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# Scheduling a Picnic in Seattle Parks

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## Seattle Parks & Recreation

healthy people healthy environment strong communities

### Event Scheduling

Seattle Parks & Recreation  
300 Elliott Ave W, Suite 100  
Seattle, WA 98119  
Office: (206) 684-4080, Opt. 2  
Email: [picnics@seattle.gov](mailto:picnics@seattle.gov)

[www.seattle.gov/parks/reserve/  
picnic-reservations](http://www.seattle.gov/parks/reserve/picnic-reservations)

Picnic Season: April through March

Early Reservation Lottery: **We begin accepting picnic applications on the first business day of the New Year through the last day of February.**

Beginning the first business day of March, these applications will be processed in random order by the month and date requested. Payments will be due two weeks after you have received your picnic confirmation.

This would be the best time for you to submit your application for the upcoming picnic season ensuring you have the best chance of securing your desired date and time for your picnic.



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## Making a Reservation:

### 1. Early Lottery Applications (email or U.S. mail)

For the lottery, we only accept reservation applications submitted through email (preferred) or U.S. Mail. We will process all requests received in random order beginning March 1st. Please **Do Not** submit duplicate applications.

### 2. March Applications (email or U.S. mail)

Applications postmarked by U.S. mail, or emailed on March 1<sup>st</sup> or later will be held in our office in the order in which they were received, then processed as after the "Early Lottery" application process has been completed.

### 3. April Reservations

**Beginning on April 1st, full payment will be required at the time of reservation.** We will process applications on a first come, first served basis. Once all applications received have been processed, we can begin accepting reservations by phone or in-person Monday through Friday.

### In Addition:

**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 searching additional options.
- A confirmation will be e-mailed to you after your application is processed. Please review your confirmation carefully before making your payment.
- **Once payment has been applied, there are NO REFUNDS.**

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## 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 can 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, Discover or Diner's card, or in person with cash (exact dollar amount only). **Please Do Not mail cash.**

## Picnic Permit

**After we receive your payment, we will email you the picnic permit and receipt.**

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

# Reservation Sites

Event Scheduling Office: 206-684-4080, OPT. 2

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 **\$15** per table for a half day, **\$25** 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. Insurance is required.**

## Picnic Site 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 (with all reservable tables booked)	Seating Tables Inside	Serving Tables Inside	Outside Tables (\$15/\$25)	ADA Partial "P"
<b>Alki:</b> Alki SW & SW 62 <sup>nd</sup> (1702 Alki Ave SW 98116)	1	\$75	\$120	130		2	14	P
<b>Beer Sheva:</b> 8650 55 <sup>th</sup> Ave S 98118	(Tables Only)			30			2	
<b>Benefit:</b> 38 <sup>th</sup> Ave S & S Benefit St (9320 38 <sup>th</sup> Ave S 98118)	1	\$90	\$160	35	2		2	
<b>Carkeek:</b> NW Carkeek Park Rd & 9 <sup>th</sup> NW (@ 110 <sup>th</sup> ) (950 NW Carkeek Park Rd 98177)	1	\$75	\$120	190		1	19	P
	2	\$120	\$195	1	3		14	
<b>Don Armeni:</b> 1222 Harbor Ave SW 98116	(Tables Only)			30			2	
<b>Dr. Jose Rizal:</b> 1008 Harbor Ave SW 98116 (12th Ave S & S Judkins)	1	\$120	\$210	75	4			P
<b>Ferdinand St:</b> Lake WA Blvd & Ferdinand St (4800 Lake WA Blvd S)	(Tables Only)			40			3	
<b>Gas Works:</b> N Northlake Way & Meridian Ave N (2101 N Northlake Way 98103)	1	\$90	\$160	100	2		5	P
	2	\$120	\$210	100	4		4	P
<b>Genesee:</b> 45 <sup>th</sup> St & S Genesee (4316 S Genesee 98118)	1	\$165	\$285	100	7			P
<b>Georgetown:</b> S Findlay St (750 S Homer ST 98108)	1	\$105	\$185	50	3			P
<b>Golden Gardens:</b> Seaview NW (north end) (8499 Seaview PI NW 98117)	1	\$75	\$120	100		1	9	
	2	\$75	\$120	110		1	8	
<b>Jefferson</b> (no grills): 3801 Beacon Ave S 98108	1	\$105	\$185	50	3			P
	2	\$105	\$185	50	3			P
	3	\$135	\$235	80	5			P
<b>John C. Little Sr:</b> 6961 37th Ave S 98118	1	\$90	\$160	40	2			P
	2	\$90	\$160	40	2			P
<b>Judkins:</b> 22 <sup>nd</sup> S & S Charles (2150 S Norman St 98144)	1	\$105	\$185	150	3		11	P
<b>Lincoln:</b> Fauntleroy SW & SW Webster (8011 Fauntleroy Way SW 98136)	1	\$90	\$145	250	1		22	
	2	\$90	\$145	250	1		21	
	3	\$120	\$195	90	3		6	P
	4	\$105	\$170	90	2		3	P
	5	\$135	\$220	300	4		25	P
<b>Madrona:</b> Lake WA Blvd @ E Columbia St (853 Lake Wa Blvd 98122)	1	\$60	\$110	80			7	

# Reservation Sites

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**Site Amenities** There are extra amenities with some of the shelters (i.e. barbecues, sink and fireplace/stove) 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 guaranteed nor provided for a picnic reservation. 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 are not available for use.**

## Picnic Site 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 (with all reservable tables booked)	Seating Tables Inside	Serving Tables Inside	Outside Tables (\$15/\$25)	ADA Partial "P"
<b>Magnolia:</b> 31st W & W Galer (1461 Magnolia Blvd W 98199)	1	\$60	\$110	100			10	
<b>Maple Leaf:</b> NE 85th St & Roosevelt Way NE (1020 NE 82nd St)	1	\$120	\$210	100	4			P
<b>Matthews Beach:</b> NE 93 <sup>rd</sup> &SandPoint Way NE (9300 51st Ave NE)	(Tables Only)			120			12	
<b>Me-Kwa-Mooks:</b> 56th Ave SW & Beach Dr(4503 Beach Dr SW 98116)	(Tables Only)			30			2	
<b>Meridian:</b> N 50th & Meridian N (4649 Sunnyside Ave N 98103)	1	\$180	\$310	100	8			P
<b>North Acres:</b> 1st Ave NE & NE 130th St (12718 1st Ave NE 98125)	(Tables Only)			50			4	
<b>Othello:</b> S Othello & 45th S (4351 S Othello 98118)	(Tables Only)			100			6	P
<b>Pratt:</b> Yesler Way & 20th Ave S (1800 S Main St 98144)	(Tables Only)			60			5	
<b>Ravenna:</b> 20th NE & NE 58th (2000 NE 58th 98105)	1	\$60	\$110	150		1	10	
<b>Rizal, Dr Jose:</b> 12 S & S Judkins (1008 12th Ave S 98144)	1	\$120	\$210	75	4			P
<b>Roxhill:</b> 29th SW & SW Barton (2850 SW Roxbury 98126)	(Tables Only)			100			10	P
<b>Seward:</b> Lake Washington Blvd & S Orcas (5895 Lake Washington Blvd S 98118)	1	\$90	\$160	40	2			P
	2	\$120	\$210	50	4			
	3	\$180	\$310	300	8		18	P
	4	\$120	\$210	50	4			
	5	\$120	\$210	50	4			
<b>View Ridge</b> (no grills): NE 70th St (4408 NE 70th ST 98115)	1	\$105	\$185	50	3		3	P
<b>Warren G Magnuson:</b> Sand Point Way NE & NE 65th (7400 Sand Point Way NE 98115)	1	\$195	\$320	100	8			P
	2	\$120	\$195	50	3		9	P
	3	\$135	\$220	60	4			P
<b>Westcrest:</b> SW Henderson & 8th SW (9000 8th Ave SW 98108)	(Tables Only)			50			6	
<b>Lower Woodland:</b> Shelters 1-3: N 50th&Woodland Pk N(1000 N 50th St 98103) Shelters 4-7: N 59th & Aurora N(5900 Aurora Ave N 98103)	1	\$75	\$135	160	1		14	
	2	\$75	\$135	210	1		19	
	3	\$75	\$135	140	1		12	
	4	\$75	\$135	50	1		5	P
	5	\$90	\$160	75	2		4	P
	6	\$180	\$310	200	8		9	P
	7	\$115	\$185	30	3			

## Permit Fees

Picnic Shelters (*see reservation sites*) . . . . . \$60-\$280  
Outside stationary tables . . . . . \$15/\$25  
Use Permit (*caterers, bouncers, etc.*) . . . . . \$75  
Rescheduling of a paid picnic\* . . . . . \$25  
Company/commercial sign/banner (*per surface*) . . \$100  
Non-Sufficient Funds (NSF) checks . . . . . \$20  
*\*The date/park of a paid picnic permit can be rescheduled only if you contact the picnic scheduling office AT LEAST 14 days before the date of the event 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. The roping or coning off of parking space is not allowed.**

## Vehicle Access Not Permitted

There is **NO outside 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 measuring no more than 400 square feet (20'x20') in size. No stakes or in-ground anchors. Larger tents require a Special Equipment Permit.

## Clean Up & 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 variable per hour with a one hour minimum and a four 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. **You must bring your permit with you.** Without your permit, it's difficult to prove that you've reserved and paid for the site. **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, do our best to 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).

# 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/reserve/picnic-reservations](http://www.seattle.gov/parks/reserve/picnic-reservations)

**\*Required Information**

Main Contact					
First Name*	Last Name*	Gender*	Ethnicity (optional)	Languages (optional)	Date of Birth* / /
Residential Address*			Apt./Suite	City*	State* Zip Code*
Organization Name (if applicable):		Address:		City	State Zip Code
Primary Phone* ( )	Cell Phone ( )	Email Address* <span style="float: right;">Promotional Email</span>			

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.

	Park Name	Date	# of People	Shelter #	# of Tables or Table #'s
1*					
2					
3					
4					
5					

**Event Name:** \_\_\_\_\_

**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 permitted hours.*

**Please help us determine additional permits needed:**

Are you hiring a catering company to prepare/serve food on-site?

NO YES

Vendor's name: \_\_\_\_\_

Will you have air bouncers, jumpers, or any special equipment on-site?

NO YES

Vendor's name: \_\_\_\_\_

Do you want to reserve a ball field? (if applicable)

NO YES What sport? \_\_\_\_\_ Ages: \_\_\_\_\_

Desired time: \_\_\_\_\_

If unsure of how to answer to the above questions

**Important Reminders:**

- Vehicle access is **NOT** permitted into any park.
- **Electricity is NOT available. Water is available at select locations.**
- **No Amplified Sound.** This includes boom-boxes, loudspeakers, radios or public address systems.
- Alcohol and smoking are **NOT** allowed in Seattle Parks.
- Applicants/permit holders agree to the terms and conditions listed in the picnic brochure and on the picnic permit.

**Fees:**

- Ball Field Use Permit ..... Fee varies
- Company Sign/Commercial Banner ..... \$100/unit
- Non-Sufficient Funds (NSF) Checks ..... \$20
- Rental Attendant Fee ..... \$30/hour
- Rescheduling Fee (must be outside of 14 days before your event date)..... \$25
- Shelters ..... See grid in brochure
- Tables (outside of shelter) ..... \$15 half-day/\$25 full-day
- Use Permit (Catering/Air Bouncer) ..... \$75

**\*\*\*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.

**Please return completed applications to:**

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

**Or email as an attachment to:** [picnics@seattle.gov](mailto:picnics@seattle.gov)



Seattle  
Parks & Recreation

healthy people healthy environment strong communities