



Seattle Parks & Recreation

Event Scheduling Office

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

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](https://www.seattle.gov/parks/rentals-and-permits) includes a couple of helpful tools for run/walks, 1st Amendment, Art installs and more.

Permits are required if any of the following apply:

1) Amplified sound is planned. 2) 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 complete digitally or download and send the application via email to: parkusepermits@seattle.gov

For other types of types of park amenity rentals please copy and paste this link into your browser: <https://www.seattle.gov/parks/rentals-and-permits>

Fees and Charges

Application Fee

SPR 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.

Permit Fees

- \$20 to \$65 per hour Park Fee (Additional use fees, such as table or shelter fees may apply)
- \$120 for Electrical or Water Hook up
- \$75 Late Application Fee (30 or less days)
- \$100 Commercial Use Fee (see page 2 or our website)
- \$25 per vehicle Load/Unload Fee (not all parks)
- 10% of gross sales and/or \$30 per booth/canopy fee
- A damage deposit may be required for certain events
- SPR staff may be required to be on site at an event (Applicants will be advised of this if required)
- Private/Restricted access events start at \$5k per day
- Additional fees may apply

OUTDOOR PARK USE PERMIT Brochure and Application

To be completed for public events in Seattle

Office: 206.684.4080 x3

E-mail parkusepermits@seattle.gov

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

Application

Please complete the below application with as much detailed information as possible. Responses provided should fully describe: all activities planned, facilities needed, date and time of event, and the number of attendees expected. Wherever you respond 'yes' please provide detailed explanation; attach additional pages if necessary. Ensure you date and sign the application. All unsigned and incomplete applications will be returned.

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. Applications are reviewed on a first-come, first-serve application. Depending on the season, it can take 5-15 business days to review and process. Once processed you will receive a confirmation to the email provided on your application. The Event Scheduling Office accepts applications at any time for events, but late fees will be assessed to events submitting less than 30 days, with the exception of 1st amendment events. Late applications may be denied or not processed if there is insufficient time. SPR may require insurance, deposits, special approvals or permits from other city departments. Additional permits may charge additional fees.

Cancellation Policy:

Event organizers have 14 days from the receipt of the event confirmation email to cancel event. Although fees are not due at time of booking, cancellation outside of the 14-day window means all applicable fees, inclusive of the application and hourly use fees are still owed SPR.

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

- All events require insurance, except for select 1st amendment events.
- **SPR insurance is VERY specific. Accurate Insurance documents can take weeks of communication to finalize**
- For specifics, copy this link into your browser: <https://www.seattle.gov/documents/Departments/ParksAndRecreation/Reserve/Permits/2024%20Park%20Use%20Permit%20Insurance%20Requirements.pdf>

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

Any admission or sales, including services or product on SPR property, must receive prior approval. 10% of gross receipts and/or a \$30 per booth fee must be remitted to the City within 10 days after the event date. A 'Gross Sales Report' form will be attached to your permit. A sale is considered anything that includes any financial transaction, which includes implied/suggested donations.

Private Use and Restricted Use Fees

Any event that restricts access to the park through ticketing or private use is subject to restricted access fees. fees start at \$5,000. **Ask SPR staff for details**

Commercial/Promotional/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.

Deposit:

The City may require a deposit in the below situations and may have the city incur fees:

1. Event has on-site or ticketed sales; 2. event presents a risk of damage to City property; 3. event may pose unusual or extensive clean up; 4. event requires special services or expenses absorbed by the City; 5. event applicant has previously violated SPR policies and/or created any of the above conditions.
2. The bond/cash deposit amount is designed to make the City whole if the terms of permit are not met.

Approvals/Other Permits

It is an applicant's responsibility to secure all necessary City Permits in addition to a Parks Permit. Note: Large events, complicated park locations, or requiring services such as Police (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, <https://www.seattle.gov/special-events-office/>

Street/Sidewalk Permits: Contact the Seattle Department of Transportation (SDOT) at 206-684-5098 for events that need to temporarily block or close any city street or roadway. <https://www.seattle.gov/transportation>

Serving/Selling Food Permits: Contact King County Public Health at 206-296-4632 for events that include: Serving or preparing food. <https://kingcounty.gov/depts/health/environmental-health/food-safety.aspx>

Business Licensing Permits: Contact Consumer Protection Division at 206-386-1267 or email tradeshow@seattle.gov Engaging in business activities subject to the City's business and occupation tax, business licensing, and charging admissions or selling any items.

Fire Permit: Contact the Seattle Fire Department Fire Marshal's Office at 206-386-1450: if your event includes: Tents with walls exceeding 400 sq. ft, or tents without walls with an aggregate area exceeding 700 sq. ft. Use of propane or open flame. Some events may require an assembly permit (enclosed space with more than 99 people or open space with more than 499 people) <https://www.seattle.gov/fire/business-services/special-events>

Construction Permits: Contact Department of Construction and Inspections, 206-684-8600: If your event includes: Building/use of a stage, platform, bleachers, and/or scaffolding structures; any structure greater than four feet in height; Structures anchoring 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>

Compost/Recycle requirements and support: 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>

Traffic/Crowd Control Permits: These will be discussed and reviewed as part of a citywide special event application and may include working with SPD or contracted 3rd party law enforcement agencies/groups.

Water Permits: Contact Seattle Police Department Harbor Patrol at 206--684-4071 if your event includes/impacts: 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.

Alcohol Service/Sales permit: Contact Washington State Liquor and Cannabis Board (WSLCB) If your event includes: serving/selling alcohol: <https://lcb.wa.gov/> Please note Cannabis is Illegal in Seattle Parks.

Noise and Sound Control

Event noise is an item that can have a large impact on a neighborhood, and requests for amplified sound are reviewed carefully. It is unlawful to have amplified sound in a park without a permit from the Event Scheduling Office. SPR has discretion to allow or disallow amplified sound during a special event and set any limits it deems necessary, including but not limited to, allowing subwoofers and drums. An authorized/credentialed city official may attend an event to measure decibel levels and has authority to require a reduction or can terminate amplified sound. Amplified sound hours are 9am-10pm Sat and Sun, 7am-10pm M-F. A noise variance may be requested, but approval is not guaranteed: <https://www.seattle.gov/sdci/permits/exemptions-from-code-requirements/noise-variances>

Outdoor Park 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. Complete application digitally in Adobe. You can also download/print. Type or print information clearly, attach maps, layouts and additional information. Please use **email** to submit your application. You may also submit via US Mail. Note processing will take longer.

1. APPLICANT INFORMATION

Sponsoring/Producing ORGANIZATION NAME:				
Mailing Address:	Street Address	City	State	Zip
Applicant Contact Info:	Name: (Main Contact)	Secondary Contact:	Name:	
	Title:		Title:	
	Phone: Cell:		Phone: Cell:	
	Personal Company Email:		Email:	
Demographics	Gender: Birthday:	Gender: Birthday:		
	Ethnicity	Ethnicity		
	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: Event Open to the Public		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.						
Equipment / Set up:		Please check all boxes and/or list numbers that apply. For more details on signs/booths copy and/or paste: https://www.seattle.gov/parks/rentals-and-permits/outdoor-event-permits . Click Promotional Signs					
Advertising signs # ____ Tents/Canopies# ____ Promotional Booths# ____ Portable Restrooms # ____ Vehicle's Past Bollards# ____ Generator							
Bounce Toys Fountain off Stage Equip. 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		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 event 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 household 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 Insurance covering the City of Seattle must be provided by event producer to 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 to download and review Insurance and Requirements Example.			
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 date of the event confirmation email to cancel their application. Cancellations made after 14 days from confirmation email are subject to pay full amount of park use fees even if they've not yet been collected.			
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. Pay Online (Preferred) at: HTTP://anc.apm.activecommunities.com/seattle/home . Click 'Sign In' 2. Schedule a time to Call with a Credit Card (all Major cards) 3. Schedule an In-Office 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. We do not accept Certified Mail			

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.