

PARK USE PERMIT PROCESS

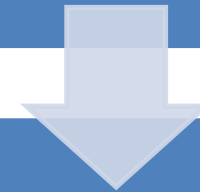
Application Submittal

- Find information and application here:
<http://www.seattle.gov/parks/Reservations/permits.htm>
- Please read and review all of the information and submit your application.
- Date confirmations are only given after an application has been submitted.



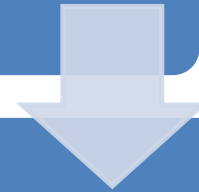
Application Review

- Once submitted this stage usually takes 10-15 business days based on seasonal volume and complexity of request.
- Applications **must** have a completed application and site plan to be reviewed. Other documentation may be requested for large, complex events.



Event Confirmation and Permit

- Once confirmation is sent permit fees are due according to the schedule contained within, failure to make payment may result in your reservation being canceled.
- Approved site plans, insurance documents, and payments must be in place prior to you being issued your permit.
- Permits are issued 15-30 days prior to your event.



Post-Event

- 10% of Gross Sales are due within 10 days after the event.
- Questions, concerns and any feedback will be communicated to you about your event.
- Possible damage mitigation.