



Event Scheduling Office

Seattle Parks & Recreation

300 Elliott Ave W, Suite 100

Seattle, WA 98119

206-684-4080, Opt. 2

Email: SPRevents@seattle.gov

Rental # R _____

Contact Information

Main Contact		
First Name*	Last Name*	Primary Phone*

Park Site & Vendor Information

Park Requested*	Exact Location at Park* (please attach map of your site plan)	Are You Self-Insured?	
		Yes	No
Day/Date Requested*	Set-up Time*	Breakdown Time*	
Vendor	Name of Business	Phone Number	
Caterer Special Equipment			
Vendor	Name of Business	Phone Number	
Caterer Special Equipment			
Vendor	Name of Business	Phone Number	
Caterer Special Equipment			

Caterer and Special Equipment Provider Requirements:

To bring in a caterer or special equipment provider, a picnic or ceremony permit and liability insurance is *required* and other fees apply.

We define a caterer as a paid person or company that prepares and/or serves food on-site. We define special equipment as an air bouncer, an inflatable structure, laser tag/gaming equipment rented from or provided by a licensed business, or a canopy larger than 400 square feet, etc.

All air-bounce/inflatable equipment will need a generator for power. Parks Department does not provide electricity.

Restrictions:

No dunk tanks, stakes or in-ground anchors, all equipment must be free-weighted.

We do not issue keys for load/unload vehicle access. If you have equipment or people that require assistance into the park, please consider alternate arrangements in advance when planning your event.

Parking spaces cannot be reserved; catering vehicles must park on a first-come, first-served basis.

Catering and/or equipment companies can only provide service to the permitted group – service to the general public is not permitted.

Insurance is Required:

Please provide the insurance requirements listed on our Insurance Requirements document. We recommend you forward the Insurance Requirements and Park Use Insurance Example to the company producing the insurance documentation to use as a reference.

Additional Information

Please check all that apply to your event and provide details below.

Booths Quantity: _____	Free Food or Beverage Distribution	Sales (Food/Beverage/Merchandise)
Canopies/Tents Quantity: _____ Sizes: _____	Generator (Providing Your Own)	Sporting Event (Organized) (i.e. run, walk, swim)
Catering Company	Inflatable Air Bouncer	Stage Size: _____
Cooking Electric Charcoal Propane	Laser Tag/Gaming Equipment	Theatrical Performance
Commercial Advertising/Banners Quantity: _____	Non-Amplified Sound/Music Amplified sound is not allowed. It is unlawful to use any public address system loudspeaker or other amplifying device in any park.	Ceremony Type: _____
Exhibits or Displays	Portable Toilets Quantity : _____	Other:

Explain Equipment Setup (Please Note: Dunk tanks, stakes and in-ground anchors are NOT allowed):

Explain Setup Area Desired (attach map if necessary):

Additional Details (attach a separate sheet with additional details if needed):

The information provided on this form is accurate to the best of my knowledge.

Signature*

Name* (printed)

Date*

Due to COVID-19, we are not allowing in-office visits

Email (as Attachment): SPRevents@seattle.gov

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