



### Spanaway Park Picnic Shelter Application

(Please complete both sides)

Contact Name: \_\_\_\_\_ Event Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of People/Guests Expected: \_\_\_\_\_

1) **Reservation Date:** Picnic shelters can be reserved May through September. Please indicate the date(s) for your event:

Desired Date: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

2) **Reservation Fees per Day:** Please select the desired shelter(s) you are requesting to use for your event.

_____ Spanaway Shelter A	\$85/day	10:00 am-Dusk	Capacity up to 100 people	<i>Capacity includes the shelter and surrounding grass area.</i>
_____ Spanaway Shelter B	\$115/day	10:00 am-Dusk	Capacity up to 200 people	
_____ Spanaway Shelter C	\$85/day	10:00 am-Dusk	Capacity up to 100 people	
_____ Spanaway Shelter D	\$145/day	10:00 am-Dusk	Capacity up to 300 people	
_____ Spanaway Shelter E	\$115/day	10:00 am-Dusk	Capacity up to 200 people	
_____ Baseball Fields	\$220/day	10:00 am-Dusk		

*Valid Washington State Parks Disabled American Veterans Lifetime Pass holders will receive a 25% discount. Please provide a copy of the Pass with the application.*

3) **Parking Fee Passes:** Parking fees (\$3/vehicle) will be charged at Spanaway Park gates for entering the park. Will you be paying for this additional fee by providing parking passes for your guests? No  Yes

*If yes, you/organization must create and distribute parking passes prior to arrival at the park. **A copy of the pass must be submitted to the Pierce County Parks two weeks prior to your reservation date.** The Parks Department will tally the passes after your event then charge you/organization accordingly.*

4) Are you having food catered to your event and/or renting equipment such as tables/chairs? No  Yes

If yes, please list the business name(s) or they will be subject to the parking/entrance fee:

\_\_\_\_\_

5) Sound amplification system (i.e. microphone, speakers) planned? No  Yes

If yes, please explain: \_\_\_\_\_

6) Will you be charging an admission fee to attend your event? No  Yes

**NOTE:** Pierce County Parks receives 25% of total gate receipts. This must be received at the Parks Administrative office within two weeks following the event.

7) Are fundraising activities and/or sale of food, merchandise, or services planned? No  Yes

If yes, please explain: \_\_\_\_\_

8) Are inflatable toys planned? No  Yes  If yes, a Certificate of Liability Insurance\* is required and a copy provided to the Parks Department at fax (253) 582-7461.

*\*Reservations including inflatable toys must submit a Certificate of Liability Insurance in the amount of \$1,000,000 naming **Pierce County**, 930 Tacoma Ave. Ste 737, Tacoma WA 98402, as an additional insured **before** the application can be approved.*

9) **Additional Special Use Fees for Large Events** (300+ people):

300-499 people	\$100.00	Extra Electricity	\$ _____ (fee determined by Parks Dept.)
500-749 people	\$150.00	Garbage	\$ _____ (fee determined by Parks Dept.)
750-999 people	\$200.00	Sani Cans	\$ _____ (fee determined by Parks Dept.)
Over 1,000 people	\$250.00		



### Spanaway Park Shelter Application

This shelter application will not be accepted without initial of facility rules and regulations and a signature. Please initial and sign the rules and regulations below:

- \_\_\_\_\_ I am aware that there is a parking/entrance fee required to enter Spanaway Park. This fee is in addition to the reservation fee.
- \_\_\_\_\_ I am aware that alcoholic beverages are NOT allowed in Pierce County Parks and Recreation facilities.
- \_\_\_\_\_ I am aware that all participants must place trash in the dumpsters provided in designated areas of the park.
- \_\_\_\_\_ I realize that I am responsible for my own set-up and clean-up.
- \_\_\_\_\_ I have seen the shelter area that I am reserving and am familiar with its overall condition. I am aware that due to the effects of rain, wind, and other park patrons, the outdoor facilities may not be as clean when I arrive as when routine maintenance was completed.
- \_\_\_\_\_ I am aware that the shelters may not be cleaned prior to 10 a.m.
- \_\_\_\_\_ I am aware that pets are to be kept on a leash no longer that 8 feet, or confined, and under control at all times.
- \_\_\_\_\_ I am aware that confetti, hot air balloons, remote control airplanes or vehicles are NOT allowed in the park.
- \_\_\_\_\_ I am aware that Pierce County Parks and Recreation does not have lifeguards on duty at their parks.
- \_\_\_\_\_ I am aware that the swimming beaches at Spanaway Park may be unavailable during my rental dates due to posting by the Pierce County Health Department.
- \_\_\_\_\_ I am aware that a copy of the permit must be with me on the day of the reservation.
- \_\_\_\_\_ I am aware that Picnic shelter cancellations must be made at least 14 days in advance of the reservation date to be eligible for a refund.
- \_\_\_\_\_ I am aware that cancellation, or rescheduling, of the event will be charged a non-refundable \$25 fee.
- \_\_\_\_\_ I am aware that cancellations made less than 14 days before the scheduled event date will result in the loss of the entire reservation fee.
- \_\_\_\_\_ I am aware that the Parks and Recreation Department has the right to cancel/refund a picnic shelter reservation.

Signature of Responsible Party: \_\_\_\_\_ Date \_\_\_\_\_

Picnic Shelters can be reserved from May through September, up to six months in advance.

Your application is not finalized until payment is received and a permit is issued.

Your reservation fees do not include parking or the boat launching fees.

Shelters are closed from October through April of each year.

Send completed form to:

Pierce County Parks and Recreation  
 9112 Lakewood Drive SW  
 Lakewood, WA 98499  
 FAX: (253) 582-7461

Pierce County Parks and Recreation staff will contact you for reservation confirmation and payment.

If you have not been contacted within two business days please call 253-798-4177.

Official Use Only:

Amount Paid \$ \_\_\_\_\_

Cash  Check  Charge

Permit # \_\_\_\_\_

