



## PICNIC SHELTER RENTAL REQUEST APPLICATION

**Instructions:**

1. Review the Picnic Shelter Guide <http://issaquahwa.gov/picnicshelters> for complete details on reservations, fees and guidelines.
2. Complete this form, sign and submit to:  
 E-Mail: [PeterW@issaquahwa.gov](mailto:PeterW@issaquahwa.gov)  
 Mail: Issaquah Community Center, PO Box 1307, Issaquah, WA 98027  
 Drop Off: Issaquah Community Center, 301 Rainier Blvd S, Issaquah, WA 98027
3. All requests are on a first-come first-served basis and no date will be held until the Parks and Recreation Department approves this rental request. There is no legal or binding commitment between the parties until full payment is received and you receive a rental confirmation.

<b>APPLICANT INFORMATION</b> (Responsible Party)	<b>Incomplete Request Forms will be returned to Sender</b>	
Organization:	Today's Date:	
Main Contact:	Time:	
E-Mail:	Home Phone #:	
Mailing Address:	Work Phone #:	Ext:
City:                      State:                      Zip:	Cell Phone#:	

<b>EVENT INFORMATION</b>	<b>Date Requesting</b> ____ / ____ / ____
<b>Event Type:</b> <input type="checkbox"/> Birthday Party <input type="checkbox"/> Picnic	
<input type="checkbox"/> Planning use of outside vendors? <i>(Please describe expected activities)</i>	
<hr/>	
<hr/>	
Power/Water \$10.00 per rental / <b>Available on Confluence Park only</b> (check if applies) <input type="checkbox"/>	

<b>Shelter Location Options:</b> <i>(Maximum Capacity – 50 people)</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Central Park (1907 Park Dr NE) <b>A or B</b></li> <li><input type="checkbox"/> Confluence Park (655 Rainier Blvd S)</li> <li><input type="checkbox"/> Gibson Park (105 Newport Way SW)</li> <li><input type="checkbox"/> Tibbetts Valley Park (965 12<sup>th</sup> Ave NW)</li> <li><input type="checkbox"/> Tradition Plateau Park (26475 SE 79<sup>th</sup> St)</li> </ul>	<b>Picnic Time Options:</b> <i>(Please Note – All setup and cleanup to be done within scheduled hours.)</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> AM Half Day 8:00AM-2:00PM</li> <li><input type="checkbox"/> PM Half Day 3:00pm – Dusk</li> <li><input type="checkbox"/> Whole Day 8:00am – Dusk</li> </ul>
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<b>METHOD OF PAYMENT</b>	
<input type="checkbox"/> CASH	<input type="checkbox"/> CHECK
<input type="checkbox"/> VISA/MASTERCARD <i>please call Community Center to remit credit card payment</i>	



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The City of Issaquah Parks and Recreation Department has three picnic shelters available for rent located at Central Park, Confluence Park and Tibbetts Valley Park.

The shelters may be rented between the hours of 8:00 am – Dusk starting May 1<sup>st</sup> through September 15<sup>th</sup>.

RESIDENT					
Picnic Shelter	Capacity	Location	Size	Weekday (Mon – Thurs)	Weekend ( Fri – Sun; Holidays)
<b>Central Park</b>	Up to 50 people	1907 Park Dr NE	40' x 40'	\$80/Half Day \$130/Whole Day	\$105/Half Day \$160/Whole Day
<b>Tibbetts Valley Park</b>	Up to 50 people	965 12th Ave NW	34' x 34'	\$80/Half Day \$130/Whole day	\$105/Half Day \$160/Whole Day
<b>Confluence Park</b>	Up to 50 people	655 Rainier Blvd S	60' X 30'	\$80/Half Day \$130/Whole Day	\$105/Half Day \$160/Whole Day
<b>Tradition Plateau</b>	Up to 50 people	26475 SE 79 <sup>th</sup> St	32' X 22'	\$80/Half Day \$130/Whole Day	\$105/Half Day \$160/Whole Day
<b>*Gibson Park</b>	Up to 50	105 Newport Way SW	28' X 28'	\$68/Half Day \$118/Whole Day	\$93/Half Day \$148/Whole Day
NON RESIDENT					
<b>Central Park</b>	Up to 50 people	1907 Park Dr NE	40' x 40'	\$96/Half day \$156/Whole day	\$126/Half day \$192/Whole Day
<b>Tibbetts Valley Park</b>	Up to 50 people	965 12th Ave NW	34' x 34'	\$96/Half day \$156/Whole day	\$126/Half day \$192/Whole Day
<b>Confluence Park</b>	Up to 50 people	655 Rainier Blvd S	60' X 30'	\$96/Half day \$156/Whole day	\$126/Half day \$192/Whole Day
<b>Tradition Plateau</b>	Up to 50 people	26475 SE 79 <sup>th</sup> St	32' X 22'	\$96/Half Day \$156/Whole Day	\$126/Half Day \$192/Whole Day
<b>*Gibson Park</b>	Up to 50 people	105 Newport Way SW	28 X 28	\$84/Half day \$144/Whole day	\$114/Half day \$180/Whole Day

**\*Gibson Park has no access to restrooms.** Additional Permits may be required depending on scope of event.

**Reservations:** Reservations are accepted on a first come, first served basis. Once approved by the Issaquah Parks & Recreation Department, full payment will be required.

**Insurance Requirements:** If the impact of your event or activities extends beyond the boundary of the park and your rental there, you will need to apply for a separate Special Event Permit with our Permit Center. Contact 425-837-3107. Any organization that rents or uses a City of Issaquah Park or Facility must provide insurance documents including Certificate of Insurance, listing the City of Issaquah as Additionally Insured and an Additionally Insured Certificate of Endorsement.

**Changes:** You are allowed one request to change time(s) or date(s) to original contract. At least five (5) business days notice is required in order to be considered a reschedule.

**Cancellation Policy:**

- **Cancellations made 14 or more days prior to the event will receive a full refund of the rental fees paid, less an administrative fee of \$10. Cancellations made within 0 - 13 days prior to the event will result in no refund of the rental fees.**
- **No refunds will be made due to weather conditions.**
- **Policies are subject to change.**
- **If the Issaquah Parks & Recreation Department is not notified of a cancellation there will be no refund or credit of the rental fee. \_\_\_\_\_ (initial)**



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### Failure to adhere to the following can result in the cancellation of your event and potential fines:

- I am aware that I am renting a designated area within a public park and all event set up must stay within that rental area. I am aware that the park will be open to the public throughout my event.
- I am aware that outdoor areas with the park may not be as clean when I arrive as they are after routine maintenance was completed due to weather, other park patrons and the presence of animals.
- I am aware of the capacity of the facility and agree that my event will not exceed this capacity.
- I am aware that access to the facility is limited to my designated rental times and that set up and clean up must take place during my reserved time.
- I am aware that I am responsible for clean up after my event and agree to leave it in good condition.
- I am aware that equipment is not allowed to be set up outside of my designated rental area without written permission from the Issaquah Parks & Recreation Department 2 weeks prior to my event. "Equipment" includes, but is not limited to, the following: **tents, tables, chairs, fences and on-site storage.**
- I am aware that the following are not allowed within City of Issaquah Parks without written permission from the Issaquah Parks & Recreation Department at least 2 weeks prior: **amplified sound in outdoor areas, charging for entrance to my event or selling items in the park.**
- I am aware that alcohol is not allowed outside in any open Park areas. I am aware that alcohol is only allowed in indoor facilities with staff permission, banquet permit and event insurance.
- I am aware that full payment is required prior to my event. If payment is not received by the due date my rental will be cancelled. If I decide to cancel my rental, I am aware there will be a cancellation fee assessed according to the cancelation policy.

**YOUTH CONCUSSION AND SUDDEN CARDIAC ARREST AWARENESS** - I am aware that recreational activities are physical and understand I am responsible to ensure my child(ren) are fit to participate. I also attest that I understand the City is providing me information about youth Concussion/Head Injury and Sudden Cardiac Arrest so that I may be more aware of the inherent risks my child(ren) may encounter in an active recreation program. I understand the City is not a professional/interscholastic sports provider and its programs are for fun/recreation only; with volunteer adults assisting in programs that are not professional coaches, and I recognize that head concussions can occur anytime here or away from these programs and it is my duty as a parent to ensure my child is healthy for participation. Information may be found for: Sudden Cardiac Arrest at <http://www.wiaa.com/ConDocs/Con1325/Flyer5.pdf> ; and Concussion/Head Injury at [http://www.cdc.gov/headsup/pdfs/youthsports/parents\\_eng.pdf](http://www.cdc.gov/headsup/pdfs/youthsports/parents_eng.pdf)

### Indemnification/Hold Harmless

The User/Undersigned hereby makes application to the City of Issaquah for the exclusive use of the Picnic Shelter alone and certifies that the information in the application is correct. Any damages to the Picnic Shelter caused by the User Group while acting under this application shall be repaired by the User Group expense. Any such damages not repaired to the satisfaction of the City of Issaquah may be repaired by the Issaquah Parks Department and the costs thereof paid by the User Group.

### Fair Play Act

The City of Issaquah complies with the State of Washington's "Fair Play in Community Sports Act" (Chapter 467, 2009 Laws, effective date July 26, 2009) that prohibits discrimination against any person in a community athletics program on the basis of sex. Please send any questions or comments to: Ross Hoover at the City of Issaquah, P.O. Box 1307, Issaquah, WA 98027 or [JaredB@issaquahwa.gov](mailto:JaredB@issaquahwa.gov) or 425-837-3346.

The User/Undersigned shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorneys' fees, arising out of or in connection with the use of the facility, except for injuries and damages caused by the negligence of the City.

**I, the undersigned, agree to adhere to all rules and regulations in this form and the current year Picnic Shelter Rental Guide.**

(signature) \_\_\_\_\_ (date) \_\_\_\_\_

### *For Office Use Only*

<b>Cash:</b>	<b>Check or Credit Card</b>	<b>Amount Paid:</b>	<b>Initials:</b>
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**PLEASE RETURN THIS APPLICATION TO:  
Issaquah Community Center / PO BOX 1307 / Issaquah, WA 98027 (425) 837-3300**