord. 2449 § 1 (part), 1979)*

### **11.80.250 Parks closed between ten p.m. or eleven p.m. and dawn.**

The provisions of this section shall apply to all parks, improved and unimproved, within the city or owned by the city.

A. Except as otherwise provided herein, all waterfront parks, including vehicle parking areas within the parks, within the city or owned by the city shall be closed to the general public between the hours of ten p.m. and dawn of the following day.

B. Except as otherwise provided herein, all other parks, including vehicle parking areas within the parks, within the city or owned by the city, shall be closed to the general public between the hours of eleven p.m. and dawn of the following day.

C. It is unlawful for any person, other than a police officer or authorized park department employee, to enter into or remain within a park within the city or owned by the city at any time between the closing hour designated above and dawn of the following day.

D. For the purposes of this section, "dawn" means the time of official sunrise for the particular day as published by the U.S. Weather Service. (Ord. 4008 § 1, 2005; Ord. 2957 § 1, 1986; Ord. 2546 § 1, 1981)



# FACILITY USE REQUEST FORM

<b>APPLICANT INFORMATION</b> <i>(Responsible Party)</i>		
Group/Organization <i>(If Applicable)</i> :		
Applicant <i>(Sole Event Contact)</i> :		Phone:
Address:		Fax:
City:	State:	Zip:
Email:		Day of Event Phone:
<b>EVENT INFORMATION</b> <i>Heritage Hall available: 7am-11pm</i> <i>Woodlands Park, Rose Hill Meadows, Everest Park Picnic &amp; OO Denny Shelters are available: 7am-2pm and/or 3pm-9pm</i>		
Name of Park and/or Facility:		
Event date requested:		Day of week:
Time requested: _____ to _____ <i>(Include Setup, Take-down, &amp; Clean-up)</i>		Total hours:

**INSURANCE:**

The City of Kirkland does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its member, or those attending the event. If applying organization is required to be covered by general liability insurance, they are responsible for obtaining said insurance. If required, attach proof of insurance.

**HOLD HARMLESS AGREEMENT:**

The undersigned hereby make application to the City of Kirkland (City) for use of park facilities and certifies the information given in the application and supporting material is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all ordinances and regulations of the City of Kirkland. The applicant/organization agrees to indemnify, defend, and save harmless the City or its officers, agents, employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees. "Fault" as herein used shall have the same meaning as set forth in RCW 4.22.015. The applicant further agrees to reimburse the City of Kirkland Parks and Community Services Department for any damage arising from the applicant's use of said facilities and equipment. The applicant or his agent has examined and inspected the park facilities, premises, equipment, and furnishings for defects and finds them fit and safe for the purpose stated above.

**RULES & REGULATIONS** *(Initial each item indicating that you have read and understand the requirements.)*

\_\_\_\_\_ **Facility Rental Information:** I have read and understand the "Facility Rental Information Guide."

\_\_\_\_\_ **Alcohol:** I have read and understand that alcohol must be pre-approved with at least 30 days notice. See the "Facility Rental Information Guide" for requirements that must be met prior to consideration. Alcohol use may only be approved at Heritage Hall and Marina Park Pavilion. Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures may result in a Police citation, immediate shut down of the event, forfeiture of your deposit, and/or additional fees

**I have read, understand, and accept all rules and requirements in the City of Kirkland's Facility Rental Information Guide for the space I am requesting to use. I further certify that I am 18 years of age or older.**

_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date



**SPACE & USE**

1. Indicate how you will use the space (*mark all that applies*):

- Meeting    Reception    Class    Party    Wedding    Picnic    Performance

2. Describe your event and the purpose of your event. Please include all activities.

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3. Anticipated attendance?                       1-50    51-100

4. Will you be serving food?     Yes    No

If yes, who is providing?    Group Member    Caterer to deliver    Caterer prepare/serve/stay on site

5. Will you be serving alcohol?    Yes    No

If yes, who is providing?    Group Member    Caterer to deliver    Caterer prepare/serve

6. Will there be music?                       Yes    No

If yes, who is providing?    Stereo    DJ    Live

If live, which instruments? \_\_\_\_\_

7. Indicate facility you want to reserve (*mark all that applies*):

Heritage Park:                       Heritage Hall (*non-profit id:* \_\_\_\_\_)    Centennial Gardens    Upper Lawn

OO Denny                               Picnic Shelter

Marina Park:                         Pavilion

Woodlands Park                     Picnic Shelter

Rose Hill Meadows Park         Picnic Shelter

Everest Park                         Picnic Shelter    Field D

Juanita Park                         Little League Field 1    Little League Field 2

Other (*submit site plan*):

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**EQUIPMENT**

8. Indicate any equipment you intend to bring with you to use:

- Chairs    Tables    Decorations/Banners    Tent/Canopy    Generator  
 Stage    BBQ    Candles / Open Flames    Inflatable Bouncer    Other \_\_\_\_\_

9. On-site equipment to be used (*mark all that applies*):

Heritage Hall:                       Tables                       Chairs                       Mounted Screen                       Podium

**ALL FURNITURE FOR INDOOR USE ONLY**

Marina Park Pavilion:    Power

Heritage Park:                       Power                       Water



PAYMENT INFORMATION			
<input type="checkbox"/> Cash \$ _____	<input type="checkbox"/> Check # _____ <i>(Payable to the City of Kirkland)</i>	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
			Print Name as It Appears On Card
Credit Card Number		Expiration Date	Sign Name as It Appears On Card

**CHANGES AFTER THE PERMIT IS ISSUED**

If there are any changes to any of the foregoing answers after submitting this application, the applicant must inform the appropriate individual listed in Contact Information below immediately upon becoming aware of the change or the need for the change. The City will try to accommodate any change requested if a reasonable amount of time is given to process the request but reserves the right to cancel the permit if the City deems it necessary. Further, failure to report the proposed change in time for the City to process the request may result in cancellation of the permit even on the day of the event if the City deems it necessary.

Received by: \_\_\_\_\_ Date \_\_\_\_\_  
City representative

Applications may take up to 10 business days to process.  
Incomplete applications will be returned.

<b>CONTACT INFORMATION</b> <b>Please contact the appropriate staff member below with any questions.</b>	
<b>Athletic Fields, Vendors in the Parks</b> <b>Nicci Osborn, Parks Coordinator</b> Phone: 425.587.3342 Fax: 425.587.3396 Email: <a href="mailto:nosborn@kirklandwa.gov">nosborn@kirklandwa.gov</a>	<b>Community Garden Plots</b> <b>Cathy Anderson, Accounts Associate</b> Phone: 425.587.3349 Fax: 425.587.3396 Email: <a href="mailto:canderson@kirklandwa.gov">canderson@kirklandwa.gov</a>
<b>Heritage Hall, Heritage Park &amp; Marina Pavilion &amp; Picnic Shelter Rentals</b> <b>Kevin Ball, Program Assistant</b> Phone: 425.587.3398 Fax: 425-587-3396 Email: <a href="mailto:kball@kirklandwa.gov">kball@kirklandwa.gov</a>	
<b>Mailing Address</b>	<b>Office Address</b>
City of Kirkland, Parks Department ATTN: (Name from above) 123 5 <sup>th</sup> Avenue Kirkland, WA 98033	Parks Maintenance and Operations Office Building Hours Monday – Friday 6:30 a.m. to 3:30 p.m. (closed holidays) 1129 8 <sup>th</sup> Street Kirkland, WA



**CITY  
OF  
KIRKLAND**

**DEPARTMENT OF PARKS**

**&**

**COMMUNITY SERVICES**

**FACILITY ALCOHOL POLICY**

**SECTION 1: FACILITY USE PERMITS**

1. This alcohol policy applies to private, invitation-only events and events open to the public at its facilities.
2. Any person or entity seeking to host an event at a Parks and Community Services Department (“Parks Department”) facility at which alcohol will be consumed must obtain a Special Alcohol Permit from the Parks Department thirty (30) days prior to the date of the event.
3. All parties wanting a Special Alcohol Permit allowing alcohol consumption in any Parks and Community Services Department facility or park are required to obtain (1) a Park and Community Services Facility Use Permit issued by the Parks and Community Services Department; and (2) a Washington State Liquor Control Board (“WSLCB”) Banquet Permit, or (3) a Washington State Liquor Special Occasion License if applicable, as well as any other permits that may be required under state and local law prior to the date of the event.
4. The following are the City of Kirkland Parks and Community Services Department facilities at which alcohol consumption may be allowed:

North Kirkland Community Center	McAuliffe Park	Heritage Hall
Kirkland Senior Center	Juanita Beach Park	Marina Park

5. Other Parks and Community Services Department locations may be approved at the discretion of the Parks and Community Services Department Director after consultation with the City Manager and City Council.

**SECTION 2: PROCEDURES FOR FACILITY USE PERMIT ISSUANCE**

1. The City will provide a copy of this policy to the event sponsor along with any other permit application materials.
2. The event sponsor will apply for a Special Alcohol Permit, on forms to be provided by the City, a minimum of thirty (30) days prior to the date of the event. The Director or his or her designee will review the Special Alcohol Permit application and identify any permit conditions that may be necessary or appropriate.
3. The event sponsor will abide by the rules, regulations and conditions set forth in this Policy and in the Parks and Community Services Facility Use Permit and Special Alcohol Permit.
4. The event sponsor must provide a copy of a WSLCB Banquet Permit, where required, along with any other required permits for the event, a minimum of two (2) weeks prior to the event to the Operations Coordinator for the Parks Department. If the Parks and Community Services Facility Use Permit application is complete and all other requirements have been met, the Operations

Coordinator will then issue a Special Alcohol Permit and advise the facility Supervisor of the date, time and nature of the event.

### **SECTION 3: EVENT REQUIREMENTS**

1. The event sponsor (or the person designated in writing by the event sponsor at least two (2) weeks prior to the event) will attend the event, be the designated contact person for City staff and be responsible for making decisions regarding the operation of the event. Because of the event sponsor's responsibilities, the event sponsor shall not be intoxicated at any time during the event.
2. The City may require trained alcohol servers for the event and may specify the minimum number of trained alcohol servers required to work the event. For the purpose of this Policy, "trained alcohol server" means any person holding a valid Class 12 Mixologist Permit issued by the WSLCB. The requirement for trained alcohol servers is at the discretion of the Director of Parks and Community Services.
3. It is the responsibility of the event sponsor to (1) ensure compliance with all WSLCB rules, regulations and permit conditions; (2) ensure compliance with all City rules, regulations and permit conditions; and (3) provide adequate security and supervision for all persons at the event. The City has the right to shut down and terminate the event if the event sponsor fails to comply with these responsibilities or if any illegal activity occurs at the event.
4. The City may provide a facility attendant to be the designated contact person for the City.
5. The City of Kirkland may require reasonable security measures for the duration of the event. The event sponsor will be responsible for providing and paying for all security measures required by the City.
6. No one under the age of 21 will be served alcohol or be in the possession of alcohol.

### **SECTION 4: INSURANCE**

1. Event sponsors will provide proof of General Liability and Liquor Liability Insurance with the City of Kirkland named as an additional insured. General Liability and Liquor Liability Insurance limits shall be no less than \$1,000,000 per occurrence and \$2,000,000 general aggregate. Only "occurrence based" insurance shall be accepted.
2. Proof of this insurance must be provided to the City of Kirkland at least two (2) weeks prior to the event.
3. The facility use agreement for the event will contain a provision in which the event sponsor holds the City harmless for claims arising from the use of the City facility or the event.