



# Spanaway Park Picnic Shelter 2010 Application

(Please complete both sides)

Organization or Group Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_\_ Alternate Phone: (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of Participants: \_\_\_\_\_ Number of Spectators \_\_\_\_\_

Event Date: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

1) Reservation Fees and Times: (Please select the area/areas you are requesting to use for your event)

_____ Shelter A	\$65.00/day	10:00 am-Dusk	Max. occupancy 100*	*Occupancy includes the shelter and surrounding grass area.
_____ Shelter B	\$90.00/day	10:00 am-Dusk	Max. occupancy 200*	
_____ Shelter C	\$65.00/day	10:00 am-Dusk	Max. occupancy 100*	
_____ Shelter D	\$115.00/day	10:00 am-Dusk	Max. occupancy 300*	
_____ Shelter E	\$90.00/day	10:00 am-Dusk	Max. occupancy 200*	

2) Additional Special Use Fees (for large events):

300-499 people	\$100.00	Extra Electricity	\$ _____ (fee determined by Parks Dept.)
500-749 people	\$150.00	Garbage	\$ _____ (fee determined by Parks Dept.)
750-999 people	\$200.00	Sani Cans	\$ _____ (fee determined by Parks Dept.)
Over 1,000 people	\$250.00		

3) 2010 Parking Fees Passes: Parking fees (\$3) will be charged at the park gates. You may create a parking pass (no larger than 3" x 4") for your group, subject to Park Administration approval 2 weeks prior to the reservation date. The Parks Department will tally the passes and bill you or your organization after the reservation date. Will you be providing parking passes for your event?

No  Yes  If yes, please provide copy of pass to Pierce County Parks by: \_\_\_\_\_

4) Catered food for your event? No  Yes  If yes, please explain: \_\_\_\_\_

5) Sound amplification planned? No  Yes  If yes, please explain: \_\_\_\_\_

6) Will you be charging an admission fee to enter your event? No  Yes

**NOTE: For admission fees charged to enter your event, Pierce County Parks receives 25% of the total gate receipts after deducting base rental fee. This must be received at the Parks Administrative office within 2 weeks following the event.**

7) Fundraising activities and/or sale of food, merchandise, or services planned? No  Yes

If yes, please explain: \_\_\_\_\_

8) Are inflatable toys planned? No  Yes  Certificate of Liability Insurance\* provided? No  Yes

If yes, please explain: \_\_\_\_\_

\*Reservations including inflatable toys must submit a Certificate of Liability Insurance in the amount of \$1,000,000 naming Pierce County Parks and Recreation as an additional insured before the application can be approved.



## Spanaway Park Picnic Shelter 2010 Application

The shelters/parks are under the supervision of Pierce County Parks and Recreation. To preserve the rights of the public for use of a public recreation facility a few rules and regulations are necessary and we ask you and your group to cooperate. Please initial the rules and regulations below:

- \_\_\_\_\_ I am aware that there is parking fee into the park.
- \_\_\_\_\_ I am aware that alcoholic beverages are NOT allowed in Pierce County Parks and Recreation facilities.
- \_\_\_\_\_ I am aware that "Pack It In, Pack It Out" policy requires that all participants must carry in and carry out their trash from the park.
- \_\_\_\_\_ I realize that I am responsible for my own set-up and clean-up.
- \_\_\_\_\_ I have seen the shelter area that I am reserving and am familiar with its overall condition. I am aware that due to the effects of rain, wind, and other park patrons, the outdoor facilities may not be as clean when I arrive as when routine maintenance was completed.
- \_\_\_\_\_ I am aware that the shelters may not be cleaned prior to 11:00 a.m.
- \_\_\_\_\_ I am aware that pets are kept on a leash no longer that 8 feet, or confined, and under control at all times.
- \_\_\_\_\_ I am aware that confetti, hot air balloons, remote control airplanes or vehicles are NOT allowed in the park.
- \_\_\_\_\_ I am aware that Pierce County Parks and Recreation does not have any lifeguards on duty at their parks.
- \_\_\_\_\_ I am aware that the swimming beaches may be unavailable during my rental dates due to posting by the Pierce County Health Department.
- \_\_\_\_\_ I am aware that a copy of the permit must be with me on the day of the reservation.
- \_\_\_\_\_ I am aware that cancellations must be made two weeks prior to reservation date. A \$15 fee will be charged for rescheduling or canceling a reservation. No refunds for cancellations within two weeks of reservation date. All cancellation fees are non-refundable.
- \_\_\_\_\_ I am aware that the Parks and Recreation Department has the right to cancel a picnic shelter reservation.

Signature of Responsible Party: \_\_\_\_\_

Spanaway Park's five covered picnic shelters have tables, grills, concrete floors, electricity and running water. Shelters (subject to availability) are reserved once our office has processed a completed reservation form with payment and a permit issued.

- **Shelters are available Friday through Tuesday. The park gates are closed Wednesday and Thursdays.**
- Shelter reservations begin the first business day in March and are accepted through the end of September for each calendar year.
- Reservations must be made 2 weeks in advance of the reservation date.
- Reservations may be requested by mail or walk in to the Pierce County Parks Administrative office at the Lakewood Community Center.
- All shelters are closed from October through April of each year.

Send completed form and payment to:

Pierce County Parks and Recreation  
 9112 Lakewood Drive SW  
 Lakewood, WA 98499  
 FAX 253-582-7461

**Your application is not finalized until reviewed and Pierce County Parks & Recreation issues a permit.**

Office Use Only:

Cash     Check # \_\_\_\_\_     Charge

VISA /MC # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Rental \$ \_\_\_\_\_    Class # \_\_\_\_\_

Amt Paid \$ \_\_\_\_\_    Date \_\_\_\_\_