

SCHEDULING A PICNIC IN SEATTLE PARKS

2009



**SEATTLE PARKS
AND RECREATION**

Event Management Office
860 Terry Avenue North Suite 131
Seattle, WA 98109

Early Registration: We will process **mailed or faxed applications received by February 28, 2009** by random lottery.

We will process applications sent on or after March 1 after the lottery is complete, in the order in which they were received.

Phone and walk-in reservations begin April 1, 2009

Office: 206-684-4081 Fax: 206-684-4853

Introduction

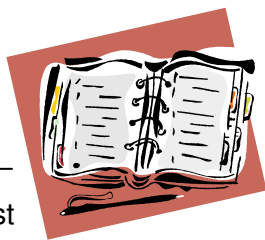
Thank you for choosing a Seattle park for your picnic! You can reserve picnic sites for dates between April 1 and September 30 each year. We also extend the picnic season into October for selected sites. During the off-season months of the year, our picnic areas are available on a first come, first served basis. This brochure provides information on how to make your reservation easily, and includes guidelines for use of the park during your event. You can also visit our website at www.seattle.gov/parks/picnic_sites.asp or call our Picnic Reservation Office, 206-684-4081.

How to Get Started: Making a Reservation

Please use the handy checklist at the end of this brochure to help you plan your picnic.

You can make your picnic reservation through early application by U.S. Mail or fax (in March) or by phone or walk-in (beginning April 1).

Please note: Make your reservations early if your picnic has an inflexible date or site. Some sites and dates are more popular than others. Some sites may already be scheduled for large community special events (e.g. Seafair events and community festivals). **We strongly recommended to choose a few alternate dates and locations** in case your first choice is not available.



1. Early Reservation Lottery (mail or fax)

Please fax or mail your application before February 28. We will process all requests received by that date together in random order through a lottery drawing. For the lottery we can accept only U.S. Mail and faxed reservation requests. If there are several people in your party, we suggest designating one main contact and submitting only one application per group. Please **DO NOT submit duplicate** applications. We will send out confirmations in late March. **Please do not send cash or checks for the early reservation lottery.**

2. March Reservations (mail or fax)

Beginning March 1, we will process reservations received by U.S. Mail and fax in the order in which we receive them. We will process all early (lottery) reservations before we handle "March Reservations." You can pay by Visa, MasterCard or American Express; or we can bill you with payment due within two weeks. If none of your requested dates and locations are available, we'll call you to help choose alternatives.

3. Phone & Walk-in Reservations

Beginning April 1, you can make your reservation by phone or in person. Picnic Scheduling office hours are 8:30 a.m. to 5 p.m. Monday – Friday. Picnic reservation phone lines are very busy between May and August so we appreciate your patience, as waits can last as long as 15 minutes. If you leave us a voice mail message, we'll do our best to get back to you within one business day.

Confirmation & Payment Process

After you've made your phone or walk-in reservation, you can pay immediately or we can bill you. Since we cannot issue refunds for picnics, we suggest that you go over the details of your confirmation with others in your group before you pay. If we don't receive your payment within two weeks after we confirm your reservation, we regrettably will cancel it without notice to you, in order to make the date and time available to someone else. If you are scheduling a picnic that is two weeks away or sooner, payment will be due when you register.

Payment

You can pay for your permit with a check or money order made out to the City of Seattle, with a Visa, MasterCard or American Express credit card, or in person with cash. PLEASE do not mail cash. We cannot issue refunds for picnics, so please be sure our records correctly reflect your date and location before you pay. Our address is:

Seattle Parks and Recreation
Picnic Reservations
860 Terry Avenue North #131
Seattle, WA 98109

Permit

As soon as we receive your payment, we'll send you a Picnic Permit packet, please hold on to this permit and bring it with you to the park on the day of your event. Your picnic permit is required for any enforcement of your reservation. It is your responsibility to ensure a copy of the permit has been received before the event date and to bring the permit to the site on the day of your picnic. Your permit packet will also include shelter and/or table signs. We strongly recommended that you post the signs at the site early on the day of your picnic to discourage people who don't have permits from using the space.

It is your responsibility to read, agree and abide to the terms and conditions of the Permit.



Planning Information for the Perfect Picnic

The following sections will help you plan just the right space for you picnic. In some cases, the size of your group and the activities you have planned may mean higher fees, and may mean some sites will not work well for you. To plan what you need for you picnic, please use the checklist at the end of this brochure.

Picnic Shelter (<i>see reservation sites</i>)	\$35 - \$125
Outside stationary tables	\$10
Electrical/Utility Hook-up (<i>at select sites</i>)	\$55
Use Permit (<i>caterers, bouncers etc.</i>)	\$75
Reschedule (<i>after paid w/ 2 weeks notice</i>)	\$10
Attendant (<i>at select sites</i>)	\$20 per hour
Company/commercial sign/banner	\$100 each

These are non-refundable fees

Catering & Special Equipment Requirements and Exclusions

If you plan to bring in a caterer or special equipment you will need a Park Use permit, and other fees will apply. We define a caterer as a paid person or company that prepares and/or serves food or sets up equipment for use. We define special equipment as an air bouncer, an inflatable structure, or a canopy bigger than 400 square feet, etc. Regrettably, we do not allow dunk tanks. Airbouncer/inflatable will need a generator for power. Please note that amplified sound is not allowed. It is unlawful to use any public address system loudspeaker or other sound-amplifying device in any park. It's also illegal to exceed noise levels as described by section 25.08.520 of the Seattle Municipal parks code.

Vehicle Access

We do not issue keys for load and unload vehicle access to the public for any of our parks. Because of the high number of incidents, we can't take the risk of exposing our park users to the dangers of unsupervised driving within the boundaries of the park. We apologize for any inconvenience this may cause you. If you have equipment or people that require assistance into the park, please consider alternate arrangements when planning your event.

Batter Up! Ballfield Scheduling

If you would like to reserve a ballfield in conjunction with a picnic, please include a request when you submit your picnic application. There are several picnic sites close to softball fields. Field reservation fees are \$20/hour with a 1 hour minimum and a four hour maximum. You can reserve ballfields until the first week in August, when all grass fields are set up for soccer. If you would like to reserve just a ballfield separate from a picnic, please contact either **League Field Scheduling**: 206-684-4082, or **Field Scheduling for Individuals**: 206-684-4077.



Be Ready for Any Weather!

Portable Canopies

You can put 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. We do not allow tents unless a Park Use permit is obtained.

Feeding a Crowd: Large Picnics

If you anticipate a crowd of 400 or more, we may require that you provide dumpsters, portable toilets, and/or an attendant, at your expense. We'll establish these requirements based on your picnic and location.

Dogs on a Leash

Please remember, the City's leash law is in effect. While dogs are allowed on leash in most parks and picnic areas, they are not allowed AT ALL in children's play areas, beaches, or athletic fields, and you must pick up after them.

Boat Launching

There is a \$6 charge for launching boats at Warren G. Magnuson, Golden Gardens and Stan Sayres parks. Please see the Boat Ramp Ranger on site or call 206-684-7249 for more information. You can launch hand-carry non-motorized boats at designated locations within Seward, Matthews Beach, Warren G. Magnuson, Alki Beach, Golden Gardens and Lincoln Parks.

Sales of Merchandise; Commercial Advertising

Please get a permit in advance if you plan to sell any product or service. It is illegal to sell food, beverages, goods or merchandise, use amplified sound, or charge fees for admission without a permit. If you sell anything, or collect money onsite, the City is due 10 percent of your gross receipts. Commercial signs, radio vans, or other advertising banners are allowed with an advance payment of \$100 per item per day.

Your Responsibilities

Please bring your picnic permit with you. The permit is proof of your reservation and gives you the right to use the site in the event a party without a permit tries to use the site.

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

- Illegal substances and alcoholic beverages of any kind. (SMC 18.12.255)
- Fires, except fires in authorized stoves, grills, or designated 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).

Please get written approval from Parks and Recreation in advance if you plan to sell food or merchandise, use amplified sound, or charge an admission fee.

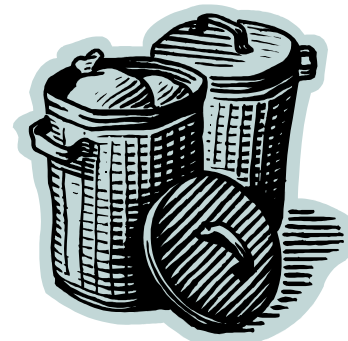
Rights & Privileges

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 to a person without a permit that you've reserved and paid for the site.

We strongly recommend that you set your site reservation signs at your picnic site by 10 a.m. on the day of your picnic. If you arrive after 10 a.m. and someone is already at the table or shelter you reserved, 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.

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. We appreciate your help in keeping our parks pleasant for everyone and our maintenance costs down by leaving the site clean. Many of our parks have special recycling containers for your use. Please recycle when possible!



Reservation Sites

Event Scheduling Office: 206-684-4081

The chart below lists the parks where tables and/or shelters may be reserved for your picnic. You are required to reserve an adequate number of tables and/or shelters to accommodate your entire group, so please estimate the number as accurately as possible when you make your reservation. Please keep the Event Scheduling office informed, during the period between the date of your reservation and the date of your picnic, of any changes to your event that will affect it. Shelter fees range from \$35 to \$160. There are extra amenities under some of the shelters (e.g.: barbecues, electricity, sink and fireplaces) that are provided for your convenience at no extra charge. We can't guarantee that these extra amenities will be available, and can not give you a refund in the event these are not functioning on the day you arrive. Fixed tables outside the shelter are priced separately. Most tables seat 8-10 people and rent at \$10.00 per table. There are site capacity limits at each area, so please consider these limits when planning your event.

Park	Shelter #	Shelter Fee	Site Capacity	Seating Tables Inside	Service Tables Inside	Outside Reservable (\$10 each)	Electricity Available	Sink or Faucet	ADA Full "A" or Partial "P"
Alki – Alki SW & SW 62 nd (1702 Alki Ave SW 98116)	1	\$45	75		2	14			P
Beer Sheva – 8650 55 th Ave S 98118			30			2			
Benefit – 38 th Ave S & S Benefit St (9320 38 th Ave S 98118)	1	\$55	35	2		2			
Carkeek – NW Carkeek Park Rd & 9 th NW (@ 110 th) (950 NW Carkeek Park Rd 98177)	1	\$55	190		1	19		S	P
	2	\$75	150	3		14		S	
Don Armeni - 1222 Harbor Ave SW 98116			30			2			
Ferdinand St —Lake WA Blvd & Ferdinand St (4900 Lake Washington Blvd S 98118)			40			3			
Gas Works – N Northlake Way & Meridian Ave N (2101 N Northlake Way 98103)	1	\$55	100	2		5	Yes		A
	2	\$75	100	4		4	Yes		A
Genesee – 45 th St & S Genesee (4316 S Genesee 98118)	1	\$105	100	7				F	P
Golden Gardens – Seaview NW (north end) (8499 Seaview PI NW 98107)	1	\$45	100		1	9		F	
	2	\$45	110		1	8		F	
Judkins – 22 nd S & S Charles (2150 S Norman St 98144)	1	\$65	150	3		11	\$55	F	P
Lincoln – Fauntleroy SW & SW Webster (8011 Fauntleroy Way SW 98136)	1	\$55	250	1		22	Yes	F	
	2	\$55	250	1		21	Yes	F	
	3	\$75	50	3		6	Yes	F	A
	4	\$65	35	2		3	Yes	F	A
	5	\$85	300	4		25	Yes	F	P
Madrona – Lake WA Blvd @ E Columbia St (853 Lake Washington Blvd 98122)	1	\$35	50			7	\$55	S	
Magnolia – 31 st W & W Galer (1461 Magnolia Blvd W 98199)	1	\$35	100			10	Yes	S	
Matthews – NE 93 rd & Sand Point Way NE (9300 51 st Ave NE 98115)			100			10			

Reservation Sites

Do not mail to these addresses

Use the addresses in parentheses for directions or internet maps. Blank box = No Service

NEW FOR 2009! Beginning in 2010, all picnic shelters will be available for two reservations per day; 8 a.m. - 2 p.m. or 3 p.m. - 11 p.m. This allows us to accommodate the growing number of picnic reservations we receive annually.

For 2009, to kick-off this program we've been able to make Meridian and Lower Woodland available with two reservations per day.

Park

	Shelter #	Shelter Fee	Site Capacity	Seating Tables Inside	Service Tables Inside	Outside Reservable (\$10 each)	Electricity Available	Sink or Faucet	ADA Full "A" or Partial "P"
Me-Kwa-Mooks - 56th Ave SW & Beach Drive (4503 Beach Dr SW 98116)			30			2			
Meridian* - N 50th & Meridian N (4649 Sunnyside Ave N 98103)	1	\$115/\$150*	100	8			\$55		P
North Acres - 1st Ave NE & NE 130th St (12718 1st Ave NE 98125)			50			4	\$55		
Othello - S Othello & 45th S (4351 S Othello 98118)			100			10	\$55		P
Pratt - Yesler Way & 20th Ave S (1800 S Main St 98144)			60			5			
Ravenna - 20th NE & NE 58th (2000 NE 58th 98105)	1	\$35	150			10		S	
Roxhill - 29 th SW & SW Barton (2850 SW Roxbury 98126)			75			10	\$55		P
Rizal, Dr. Jose - 12 th S & S Judkins (1008 12 th Ave S 98144)	1	\$75	75	4			Yes	F	A
Seward - Lake Washington Blvd & S Orcas (5898 Lake Washington Blvd S 98118)	1	\$55	40	2			Yes	F	P
	2	\$75	50	4			Yes	F	
	3	\$115	300	8		18	\$55	S	A
	4	\$75	50	4				F	
	5	\$75	50	4				F	
Warren G. Magnuson* - Sand Point Way NE & NE 65 th (7400 Sand Point Way NE 98115) *Heavy construction throughout 2009 parking is limited	1	\$125	100	8					P
	2	Not available for reservation during construction							
	3	\$75	50	3					A
Westcrest - SW Henderson & 8 th SW (9000 8 th Ave SW 98108)			50			6	\$55		
Lower Woodland* - N 50th & Woodland Pk N N 59 th & Aurora N Shelters 1 - 3: (1000 N 50 th St 98103) Shelters 4 - 7: (5900 Aurora Ave N 98103)	1	\$45/\$80*	250	1		14	Yes	S	
	2	\$45/\$80*	300	1		19	Yes	S	
	3	\$45/\$80*	200	1		12	Yes	S	
	4	\$45/\$80*	50	1		5	Yes	S	P
	5	\$55/\$90*	75	2		4	Yes	S	A
	6	\$115/\$150*	200	8		9	Yes	S	A
	7	\$65/\$100*	30	3					

Picnic Area Features & Support

Amenities vary from park to park; each one has trash cans and restrooms or portable toilets. Many have barbeques, a water source (fountain, faucet or sink); some have electrical outlets, and a few have wood burning fireplaces. To make your picnic a success,

- Please bring your own (clean!) wood or charcoal
- It's fine to bring your own small grill, charcoal or gas, as long as you keep it on a hard surface. If it is a gas grill, the propane tank cannot be larger than 5 gallons. If it is charcoal, we ask that you douse your ashes with water and remove them from the park. **Please do not dump ashes or coal onto the ground as it causes damage to the turf.**
- From time to time a restroom or water or electricity source may be unavailable because of unreported vandalism. If you encounter any such inconvenience, please call the Parks Duty Officer at the number listed on your permit, or call 206-684-4081 during business hours.

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)

Discrimination 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

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 when you schedule your picnic.

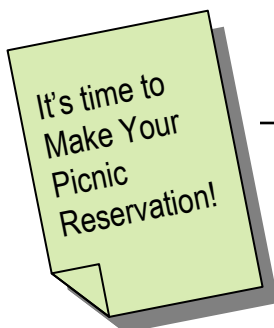
For information or complaints concerning Americans with Disabilities Act, please call Seattle Parks and Recreation 206-684-4075.

For a Successful Picnic

Here's a **checklist** to help you make your reservation and have a successful picnic.

You can fill it out in advance or go over it with our schedulers.

- ___ What is your preferred date?
- ___ Second and Third choice date?
- ___ What is your preferred location?
- ___ Second and Third choice location?
- ___ How many people do you expect?
 - ___ Dumpsters?
 - ___ Portable Toilets?
 - ___ Number of Shelters you need?
 - ___ Number of tables you need?
- ___ Caterer?
- ___ Special Equipment?
 - ___ Liability Insurance?
- ___ Amplified Sound?
- ___ Attendant required?
- ___ Ballfield needed?
- ___ Boat launch access needed?
- ___ Admission fee or sale of merchandise?
- ___ Commercial signs?
- ___ How will you pay?



Fill out, clip & fax or mail application to address listed at bottom on form.

Picnic Reservation Application

Please read "Scheduling a Picnic in Seattle Parks" before completing



CONTACT: _____

ORGANIZATION: _____ DAY PHONE: _____

ADDRESS: _____ ARRIVAL TIME FOR PICNIC SET-UP: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL ADDRESS: _____

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 Tables
1					
2					
3					
4					
5					

PLEASE HELP US DETERMINE WHAT YOU WILL NEED

Are you hiring a catering company to prepare your food?

NO YES

If yes, Name of Company: _____

Are you hiring an event or equipment company to provide bouncers, jumpers, etc.?

NO YES

If yes, Name of Company: _____

Do you plan on having music at your event?

NO YES

Please note: Except as authorized by Special Event Permit, it is unlawful to use any sound-amplifying device in a park. This includes boom-boxes, loudspeakers or public address systems.

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

Do you want to reserve a ballfield? Please see brochure for sites with ballfields.

NO YES

If yes, Time requested: _____

REMINDER

- Alcoholic beverages are prohibited in City parks.
- Vehicle access is not available into the interior of the parks.
- Picnic fees are non-refundable.

FEES:

Shelters See Grid in Brochure
Tables outside She..... \$10.00 each
Ballfield Use Permit..... \$20.00/hour
Use Permit \$75.00
Electrical Hookup..... \$55.00
Attendant Fee \$20.00/hour
Company Sign/Commercial Banner.....\$100/unit

Picnic fees are non-refundable

METHOD OF PAYMENT

Prior to April 1, **do not** include check or money orders with your application, we will bill you. Payments are due two weeks from the confirmation of your reservation.

Bill me

VISA MasterCard American Express

Card Number: _____

Exp. Date: _____

Signature: _____

IMMEDIATELY MAIL TO:

Picnic Reservations, **Seattle Parks and Recreation**,
860 Terry Ave. N., Seattle, WA 98109

OR: FAX to 206-684-4853 (Please mail or FAX! Not both)

VISIT US ONLINE www.seattle.gov/parks/picnic_sites.asp

February 2, 2009

Dear Prospective Picnicker:

It's that time of year again - time to make your picnic reservations for 2009!

There are a few key dates to remember:

1. **EARLY RESERVATION LOTTERY:** We'll accept early reservations up to February 28th. If we've RECEIVED your reservation application by that date you will have an equal chance of reserving the park of your choice. Please submit only one application per group. For the lottery we can accept only US Mail and Fax reservations. You can make your payment by credit card, or we can bill you with payment due in 14 days. We will send out confirmations in March. Please do not send cash or checks for the Early Reservation Lottery.
2. **MARCH RESERVATIONS:** Beginning March 2, we'll accept reservations by US Mail and Fax. We will process all early (lottery) reservations before we handle "March Reservations." We will process "March Reservations" in the order we receive them. We accept payment by check or credit card, or we will bill you with payment due in 14 days.
3. **REGULAR RESERVATIONS:** Beginning April 1 and running through the end of September, we'll accept reservations by phone, in person, by US Mail or by Fax.

We are located in Lake Union Park in the Former Naval Reserve Building at 860 Terry Ave North, Seattle, Washington 98109. Our phone number is 206-684-4081.

We look forward to working with you - happy picnicking!

Sincerely,

Seattle Parks and Recreation
Event Scheduling Office



Seattle Parks and Recreation
Event Scheduling Office
860 Terry Avenue North
Seattle, WA 98109

