

Congratulations on being selected for Arts in Parks 2019!



The Arts in Parks program is a partnership between the Office of Arts & Culture and Seattle Parks and Recreation. Each will support you in different aspects of the process.

Seattle Parks and Recreation	Office of Arts & Culture
<p>For help with:</p> <ul style="list-style-type: none"> Permit forms Scheduling Park facilities Event logistics <p>please contact:</p> <p>artsinparks@seattle.gov (206)233-5168</p>	<p>For help with:</p> <ul style="list-style-type: none"> Contracts Payments Budgets Reporting <p>please contact:</p> <p>Jenny Crooks jenny.crooks@seattle.gov (206)684-7084</p>

Things to Know About Reserving a Park

- We recommend you review details about your desired park by visiting seattle.gov/parks/find and searching it by name and/or by doing a site visit to explore the area prior to submitting your permit application to get a sense of how your event will use the site.
- To reserve a park for your event, you will need to submit a Park Use Permit application.
- Reservations are first-come first-serve.
- Your requested dates are not guaranteed until you have received an email confirmation from parkusepermits@seattle.gov. Please note you will not receive this email until after you have submitted your certificate of insurance.
- If your event includes significant construction or installation, you may need a ProView review to ensure public safety. Staff will contact you with further information if this is required.
- You may be required to submit background checks if working with youth. Staff will contact you with further information if that is the case.

Required Parks Forms and Deadlines

Park Use Permit Application	March 15
Fee Reduction Application	March 15
Site Map	March 15
Promotional Information Form (You will receive this form at a later date.)	April 15
Certificate of Insurance	April 15

Park Use Permit Application Tips

Section 1: Applicant Information (This section is straightforward.)

Section 2: Event Information

- The Event Dates section asks you to list the start and end time of your event each day. This should not include set up and clean up time. You will need to specify the setup start time and take down end time in a separate box on the bottom line of page 1.
- If your event will occur more than five times, please attach a sheet with the additional dates and times to your application.

Section 3: Event Details (This section is straightforward.)

Section 4: Site Plan

- You must attach a site map to your application. A site map is a map of the park that shows what equipment you will set up (such as tents, tables, stage, etc.) and where it will be located.
- Your map can be hand-drawn, or you can use a Google maps image along with a photo editor like Paint to illustrate your layout.
- If you are using more than one park, you will need to submit a site map for each park.
- Under Equipment/Set up, if a box has “#__” next to it, you must specify how many of that item will be used at your event.
- Advertising Signage/Banners only includes signage with vendor or sponsor logos, not informational or instructional signage for your event. This may include vehicles, tents, etc. if they are branded.
- If you plan to have vehicles drive into the park for equipment loading, please check “Vehicle Access” and include under “Event Setup” where they will enter, and at what times. In general, the department discourages driving vehicles into the park as it can damage the turf and underground sprinkler systems.

Section 5: Vendors (This section is straightforward.)

Section 6: Amplified Sound/Music

- Please note that amplified sound cannot be used after 10pm.
- Electricity is not available in every park. You may request it on this form and Elizabeth will contact you to let you know if it is not available, in which case generators are an acceptable alternative.

Section 7: Recycle and Trash

- Parks does not provide trash/recycling disposal for events. You will need to carry out what is generated.

Section 8: Special Requests (This section is straightforward.)

Section 9: Insurance

- Please note that your Park Use Permit Application will not be processed until you have also submitted a Fee Reduction Application, site map, and a certificate of insurance.
- The City cannot recommend insurance vendors. We suggest a Google search for “event insurance” if you are having difficulty identifying a vendor.

Section 10: Signature (This section is straightforward.)