



APPLICANT INFORMATION *(Responsible Party)*

Group/Organization <i>(If Applicable)</i> :		
Applicant <i>(Sole Event Contact)</i> :		Phone:
Address:		Fax:
City:	State:	Zip:
Email:	Day of Event Phone:	

EVENT INFORMATION
(Juanita Beach, Woodlands Park and Everest Park Picnic Shelters are available: 7-10am, 11-2pm, 3-6pm and 7-10pm)

Name of Park and/or Facility:	
Date requested:	Day of week:
Time requested: _____ to _____ <i>(Include Setup, Take-down, & Clean-up)</i>	Total hours:

PAYMENT INFORMATION

<input type="checkbox"/> Cash \$ _____	<input type="checkbox"/> Check # _____ <i>(Payable to the City of Kirkland)</i>	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
_____	_____	_____	
Credit Card Number	Expiration Date	Print Name Above as It Appears On Card & Sign	

INSURANCE:

The City of Kirkland does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its member, or those attending the event. If applying organization is required to be covered by general liability insurance, they are responsible for obtaining said insurance. If required, attach proof of insurance.

HOLD HARMLESS AGREEMENT:

The undersigned hereby make application to the City of Kirkland (City) for use of park facilities and certifies the information given in the application and supporting material is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all ordinances and regulations of the City of Kirkland. The applicant/organization agrees to indemnify, defend, and save harmless the City or its officers, agents, employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees. "Fault" as herein used shall have the same meaning as set forth in RCW 4.22.015. The applicant further agrees to reimburse the City of Kirkland Parks and Community Services Department for any damage arising from the applicant's use of said facilities and equipment. The applicant or his agent has examined and inspected the park facilities, premises, equipment, and furnishings for defects and finds them fit and safe for the purpose stated above.

RULES & REGULATIONS *(Initial each item indicating that you have read and understand the requirements.)*

_____ **Facility Rental Information:** I have read and understand the "Facility Rental Information Guide."

_____ **Alcohol:** I have read and understand that alcohol must be pre-approved with at least 30 days notice. See the "Facility Rental Information Guide" for requirements that must be met prior to consideration. Alcohol use may only be approved at Heritage Hall, Marina Park Pavilion and Juanita Beach Picnic Shelters. Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures may result in a Police citation, immediate shut down of the event, forfeiture of your deposit, and/or additional fees

I have read, understand, and accept all rules and requirements in the City of Kirkland's Facility Rental Information Guide for the space I am requesting to use. I further certify that I am 18 years of age or older.

_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date



SPACE & USE

1. Indicate how you will use the space (*mark all that applies*):

- Meeting Reception Class Party Wedding Picnic Performance

2. Describe your event and the purpose of your event. Please include all activities.

3. Anticipated attendance? 1-50 51-70 71-100 101-200 200+

4. Will you be serving food? Yes No

If yes, who is providing? Group Member Caterer to deliver Caterer prepare/serve

5. Will you be serving alcohol? Yes No

If yes, who is providing? Group Member Caterer to deliver Caterer prepare/serve

6. Will there be music? Yes No

If yes, who is providing? Stereo DJ Live

If live, which instruments? _____

7. Will you be collecting admissions? Yes No Describe: _____

8. Will you be selling concessions? Yes No Describe: _____

9. Indicate facility you want to reserve (*mark all that applies*):

Heritage Park: Heritage Hall (*non-profit id.* _____) Centennial Gardens Upper Lawn

Marina Park: Pavilion

Woodlands Park: Picnic Shelter

Everest Park: Picnic Shelter Field D

Juanita Beach Park: Beach Shelter Creek Shelter Little League Field 1 Little League Field 2

Other (*submit site plan*): _____

EQUIPMENT

10. Indicate any equipment you intend to bring with you to use:

- Chairs Tables Decorations/Banners Tent/Canopy Generator
 Stage BBQ Candles / Open Flames Inflatable Bouncer Other _____

11. On-site equipment to be used (*mark all that applies*):

Heritage Hall: Tables Chairs Mounted Screen Podium

Marina Park Pavilion: Power

Heritage Park: Power Water

Juanita Beach Park: Power Water



CHANGES AFTER THE PERMIT IS ISSUED

CHANGES AFTER THE PERMIT IS ISSUED

If there are any changes to any of the foregoing answers after submitting this application, the applicant must inform the appropriate individual listed in Contact Information below immediately upon becoming aware of the change or the need for the change. The City will try to accommodate any change requested if a reasonable amount of time is given to process the request but reserves the right to cancel the permit if the City deems it necessary. Further, failure to report the proposed change in time for the City to process the request may result in cancellation of the permit even on the day of the event if the City deems it necessary.

Received by: _____
City representative

Date _____

Applications may take up to 10 days to process.
Incomplete applications will be returned.

CONTACT INFORMATION	
Please contact the appropriate staff member below with any questions.	
<p style="text-align: center;">Heritage Hall, Heritage Park, Marina Park, Open Space or Athletic Fields</p> <p>Nicci Osborn, Parks Coordinator Phone: 425.587.3342 Fax: 425.587.3396 Email: nosborn@ci.kirkland.wa.us</p>	<p style="text-align: center;">Picnic Shelters</p> <p>Cathy Anderson, Accounts Associate Phone: 425.587.3349 Fax: 425.587.3396 Email: canderson@ci.kirkland.wa.us</p>
<p style="text-align: center;">Mailing Address</p> <p>City of Kirkland, Parks Department ATTN: (Name from above) 123 5th Avenue Kirkland, WA 98033</p>	<p style="text-align: center;">Office Address</p> <p>Parks Maintenance and Operations Office Building Hours Monday – Friday 6:30 to 3:30 (closed holidays) 1129 8th Street Kirkland, WA</p>