



Seattle Parks & Recreation

OUTDOOR PARK USE PERMIT Brochure and Application

To be filled out for public events in Seattle

Event Scheduling Office

Elliott Bay Office Park
300 Elliott Ave W, Suite 100 Seattle, WA
Seattle, WA 98119

Office: 206.684.4080 x3

E-mail: parkusepermits@seattle.gov

<https://www.seattle.gov/parks/rentals-and-permits/outdoor-event-permits>

Introduction

Thank you for choosing a Seattle park for your public event. Use permits allow Seattle Parks and Recreation (SPR) to prevent conflicts, make necessary maintenance preparations, and avoid overuse of facilities. Note that our website includes a couple of helpful tools for run/walks, 1st Amendment, Art installs and more. See above address.

Permits are required if any of the following apply:

- 1) Any amplified sound is planned.
- 2) Any equipment is brought into a park.
- 3) The event is publicly advertised.
- 4) Your gathering will impact normal public use of the park.

Use permits are granted on an application review basis. To apply for a permit for an outdoor park space and/or facility, please send the attached application to:

Event Scheduling Office, Elliott Bay Office Park, 300 Elliott Ave W, Suite 100, Seattle, WA 98119
Telephone: 206-684-4080 x 3, e-mail: parkusepermits@seattle.gov, TDD only: 206-684-4950

Other types of rental please copy and paste this link into your browser: www.seattle.gov/parks/rentals-and-permits

Application

Please complete the below application as completely as possible. Answers should be as complete as possible and fully describe: all activities planned, facilities needed, date/times of event and the number of people expected. Wherever you give a "yes" please provide a detailed explanation; add pages if needed. Remember to date and sign the application. We will return all un-signed applications, and any incomplete form.

Park Use Permit applications are accepted for review on a rolling calendar. Proposed dates can be up to one year in advance. We encourage all event organizers to turn in their applications early. Park Use Permits are reviewed on a first-come, first-served basis. Depending on season, it can take 5-15 business days to review and process an application. Once processed we will send you a confirmation email listed on your application. The Event Scheduling Office accepts applications at any time for events, but late fees will be assessed to applications received within thirty days, with exception of 1st amendments. Late applications may be denied or not processed if SPR determines that there is insufficient time for any aspect of the event. Seattle Parks may require insurance, deposit, special approvals or permits from other City departments in addition to below fees.

Fees and Charges

Application Fee

Parks charges a non-refundable Park Use Permit Application fee with every permit application. The fee is \$75 unless your event is protected by the First Amendment to the U.S. Constitution, in which case the processing fee is reduced to \$50. Other fees, explained next page, may include but are not exclusive to:

Permit Fees

- \$15 to \$49 per hour Park Fee (Additional use fees, such as table or shelter fees may apply).
- \$95 for Electrical Hook up
- \$75 Late Application Fee (explained under Application section)
- \$100 Commercial Use Fee per surface or display is explained in detail below
- \$25 per vehicle Load/Unload Fee. (May not be allowed at certain parks)
- 10% of gross sales or \$30 per booth/canopy fee (explained below)
- A refundable damage deposit may be required for certain events.
- SPR staff may be required to be onsite at an event. Applicants will be advised of this if required.
- Any damage done to the park during an event (explained below)

Cancellation Policy:

Is 15 business days from date of confirmation to cancel event. Although fees are NOT due at time of booking. Canceling after 15 days will mean all use fees will be owed. Use Fees: Application and hourly use fees.

Admission, Event Fees, or Sale of Merchandise, Food, and Beverages Fee

SPR must approve any plan to charge admission or sell any service or product at any event on SPR property. If approved, 10% of gross receipts collected on SPR property or a \$30 per booth/canopy fee (whichever is greater) must be paid to the city. Payment is due within 10 business days after event. Please submit the 'gross sales report' form that will be attached to permit. A sale is anything that includes a financial transaction. Note this may apply to some donations.

Private Use and Restricted Use Fees

There are specific fees associated with a permit that restricts some or all use of a public space to the public. E.g. a large company event for employees only or a ticketed public event. Ask event staff for more details.

Commercial Use/Promotional and Advertising Fees

SPR charges \$100 per surface, per day, for branded advertising in parks. Surfaces include - but are not limited to - banners, signs, tents/canopies, vehicles, inflatables and other structures that include advertising. Some structures/vehicles may be considered multiple surfaces. Permit applicants/holders are responsible for all advertising fees and are required to obtain design approval from SPR Event Management and must accurately disclose all applicable displays. For questions review the Park Use Website: www.seattle.gov/parks/rentals-and-permits/outdoor-event-permits

Damage Mitigation

Damage to turf, trees, shrub beds, hard surfaces, buildings or other items caused during the event will be charged to the user group at SPR's current labor and material costs and/or contracted costs. All damage must be repaired to Seattle Parks and Recreation standards.

Insurance

- Please send this section to your insurance broker, agent, or insurer.
- Acceptable evidence of insurance as specified below must be filed with and approved by SPR at least 30 days prior to the scheduled date of an Event on Parks property.
- Insurance is usually NOT required for 1st amendment protected events. This is based on activities and planned set up. Staff will notify you upon confirmation if you are required to have insurance. Ask staff for clarifications.

Insurance Requirements

- The minimum coverage must consist of a Commercial General Liability (CGL) insurance policy or the equivalent with a minimum limit of liability of \$1,000,000 each occurrence combined single limit bodily injury and property damage (CSL) or the multiple limits equivalent. If alcoholic beverages are to be served, host liquor liability coverage must be included.
 - \$1,000,000 CSL or the multiple limits equivalent.
 - "The City of Seattle" must be an additional insured for primary and non-contributory limits of liability. NOTE: This is a government permit and NOT a contract. The general liability additional insured policy/endorsement must be as per the ISO CG 20 12 additional insured endorsement for government permitting or equivalent. If using 'equivalent' allow extended processing time. "OWNER'S, LESSEES OR CONTRACTORS" additional insured language will not be accepted.
 - The insurer(s) must provide not fewer than thirty (30) days notice of cancellation via email, except ten (10) days as respects cancellation for non-payment of premium via email
 - Certification of insurance, which in addition to a certificate of insurance must include an **actual copy** of the additional provision to the general liability insurance. Policy must be issued to: Seattle Parks and Recreation via email : parkusepermits@seattle.gov, from the event organizer. **Paper copies will not be accepted.**
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Deposit: The City may require a deposit in the below situations and may have the city incur fees:

1. When admission is charged to an event or food or products are sold, in order that the City may be assured of collecting the percentage of gross receipts charged;
2. When an event presents a risk of damage to City property
3. When the event appears likely to cause the City unusual clean up or restoration expenses.
4. When special services are provided, or extra expenses are anticipated, and the Superintendent of SPR and Recreation determines that a performance bond is necessary to fully protect the City.
5. When the applicant has previously held an event that violated the Seattle Parks Code and/or created any of the above situations.
6. The bond or cash deposit is set in an amount which would make the City whole if the terms and conditions of the use permit were not fully performed.

Approvals/Other Permits

It is an applicant's responsibility to research and secure all necessary City Permits required for an event other than the Park Use Permit. Note: Large events, complicated park locations, or requiring services such as Police for traffic control or events that would impact Metro may be required to work with the Citywide Special Events office: 206-733-9245, specialeventsoffice@seattle.gov, www.seattle.gov/special-events-office/

Listed below are other permit resources that may be required based on your event activities

Contact the Seattle Fire Department Fire Marshal's Office at 206-386-1450 if your event includes:

Use of tents with walls exceeding 400 sq. ft, or tents without walls with an aggregate area exceeding 700 sq. ft.

Use of propane or any open flame for heat or cooking operations. Some events may require an assembly permit (enclosed space more than 99 people or open space with more than 499 people) <https://www.seattle.gov/fire/business-services/special-events>

Contact the City's Department of Construction and Inspections at 206-684-8600 if your event includes:

Building of or use of a stage, platform, bleachers, and/or scaffolding structures; structure greater than four feet in height; Construction of a booth for sales or displays; Structures anchored to existing buildings or weighing more than 2,000 pounds; Any and all proposed construction must be approved by the Parks Department. <https://www.seattle.gov/sdci/permits>

Contact the City of Seattle Department of Transportation (SDOT) at 206-684-5098 if your event includes:

The need to temporarily block or close any city street or roadway. <https://www.seattle.gov/transportation>

Contact Seattle Public Utilities - 206-684-3453 about:

Approved types of waste management, recycling, food and beverage, approved packaging and/or the plastic ban.

Reference this website: <https://www.seattle.gov/utilities/your-services/collection-and-disposal/recycling/event-recycling>

Contact the City's Consumer Protection Division at 206-386-1267 or email tradeshow@seattle.gov if event includes:

Engaging in business activities subject to the City's business and occupation tax, business licensing, and charging admissions or selling any items. <https://www.seattle.gov/city-finance/business-taxes-and-licenses/business-licenses>

Contact King County Public Health at 206-296-4632 if your event includes:

Serving or preparing food. <https://kingcounty.gov/depts/health/environmental-health/food-safety.aspx>

Contact the Seattle Police Department Harbor Patrol at 206--684-4-4071 if your event includes:

Any activity on waterways (boat races, swim events, paddle events, and /or any other waterborne event: mooring, fireworks, barges, etc.) Harbor Patrol determines whether police staffing is required, or if other agency notification/permission is required

Noise and Sound Control

Sound is the one item that can have the biggest impact on a neighborhood and we review carefully.

It is unlawful to have amplified sound in a park without a permit from the Event Scheduling Office. SMC 25.08.520 (A) makes it unlawful for any person to cause or allow sound from an officially sanctioned outdoor event to have amplified sound in a park that exceeds an "Leq" of 95 db(A) for one minute as measured 50 feet from the source. The Event Scheduling Office has the discretion to allow or disallow amplified sound during a special event. Alternatively, they may require a park user to comply with a lesser sound level than outlined by the City sound ordinance and/or removal of subwoofers. Please inquire at the time of booking. An authorized/credentialed city official may stop any outdoor musical event as a public nuisance if the decibel level exceeds 95 dB (A) for a total of five minutes in any thirty-minute period as measured 50 feet from the source and/or subwoofers that can be felt more than 200 feet away for more than 5 minutes. A copy of the Noise Control Ordinance will be supplied upon request. Amplified sound hours are 9am-10pm Sat and Sun, 7am-10pm M-F. A noise variance may be requested, but no guarantee of approval: <https://www.seattle.gov/special-events-office/handbook/outdoor-amplified-sound>

Contact the Washington State Liquor and Cannabis Board (WSLCB) if serving/selling alcohol: <https://lcb.wa.gov/>

Please note Cannabis is Illegal in Seattle Parks.

Outdoor Use Application

Event Scheduling Office
300 Elliott Ave S, Suite 100, Seattle, WA 98119

parkusepermits@seattle.gov
phone: 206-684-4080 x 3

To be accepted submit application with the required site plan and sign. Fill out in Adobe, download type or print information clearly and attach maps, layouts and additional information. Please use **email** to submit your application, you may also submit via US Mail.

1. APPLICANT INFORMATION				(Application will not be processed if ANY red boxes are left blank)				
Sponsoring/Producing ORGANIZATION NAME:								
Mailing Address:	Street Address		City,		State		Zip	
	Name:		Secondary Contact:	Name:				
	Title:			Title:				
	Phone:	Cell:		Phone:	Cell:			
	Personal Company Email:			Email:				
Applicant Contact Info:								
Demographics		Gender:	Birthdate:	Gender:	Birthdate:			
		Race:		Race:				
		Language Spoken:		Language Spoken:				
Generic Company Email: (optional)				Organization/Event Website: http://www.				

2. EVENT INFORMATION							
EVENT NAME:							
PARK NAME (S) REQUESTED:		Name of Park: ATTACH A DETAILED MAP - REQUIRED , SEE PAGE 6 for specifics					
Please double check your dates are accurate. Add an * if date is a 2nd, 3rd, etc. option				Hours: actual event attendee hours		Expected Daily Attendance: participants volunteers, staff, spectators	
Day 1	Day of week:	Date:	Start Time:	End Time:			
Day 2	Day:	Date:	Start Time:	End Time:			
Day 3	Day:	Date:	Start Time:	End Time:			
Day 4	Day:	Date:	Start Time:	End Time:			
Day 5	Day:	Date:	Start Time:	End Time:			
Event Setup Starts: (when equipment gets placed in park)			Event Take Down Complete: (when all equipment is removed)			Total Attendance: (Add all rows & columns)	
Start Date:	Start Time:	End Date:	End Time:				

3. EVENT DETAILS

Has this event been produced before? Yes No		Is this an annual event? Yes No		Previous Name(s) of event:		How many years?	
Are there any changes from previous years? Yes No		Describe Changes:					
Event Type:	Community Festival/Fair		Sporting Event		Other:		
	Run/Walk Event		Protest/Rally				
	Start Time for Run/Walk:		Theatrical Performance				
Is your event ticketed? Yes No		If yes, can anyone get a ticket? Yes No		Is \$\$ collected onsite? Yes No			
Is this event public? Yes No		Please check all methods by which the event is advertised: TV Radio Online Billboards Posters Advance Ticket Sales Other:					
Event Purpose: <i>attach pages if needed</i>							

4. SITE PLAN

REQUIRED:	Applications will not be accepted without a map. Map must be clear and legible with the following indicated:						
	1. NORTH, indicated by a directional arrow symbol						
	2. Name of Park facility and that of surrounding streets.						
	3. The overall Event Area (include parking if appropriate) inside the park.						
	4. The location of all physical equipment being placed, included but not limited to, any stage(s), vendors, booths, sponsors, tents, signs, barricades, portable toilets, vehicles, food trucks, numbered shelters.						
	5. For runs/walk/swims, etc, must provide proposed route						
6. Any other details you think are helpful.							
Equipment / Set up:		Please check all boxes and/or list numbers that apply <i>(Show all equipment on your attached map)</i>					
Logo/promotional signs # ____ Tents/Canopy/Booths # ____ Portable Restrooms # ____ Vehicle Access # ____ Generator ____ Stage Equip. ____							
Bounce Toys ____ Fountain off ____ Sprinklers Off ____ Other: ____							
Please list the outside companies/vendors that you are using for any of the checked boxes above:							
Event Set Up		Describe the logistics and set up of your event. Attach additional documents if necessary (Map Required):					

5. VENDORS/ SALES

5. VENDORS/ SALES	Does your event have any on site financial transactions? Yes No		How many Vendors?	
	Serving/selling Alcohol?		Will you be serving food or beverages?	
	Sales: On-site registrations		Services Food Truck (s):# ____	
	Food Beverages Merchandise Other			
10% of all sales (food, beverages, admissions, souvenirs, goods and services) on Parks property must be remitted to Seattle Parks and Recreation within 10 days following the event.				

Important Notice: Seattle Parks and Recreation has **very specific** insurance requirements. We cannot permit an without insurance. Work on this immediately after confirmation

6. AMPLIFIED SOUND/MUSIC	Does your event have any amplified sound? Yes No	What Times are you requesting amplified sound? Start: End:	Is electricity requested <i>20 Amp is house-hold standard</i> Yes No If yes, 20 Amp 50 Amp
7. RECYCLE AND TRASH	Washington State law requires vendors and organizers for festivals, sports facilities, special events, and official gatherings to provide recycling containers at events where beverages in cans and/or bottles are sold. See RCW 70.93.093 for complete language. Organizer is responsible for ALL trash generated by participants and is required to provide some waste management. More waste control required for food/beverage events. You can find general info and requirements here: https://www.seattle.gov/special-events-office/handbook/recycling-composting-and-waste#Packaging How do you plan to manage your waste?		
8. Special Requests	If you have a special request please list below. <i>A request does not guarantee approval</i>		
9 INSURANCE	Evidence of insurance must be provided to the Event Scheduling Office no later than thirty (30) days prior to the start of the event. Park Use Permits will not be issued until insurance requirements have been received, verified and approved. Please note: a significant number of initially reviewed insurance documents do not meet city standards. The City of Seattle must be listed as additional insured. The Certificate of Additional Insured must be accompanied by the policy change endorsement forms CG 20 12 or CG 20 26 or equivalent or it will not be accepted. Please email your proof of insurance to the Event Scheduling Office, parkusepermits@seattle.gov . Please see our webpage: https://www.seattle.gov/parks/rentals-and-permits/outdoor-event-permits for 'Insurance Requirements' document		
10. SIGNATURE	I certify that the information that I have provided on this application is true and accurate to the best of my knowledge. If the event plans change, I will submit a revised application or additional information accordingly. Applicants have 14 days from date of email confirmation to cancel their application. Cancellations made after 14 days will owe the full amount of rental prior to original event date.		
Applicant Signature		Date	Applicant Printed Name
By checking this box as an electronic signature, I agree to all the terms and conditions that may apply to the Special Event permitting process and agree that all information contained in this application is true and correct to my knowledge. All documents received by the Special Event Committee are public documents and subject to public disclosure in accordance with the Washington State Public Disclosure Act.			
11. PAYMENT	Once you receive your Date & Time Confirmation you have the following options: 1. <u>Pay Online (Preferred) at: HTTP://anc.apm.activecommunities.com/seattle/home. Click 'Sign In'</u> 2. Call with a Credit Card (all Major cards) 3. Schedule an Appointment. 4. Mail a check via US Mail made out to "City of Seattle" to: Elliott Bay Office Park, c/o Event Scheduling, 300 Elliott Ave W, Suite 100, Seattle, WA 98119		

General Terms and Conditions for Special Events in Seattle Parks

Retain Permit: The user must retain a copy of their permit on the premises throughout the scheduled event.

Laws and Rules: The User shall comply with all state laws, City ordinances, regulations of the Superintendent of Seattle Parks and Recreation (SPR) applicable to activities in City parks, and any lawful order of a Departmental representative made to prevent injury or damage. No lewd conduct or gambling devices are permitted on the premises.

Condition of Premises: By entering into possession, the User accepts the premises in their present condition. The User may inspect the premises at an earlier, mutually convenient time. Upon expiration or termination of the Permit, the User shall promptly return the premises in as good condition as received, reasonable wear & tear excepted, in a clean appearance, ready for use by another.

Approval Required: The following activities are NOT ALLOWED without advance written approval from SPR: the sale of food, beverages, goods or merchandise; charging admission or fees for services; alteration, painting, or construction on any structure within a Seattle Park (if applicable).

Responsibility: The User assumes responsibility for all activities it conducts during the event, including but not limited to, supervision and control to prevent injury or damage; maintenance of the premises during the use; picking up bottles, debris and refuse; and providing security to maintain order. SPR disclaims any liability from, and the User agrees not to hold SPR liable for, all harm that may arise from the event authorized by this permit.

Departmental Access: SPR authorized representatives shall have free access to the premises at any and all times. SPR may make repairs or alterations to the premises during the use period as long as the same does not unreasonably interfere with the use of the premises for the planned event. As determined by the Superintendent. SPR staff may interfere with the User's use of the premises for repair and alteration work resulting from an emergency.

Cancellation, Relocation by Department: SPR may, without liability, upon giving as much advance notice to the User as practical, cancel or terminate a Permit or relocate a scheduled use to a nearby available location if the premises are closed for repairs, necessary utilities or services cannot be supplied or a supervening order of a governmental officer or agency makes it necessary.

Revocation: SPR may revoke a permit and/or stop a use in progress if the User fails to comply with any State laws, City ordinances, including Seattle Municipal Code 25.08.520 (noise ordinance), the rules and regulations of the Superintendent, the terms and conditions of their permit or an approval required under Section 4; the User fails to secure a necessary permit; and/or after a warning, the User disregards a lawful order of an authorized representative of SPR or engages in activity that may cause injury to the public or damage to the premises.

No Assignment: The permit and the permission granted may not be assigned, nor the premises sublet, without the prior written consent of SPR.

Indemnity: The User shall indemnify and hold the City harmless from any and all claims, actions, losses and damages to person or property (including but not limited to attorneys fees and expenses) suffered as a consequence of or arising or resulting, directly or indirectly, from any act or omission of the User on or about the premises.

In the event that any lawsuit based upon any such claim, action, loss, damage or cost is brought against the City, the User, after being notified that such lawsuit has been started, shall defend such lawsuit at no expense to the City; and if, in such lawsuit, a final judgment is rendered against the City, or against the City and the User, jointly, the User shall promptly satisfy such judgment.

The User's liability under the indemnification agreement shall not be reduced by any City negligence; provided, that nothing shall require the User to indemnify the City against the sole negligence of any City officer, employee or agent acting within the scope of such person's employment.

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).

ADA Compliance: Where possible and within the limitations of each park site, Seattle Parks and Recreation will make accommodations for persons with disabilities upon request. For assistance call 206-684-4080 or TDD only 206-684-4950. For information or complaints concerning the Americans with Disabilities Act, please call SPR's ADA Coordinator at 206-684-4950.

Appeals:

1. A precise identification of the application request.
2. A statement of the action or omission causing concern;
3. The action requested by the applicant and the reasons for supporting it, e.g., why the action is unfair or a hardship; impacts from the decision of SPR staff that the Superintendent might not otherwise know, etc.
4. Whether you are requesting a meeting or hearing with Superintendent. If so, provide address/number to be contacted;
5. If a decision is urgently needed, an indication of when a decision needs to be made. Appeals will be reviewed as quickly as possible, minimum 48 hrs. The Department's decision will be final.