



Rental #

Seattle Parks & Recreation Facility Rental Application

- We will need a completed application and a signed Attachment I: General Terms & Conditions before processing any reservations.
- Anything non applicable please put “not applicable” or “N/A”
- The damage deposit is due 5 business days from the time we process your application.
- All required paper work and rental balance is due two weeks prior to Scheduled event. Reservations are subject to cancelation if payment and paperwork are not received by the two week deadline.
- Any/all revisions to this application must be received in writing and approved by the Event Scheduling Office at least two weeks prior to the scheduled event.

Return To: Seattle Parks & Recreation
Indoor Facility Rentals
7201 E Green Lake Drive N. Seattle, WA 98115

Phone: 206-684-7254
Fax: 206-684-4853

Or at: Indoorevents@Seattle.gov

This application must be completed, signed and received by the Indoor Facility Rental office before availability can be confirmed or prices quoted.

EVENT INFORMATION	EVENT NAME:				
Event Type:	<input type="checkbox"/> Wedding <input type="checkbox"/> Concert <input type="checkbox"/> Auction	<input type="checkbox"/> Private Party <input type="checkbox"/> Meeting <input type="checkbox"/> Trade Show	<input type="checkbox"/> Public Party <input type="checkbox"/> Conference <input type="checkbox"/> Athletic Event	<input type="checkbox"/> Trade Show <input type="checkbox"/> Theatrical	<input type="checkbox"/> Fundraiser <input type="checkbox"/> Other: _____
Facility Requested:	Please check the room(s) you wish to reserve: <ul style="list-style-type: none"> ○ Exclusive Use ○ Main Hall ○ Kitchen ○ "Painting Room" (Applicable only to Alki Bathhouse) ○ Patio (Applicable only to Alki Bathhouse) 				
Event Date(s):	Start Day/Date:	End Day/Date:	Hours: Open until closing each day:	Starts:	Ends:
Event Size:	# of Staff/Volunteers:		# of Attendees:		
Do wish to reserve the outdoor area (North Meadow etc.): ○ Yes ○ No	If so, what time (2 hour minimum):	Starts:	Ends:		

APPLICANT INFORMATION	Family/ Organization Name:			
Mailing Address		City	State	Zip
Primary Contact: (Name/Title)	Secondary Contact: (Name/Title)			
Ph:	Cell:	Ph:	Cell:	

Fax:	*Email:	Fax:	*Email:
Organization/Event Website if applicable:			

FEES & PROCEEDS	Admission Fee?	Amount?	Will you have vendors selling goods or services onsite?
	Yes No	\$ _____	Yes No
Items to be sold:			
<i>10% of all sales (food, beverages, admissions, souvenirs and services) on Parks property is part of the rental contract/rental fees and must be tracked accurately and remitted to Seattle Parks and Recreation within 10 days following your event.</i>			

ALCOHOL	The sale and consumption of alcoholic beverages is subject to additional laws, permits, regulations and potentially higher insurance limits may be required. Additional permits may be required to serve or sell alcohol at your event. Please describe below any planned alcohol sales, serving or consumption at this event. All servers that are mixing, serving or selling alcoholic beverages must be MUST trained and possess a valid Washington State Liquor Control Board Class 12 mixologist or Class 13 server's license.		
Will alcohol be sold or consumed:	Consumed? <input type="radio"/> Yes <input type="radio"/> No	Sold? <input type="radio"/> Yes <input type="radio"/> No	Name of the organization that holds the WSLCB Special Occasions License for the sale of alcohol:
Will minors be allowed into this event? <input type="radio"/> Yes <input type="radio"/> No		What is your plan for checking for identification for legal age of alcohol consumers?	
If applicable, describe intended or requested sale and/or consumption of alcoholic beverages at your event:			
<i>10% of all alcohol sales on Parks property must be accurately tracked and remitted to Seattle Parks and Recreation</i>			

STAFF & SECURITY	Staff and Security may be required for special events at any of our Seattle Parks facilities including (but not limited to) concerts, dances, athletic events, parties, all events with alcohol or events with minors in attendance. Licensed and bonded security may be required for events that meet the above criteria. The Seattle Parks Event Management office determines if and how the required number of security they deem is appropriate per event. In addition Parks department may require the event organizer to hire additional off-duty Seattle Police officers to provide additional interior and exterior security at the organizers expense.
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FIRE DEPT	Fire permits may be required for tents/canopies, candles open flame cooking, generators, propane tanks and other items. The cost of those permits is not included in the building rental fees. The event organizer must make contact with the Seattle Fire Department and provide information and building layout at least 60 days prior to the event. The Parks department will not refund any fees as the result of a cancellation due to an event being unable to secure the appropriate permits.
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AMPLIFIED SOUND/MUSIC/ ELECTRICAL	Will your event need additional electricity such as a spider drop/electrical drop? <input type="radio"/> Yes <input type="radio"/> No	
Will your event need A/V Equipment? <input type="radio"/> Yes <input type="radio"/> No	Depending on the facility, we do offer A/V equipment for an additional cost. Please contact Event Scheduling to inquire more about it.	

Users planning to use the A/V system for slide shows and computer presentations are strongly encouraged to test their computers on our system prior of the day of the rental to ensure proper operation. ***If you will be using a Mac laptop, you will need to obtain an adapter that will allow the computer to connect to a VGA or HDMI cable.*** The specific type of adapter depends on the type and age of your Mac computer. If you are unsure about which adapter to use, take your Mac to an Apple store or another Apple retailer to obtain the correct adapter.

INSURANCE	Insurance is required for all events serving or selling alcohol. The Event Scheduling office also reserves the right to require insurance we deem necessary. Evidence of insurance must be provided to the Event Scheduling office no later than thirty (30) days prior to the commencement of the event. <i>An Event Permit will not be issued until all insurance requirements have been received, verified and approved.</i>
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Contact your insurance agent to provide the insurance documents according to the Special Event Insurance Transmittal Sheet. Or, consider obtaining special short term event insurance. Listed below are some possible resources that may be able to assist you.

<p>Hays Website: http://www.youeventinsurance.com/ Telephone: (503) 624-4795</p> <hr/> <p>The Event Helper Email: www.TheEventHelper.com Telephone: (775)573-8368</p>	<p>Insure Events Website: www.insurevents.com Telephone: (310) 216-9152</p> <hr/> <p>Sprague Israel Giles Email: spaine@sig-ins.com Telephone: (206) 957-7036</p>	<p>Gales Creek, Portland Oregon Website: www.galescreek.com/ Telephone: (503) 227-0491 ext. 34</p> <hr/> <p>Diversified Risk Insurance Brokers Website: www.eventinsure.com Telephone: (510) 547-3203 Email: specialevent@drib.com</p>
<p>If you have questions about the insurance requirements, please contact: Keith Ayling, Risk Management Analyst, at 206-386-4531 or by email: keith.ayling@seattle.gov</p>		

I certify that the information that we have provided on this application is true and accurate to the best of my knowledge. If our plans change, we will submit a revised application accordingly.

Primary Contact Signature	Primary Contact Printed Name
Title	Date

Seattle Parks Facility – General Terms and Conditions

ATTACHMENT I -- GENERAL TERMS AND CONDITIONS

- 1) **Retain Permit:** User must retain a copy of this permit on the premises throughout the scheduled event.
- 2) **Laws and Rules:** Renter shall not allow any lewd or illegal conduct on the premises. The User shall comply with all state laws, City ordinances, regulations of the Superintendent of Parks and Recreation 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.
- 3) **Liquor:** No liquor shall be allowed in or about the assigned premises without prior approval, permit, and proof of insurance, if applicable. When permitted liquor is allowed inside the facility only, it is against the law for liquor to be consumed in the outdoor park. All catering employees or volunteers that pour, serve, distribute or sell alcohol must have on their person a Washington State Liquor Control Board Class 12 Mixologist Permit. No exceptions will be made to this. Parks Dept staff has the right to request to see and examine these permits at any time.
- 4) **Rental Hours:** Rental time must be pre-scheduled and begins at the start of setup and ends when the last person related to the event leaves the building. *Events that go beyond the scheduled time will be subject to time-and-a-half costs for room and staff charges.*
- 5) **No Smoking Indoors:** There will be no smoking allowed inside facilities or within 25 feet of doorways and windows. All cigarette butts must be picked up and ashtrays emptied from any outdoor smoking areas.
- 6) **Condition of Premises:** The User accepts the premises upon entry into possession. The User may inspect the premises at an earlier, mutually convenient time. Upon expiration or termination of the Permit or an earlier revocation, 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.
- 7) **Set Up/Take Down:** Renters are responsible for set-up and take down of the event and for clean up of the event.
 - A) No tape, including duct tape or masking tape, may be applied to any floor in the building except tape specifically defined as painter's tape. Painter's tape is blue.
 - B) The person(s) responsible for clean up must accompany the facility supervisor on a walk-through of the facility, *when take down is nearly completed but cleanup crew is still available*, to ensure that clean up is complete and to identify any damage that might have occurred. Failure to satisfy this obligation may result in forfeiture of part or all of the renter's damage deposit.
 - C) All rented equipment that the renter may bring in for the event must be removed from the premises at the end of the specified time on the rental agreement.
- 8) **Approval Required:** The following activities are NOT ALLOWED without advanced written approval of the Parks Department: the sale of food, beverages, goods or merchandise; charging admission or fees for services. Any advanced writing approval will be included in the Contract or Attachment II of this Permit/Contract
- 9) **Changes to contract:** Should any changes occur prior to your requested use of the facility, notify staff at the facility immediately so that changes can be made to your rental agreement. Changes may increase or reduce fee amounts, prior to actual use of the facility. Changes must be made 5 business days in advance of scheduled use.

Please Sign Initials _____

10) **Damage/Holding Deposit:** A holding deposit shall be required to reserve space, \$500 for events with alcohol, \$250 for events without. This deposit is partially refundable dependent on the date of cancellation; if at any time up to 60 days prior to the scheduled event the renter decides to cancel their rental Seattle Parks and Recreation retains \$50. If the renter should cancel their rental between 60 days and 31 days prior to the scheduled date, \$250 of the deposit shall be retained. If the renter cancels with 30 or fewer days notice, the entire deposit shall be retained.

The final rental balance and all required paper work are due two weeks prior to the scheduled event.

Failure to pay the rental balance and submit the required paperwork accordingly will result to cancellation of this reservation. In addition, Seattle Parks and Recreation shall retain the entire damage/holding deposit.

11) **Fees and Charges:** Fees and charges are detailed in the Permit/Contract and are *not* refundable. Full payment of all fees and charges (except the 10% of gross receipts, if applicable) are due 14 days prior to the first day of the scheduled event.

12) **Damage deposits** will be refunded, less the costs of any repairs due to damages to the facility or unpaid balances owed by the renter to the Parks Department. Damage deposits may be held by the department until the renter has paid agreed upon portions of sales, admissions or catering charges (as specified in Attachment II).

13) **Responsibility:** The User assumes responsibility for all activities conducted on the premises, 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. The Department disclaims any liability from, and the User agrees not to hold the Department liable for, any occurrences arising from the event as described in this permit.

14) **Cancellation, Relocation by Department:** The Department may, without liability, upon giving as much advance notice to the User as practical, cancel or terminate this 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.

15) **Revocation:** The Department 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 regarding noise in public places, rules and regulations of the Superintendent of Parks and Recreation, and the terms of this permit. The Department may also revoke a permit and/or stop a use in progress if the User fails to secure a necessary permit, disregards a lawful order of an authorized representative of the Department, or engages in activity that may cause injury to the public or damage to the premises.

16) **No Assignment:** This permit and the permission granted may not be assigned, nor the premises sublet, without the prior written consent of the Department.

17) **Motorized Vehicles:** All motor vehicles must remain in public parking spaces and are not authorized in any other portions of the park. All unloading and loading of equipment must be done from public parking spaces only. Parking is first come first serve, **Parking Cannot be Reserved.**

18) **Post No Signs:** Signs are not allowed to be taped, hung, stapled, or nailed to any tree, sign post or exterior of a building without written permission.

Please Sign Initials _____

19) **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.

20) **Insurance:** The User shall be required, at its sole cost and to secure and maintain continuously a policy or policies of insurance during the term of the Contract, known as: per accident; **Commercial General Liability (CG 00 01)/Comprehensive Personal Liability (HO3) as applicable to User**, and written on an insurance industry standard occurrence form as referenced, or equivalent, including premises/operations; products/completed operations; personal/advertising injury; contractual liability; and independent contractors liability, Liquor Liability/Host Liquor Liability (if applicable).

The policy(ies) minimum limits of liability for bodily injury and property damage shall be \$1,000,000 each occurrence and \$1,000,000 general, products/completed operations aggregate; If any vehicle is used in the conduct of the User's business, a policy **Automobile Liability (Business/Personal)** - written on an insurance industry standard form (ISO form CA 00 01) or equivalent, to include coverage for owned, non-owned, leased or hired vehicles. The minimum limits of liability for Bodily injury and property damage shall be \$1,000,000; The insurance as provided under items (1) and (2) above shall be endorsed to include The City of Seattle, its officers, elected officials, employees, agents and volunteers as an Additional Insured on ISO form CG2026 (or equivalent), and shall not be reduced or cancelled without forty-five (45) days prior written notice to the City; The User's insurance shall be primary as respects the City, and any other insurance maintained by the City shall be excess and non-contributing with the User's insurance; Evidence of Insurance - Property Use will not be permitted until the Department receives a certificate of insurance and the appropriate additional insured endorsement(s) in connection with the described work.

Subcontractors - User shall include all subcontractors performing any work included under this contract as an insured under its policies **or shall furnish** separate evidence of insurance as stated above for each subcontractor. All coverage for subcontractors shall be subject to all the requirements stated herein and applicable to their profession.

I, as a renter, have read and understood this agreement and have accepted responsibility for the terms listed. I accept responsibility for any damages to equipment or to the facility that occur in association with my use of the facility. I understand that any Facility Supervisor has the right to close the facility during a rental if he or she determines a situation to be unsafe.

Renter
Signature: _____ **Date:** _____

Print Name: _____