





## ISSAQUAH PARK SHELTER RENTAL REQUEST APPLICATION Page 2

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/Half Day	\$105/Whole Day \$160/Whole Day
<b>Tibbetts Valley Park</b>	Up to 50 people	965 12th Ave NW	34' x 34'	\$80/Half Day \$130/Half Day	\$105/Whole Day \$160/Whole Day
<b>Confluence Park</b>	Up to 50 people	655 Rainier Blvd S	60' X 30'	\$80/Half Day \$130/Half Day	\$105/Whole Day \$160/Whole Day
<b>Gibson Park</b>	Up to 50	105 Newport Way SW	28' X 28'	\$80/Half Day \$130/Half Day	\$105/Whole Day \$160/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>Gibson Park</b>	Up to 50 people	105 Newport Way SW	28 X 28	\$96/Half day \$156/Whole day	\$126/Half day \$192/Whole Day

**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)**



# ISSAQUAH PARK SHELTER RENTAL REQUEST APPLICATION Page 3

**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 cancellation policy.

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

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

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