SCHEDULING A PICNIC IN SEATTLE PARKS

2016

SEATTLE PARKS AND RECREATION

Event Scheduling Office
7201 E Green Lake Drive N
Seattle, WA 98115
Office: 206-684-4081 Fax: 206-684-4853
www.seattle.gov/parks/picnic_sites.asp

PICNIC SEASON: April 1 - March 31st

EARLY RESERVATION LOTTERY: We will start to accept applications on **Friday January 4th** and process **mailed or faxed 2016 applications received by February 29th** by random lottery beginning **March 1, 2016**.

Applications received on or after March 1st will be held in the order in which they were received and will be processed after the initial lottery is complete.

Phone and walk-in reservations begin April 1, 2016.

IMPORTANT: **Electricity and water is not provided**

MAKING A RESERVATION:

1. Early Reservation Lottery (mail, fax, email)

For the lottery we only accept 2016 Reservation Applications submitted through U.S. Mail, Fax, or Email. We will process all requests received by February 29th, in a random order beginning March 1st. Please **DO NOT submit duplicate** applications. **Please do not send cash or checks for the early reservation lottery**.

2. March Reservations (mail, fax, email)

Applications postmarked by U.S. Mail, Fax, or Email on March 1st or later will be held in our office in the order in which they were received, and will be processed as "March Reservation Applications" once all "Early Lottery" applications have been processed.

3. Phone & Walk-in Reservations

Beginning April 1st, we take reservations in person and over the phone. **Phone calls are taken Monday-Friday 8:30am-5pm. In-person reservations can take place Monday-Friday, 10am-5pm**.

In Addition:

- Some sites may already be scheduled for large community special events. **We strongly recommend choosing a few alternate dates and locations** in case your first choice is not available.
- If a requested date or location is not available we will contact you to assist you in choosing alternatives.
- A confirmation will be e-mailed to you after your application is processed. Please review your confirmation carefully before making payment.
- There are no refunds.

Confirmation & Payment Process

Reservations made more than two weeks in advance can be billed for the permit, reservations occurring within two weeks require payment at the time of booking. Review your confirmation carefully and visit the park to be sure the location meets your needs prior to making payment. Park conditions are subject to change due to weather and use. If while visiting the park you notice damage or if you have questions or concerns, please contact our office.
If payment is not received by the due date your reservation will be canceled without notice.

Payment

Payment can be made by check or money order made out to the City of Seattle, with a Visa, MasterCard or American Express card, or in person with cash (exact dollar amount only). Please do not mail cash.

Picnic Permit & Reservation Signs

After we receive your payment, we'll e-mail you the Picnic Permit, reservation signs, and receipt.

- It is your responsibility to make sure that you receive a copy of the permit before the event date, and to bring the permit to the site on the day of your picnic.
- Your permit is required to enforce the reservation.
- **Your permit documents include reservation signs, please post the reservation signs early on the day of your picnic.**
- It is your responsibility to read, agree and abide to the terms and conditions of the Permit.

RESERVATION SITES

EVENT SCHEDULING OFFICE: 206-684-4081

The chart below lists parks where tables and/or shelters may be reserved. You are required to reserve an adequate number of tables and/or shelters to accommodate your entire group, so please estimate attendance as accurately as possible. Permanently installed, numbered tables outside of shelters are priced separately. Most tables seat 8-10 people, they rent at $10 per table for a half day, $20 per table for the full day.

Please keep the Event Scheduling office informed of any changes or additions to your event that might alter your permit. **Requests to add catering, or bounce-houses must be made at least 14 business days in advance of your picnic in order to be approved and revised.**

PICNIC PARK INFORMATION

- AM Half Day: 8:00am-2:00pm
- PM Half Day: 3:00pm-10:00pm
- Full Day: 8:00am-10:00pm
- Addresses are provided as locations; do not mail to these addresses
- Empty Box = Not Available

	Shelter #	**Half Day** Shelter Fee	**Full Day** Shelter Fee	Site Capacity	Seating Tables Inside	Serving Tables Inside	Outside Tables ($10/$20)	ADA Full "F" or Partial "P"
Alki: Alki SW & SW 62nd (1702 Alki Ave SW 98116)	**1**	$60	$100	130		2	14	P
Beer Sheva: 8650 55thAve S 98118	(Tables Only)			30			2	
Benefit: 38th Ave S & S Benefit St (9320 38th Ave S 98118)	**1**	$70	$130	35	2		2	
Carkeek: NW Carkeek Park Rd & 9th NW (@ 110th)	**1**	$60	$100	190		1	19	P
(950 NW Carkeek Park Rd 98177)	**2**	$90	$160	150	3		14	
Don Armeni:1222 Harbor Ave SW 98116	(Tables Only)			30			2	
Ferdinand St: Lake WA Blvd & Ferdinand St (4800 Lake WA Blvd	(Tables Only)			40			3	
Gas Works: N Northlake Way & Meridian Ave N	**1**	$70	$130	100	2		5	P
(2101 N Northlake Way 98103)	**2**	$90	$170	100	4		4	P
Genesee: 45th St & S Genesee (4316 S Genesee 98118)	**1**	$120	$230	100	7			P
Golden Gardens: Seaview NW (north end)	**1**	$60	$100	100		1	9	
(8499 Seaview Pl NW 98117)	**2**	$60	$100	110		1	8	
Jefferson: 3801 Beacon Ave S 98108	**1**	$80	$150	50	3			F
	2	$80	$150	50	3			F
	3	$100	$190	80	5			F
John C. Little Sr: 6961 37th Ave S 98118	**1**	$70	$130	40	2			F
	2	$70	$130	40	2			F
Judkins: 22nd S & S Charles (2150 S Norman St 98144)	**1**	$80	$150	150	3		11	P
Lincoln: Fauntleroy SW & SW Webster	**1**	$70	$120	250	1		22	
(8011 Fauntleroy Way SW 98136)	**2**	$70	$120	250	1		21	
	3	$90	$160	90	3		6	F
	4	$80	$140	90	2		3	F
	5	$100	$180	300	4		25	P
Madrona: Lake WA Blvd @ E Columbia St (853 Lake Wa Blvd	**1**	$50	$90	80			7	

RESERVATION SITES

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- **Site Amenities** There are extra amenities with some of the shelters (e.g.: barbecues, sink and fireplaces) that are provided for your convenience and at no extra charge. **We can't guarantee that these extra amenities will be available, and cannot give you a refund in the event these are not functioning on the day of your reservation. Electricity and water are not available at any of the picnic parks.**

Most picnic parks have restrooms but a few do not. Please keep in mind that during the colder months of the year many of our restrooms are closed and not available for use.

PICNIC PARK INFORMATION

- AM Half Day: 8:00am-2:00pm
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- Addresses are provided as locations; do not mail to these addresses
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	Shelter #	**Half Day** Shelter Fee	**Full Day** Shelter Fee	Site Capacity	Seating Tables Inside	Serving Tables Inside	Outside Tables ($10/$20)	ADA Full "F" or Partial "P"
Magnolia: 31st W & W Galer (1461 Magnolia Blvd W 98199)	**1**	$50	$90	100			10	
Maple Leaf: NE 85th St & Roosevelt Way NE (1020 NE 82nd	**1**	$90	$170	100	4			F
Matthews Beach: NE 93rd&SandPoint Way NE (9300 51st Ave NE)	(Tables Only)			120			12	
Me-Kwa-Mooks: 56th Ave SW & Beach Dr(4503 Beach Dr SW	(Tables Only)			30			2	
Meridian: N 50th & Meridian N (4649 Sunnyside Ave N 98103)	**1**	$130	$250	100	8			P
North Acres: 1st Ave NE & NE 130th St (12718 1st Ave NE 98125)	(Tables Only)			50			4	
Othello: S Othello & 45th S (4351 S Othello 98118)	(Tables Only)			100			6	P
Pratt: Yesler Way & 20th Ave S (1800 S Main St 98144)	(Tables Only)			60			5	
Ravenna: 20th NE & NE 58th (2000 NE 58th 98105)	**1**	$50	$90	150		1	10	
Rizal, Dr Jose: 12 S & S Judkins (1008 12th Ave S 98144)	**1**	$90	$170	75	4			F
Roxhill: 29th SW & SW Barton (2850 SW Roxbury 98126)	(Tables Only)			100			10	P
Seward: Lake Washington Blvd & S Orcas	**1**	$70	$130	40	2			P
(5895 Lake Washington Blvd S 98118)	**2**	$90	$170	50	4			
	3	$130	$250	300	8		18	F
	4	$90	$170	50	4			
	5	$90	$170	50	4			
Warren G Magnuson: Sand Point Way NE & NE 65th	**1**	$140	$260	100	8			P
(7400 Sand Point Way NE 98115)	**2**	$90	$160	50	3		9	F
	3	$100	$180	60	4			F
Westcrest: SW Henderson & 8th SW (9000 8th Ave SW	(Tables Only)			50			6	
Lower Woodland:	**1**	$60	$110	160	1		14	
Shelters1-3: N 50th&Woodland Pk N(1000 N 50th St 98103)	**2**	$60	$110	210	1		19	
Shelters4-7: N 59th & Aurora N(5900 Aurora Ave N 98103)	**3**	$60	$110	140	1		12	
	4	$60	$110	50	1		5	P
	5	$70	$130	75	2		4	F
	6	$130	$250	200	8		9	F
	7	$80	$150	30	3			

Permit Fees

Picnic Shelters *(see reservation sites)* . . . . . $50-$260
Outside stationary tables . . . . . .$10/$20
Use Permit *(caterers, bouncers, etc.)* $75
Rescheduling of a paid picnic* $20
Company/commercial sign/banner *(per surface)* . . $100
Non-Sufficient Funds (NSF) checks $20

**The date/park of a paid picnic can be rescheduled only if you contact the picnic scheduling office AT LEAST two weeks before the date of your original booking to request a change. Fees are non-transferable, and all bookings must remain within the same picnic season.*

Catering & Special Equipment Requirements

If you bring a caterer or special equipment, other fees and insurance requirements apply. We define a caterer as a paid person or company that prepares and/or serves food or sets up equipment. We define special equipment as an air-bouncer, an inflatable structure, laser tag/ gaming equipment rented from or provided by a licensed business, or a canopy larger than 400 square feet, etc. We do not allow dunk tanks. All air-bounce/inflatable equipment will need a generator for power, Parks Department does not provide electricity. We don't allow stakes or in-ground anchors, all equipment must be free weighted. **Catering and equipment vehicles need to remain in designated parking lots and park on a first-come, first-served basis.**

Vehicle Access Not Permitted

There is NO vehicle access to picnic areas, this includes requests for load/unload purposes. Carpooling is strongly encouraged for picnics; parking at picnic parks can be difficult.

Tents & Portable Canopies

With a picnic permit, you can set up a portable freestanding canopy (without walls) measuring no more than 400 square feet (20' x 20') in size. Sorry, we don't allow stakes or in-ground anchors. Larger tents require a Special Equipment Permit.

Clean Up and Recycle

We work hard to make your picnic site clean and welcoming. If you find vandalism or excessive litter at your site, please call the Park Duty Officer at the number listed on your permit. Before leaving the park, please pickup litter and debris and remove any signs, balloons or streamers from your picnic area. When using charcoal in the park, please soak used coals with water and remove from the area or place in RED coal cans, where available. We appreciate your help in keeping our parks pleasant for everyone and clean for the next group. Many of our parks have recycling containers for your use.

Dogs on a Leash

The City's leash law is in effect. Leashed dogs are allowed in most parks and picnic areas, but are not allowed in any children's play areas, on beaches, or athletic fields, and you must pick up after them. (SMC 18.12.080)

Ball Field Scheduling

To reserve a ball field in conjunction with a picnic, please include a request when you submit your application. Field reservation fees are $24-$60 per hour with a 1 hour minimum and a 4 hour maximum. Fields can be reserved through July 31st, when all grass fields are set up for soccer. If you would like to reserve just a ball field separate from a picnic, contact **League Field Scheduling**: 206-684-4082, or **Field Scheduling for Individuals**: 206-684-4077.

Rights & Privileges

When you have obtained a picnic permit, you have the right to enjoy your picnic site for the duration of your permit. ***Bring your permit with you***. Without your permit, it's difficult to prove that you've reserved and paid for the site. ***We strongly recommend that on the day of your picnic, you place your site reservation signs at the picnic site by 8am for the AM half-day and full day, or by 2pm for PM half-day. If you arrive to your reserved site and someone is already using the space, we ask that you show them your permit, ask them to leave and allow a 30 minute period for them to relocate from the reserved space.***

Sales & Commercial Advertising

Prior permission is required for sales or commercial advertising. If approved, 10% of gross receipts collected on Parks property must be paid to the city. Commercial advertising is allowed only with an advance payment of $100 per surface per day.

Access for People with Disabilities

Within the limitations of each park site, Seattle Parks and Recreation will, at your request, make accommodations for persons with disabilities. Please arrange this through the Picnic Reservation Office.

Anti-discrimination

As a matter of policy, law and commitment, Seattle Parks and Recreation does not discriminate on the basis of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or presence of any sensory, mental or physical handicap. (SMC 18.12.280). Complaints can be filed with the Seattle Parks and Recreation Superintendent's Office or the Office of Equal Employment Opportunity, U.S. Department of the Interior, Washington, D.C. 20240

Prohibited Activities

The following are prohibited at City parks, including all picnic areas:

- Illegal substances and alcoholic beverages of any kind. (SMC 18.12.255)
- Amplified sound (SMC 25.08.520)
- Fires, except fires in authorized stoves, grills, or fire rings.
- Driving on the turf/grass or in unauthorized areas.
- Driving stakes into the ground or digging holes.
- Damaging or removing anything from the park (including driftwood, shells, trees, and shrubs).

2016 Picnic Reservation Application

Please read "Scheduling a Picnic in Seattle Parks" before completing this application
For site maps and photos visit us online: www.seattle.gov/parks/picnic_sites.asp

MAIN CONTACT:_____

ORGANIZATION:_____ DAY PHONE: _____

ADDRESS: _____ CITY: _____

STATE:_____ ZIP: _____ **E-MAIL ADDRESS:** _____
(e-mail will be used for sending picnic confirmations and permits)

Choose your top five preferences for your picnic date and location. You can choose one location on five different dates, the same date in five different locations, or any combination thereof. Tables seat an average of eight persons each.
If you need more than (1) one picnic, use separate applications for each request.

	Park Name	Date	# of People	Shelter #	# of Outside Tables
1					
2					
3					
4					
5					

PICNIC TIME OPTIONS:

- ☐ AM Half Day 8:00am - 2:00pm
- ☐ PM Half Day 3:00pm - 10:00pm
- ☐ Whole Day 8:00am - 10:00pm

All setup and cleanup needs to be done within scheduled hours

PLEASE HELP US DETERMINE ADDITIONAL PERMITS NEEDED:

Are you hiring a catering company to prepare/serve food on site?
☐ NO ☐ YES
Company name: _____

Will you have air bouncers, jumpers, or any special equipment on site?
☐ NO ☐ YES
Company name:_____

Do you want to reserve a ball field?
☐ NO ☐ YES
Time requested:_____

☐ If unsure of the answer to the above questions, please check here and we will contact you to help assess your needs.

IMPORTANT REMINDERS:

Vehicle access is NOT permitted into any park.

Electricity and water are not available at picnic sites.

No Amplified Sound: This includes boom-boxes, loudspeakers, radios or public address systems.

Applicants/Permittees agree to the terms and conditions listed in the picnic brochure and on the picnic permit.
Alcohol is NOT allowed in Seattle Parks.

FEES:

Shelters …….. See Grid in Brochure
Tables outside Shelter……..$10half-day/$20full-day
Ball Field Use Permit…… $24/hour
Use Permit (Catering/Air Bouncer)……$75
Attendant Fee …… $25/hour
Company Sign/Commercial Banner……..$100/unit
Non-Sufficient Funds (NSF) Checks ……$20

All fees are non-refundable

PAYMENT:

During the lottery process **do not** include payment with your application, we will bill you. Payments are due within two weeks after you receive confirmation of your reservation. Please contact our office for payment methods or refer to your confirmation.

IMMEDIATELY RETURN TO:

Event Scheduling - Picnics
7201 E. Green Lake Drive N.
Seattle, WA 98115
OR: FAX to 206-684-4853
OR: E-mail to picnics@seattle.gov