

Scheduling a Day Camp in Seattle Parks



Event Scheduling Office
Seattle Parks & Recreation
300 Elliott Ave W, Suite 100
Seattle, WA 98119
Office: 206-684-4080, Opt. 2
Email: SPRevents@seattle.gov
Website: www.seattle.gov/parks/reserve/day-camp-permits

Day Camp Using a Picnic Site :

- Supervised and registered recreational activities that are open to the public.
- Scheduled during school breaks (based on Seattle Public Schools calendar).
- Weekdays (M-F) at reservable Picnic Sites

Other Types of Permits: Please refer to websites below :**Do Not Use this application.**

Commercial Use –

- *Camp-like programs, not located at reservable Picnic Sites*
- *35 people or less*
- *10 hours a week or less*

www.seattle.gov/parks/seasonalconcessions

Park Use –

- *Camp-like programs, not located at reservable Picnic Sites*
- *36 people or more*
- *11 hours a week or more*
- *Or at picnic sites during school in-session dates*

www.seattle.gov/parks/reserve/outdoor-event-permits

Lottery Applications (Email or U.S. Mail)

We begin accepting Day Camp applications for the year on the first day of **January through the last day**. Applications will be processed randomly as a lottery beginning the first business day in Feb.

Applications received between Feb-Dec.

Will be processed in the order received.

Confirmation & Payment Process

A confirmation will be emailed to you after your application is processed. Review your confirmation carefully. Visit the park to be sure location meets your needs prior to making payment. Park conditions are subject to change due to weather and use. If damage to the facility or park is noticed, contact our office immediately.

Insurance Requirement

- You must provide liability insurance naming the City of Seattle as additional insured. Insurance requirements will be sent to you with your confirmation.

Permit Fees

Application Fee.....	\$75
Picnic Shelters (<i>Billed at 50%</i>)	\$60-\$310
Outside Stationary Tables (<i>Billed at 50%</i>)	\$15-\$25
Special Equipment/Catering Fee	\$75
Rescheduling of a paid Day Camp*	\$25
Company/Commercial Sign/Banner (<i>Each</i>)	\$100
Non-Sufficient Funds Check Fee	\$20

**Rescheduling the date/park of a paid Day Camp booking must be requested AT LEAST 14 days prior to originally confirmed start date. Fees are non-transferable, and all bookings must remain within the same day camp season.*

Payment

Payment is due within 14 days after your reservation is confirmed. We will email you payment instructions with your confirmation. Payment can be made online by computer with a credit/debit card. If mailing a check please allow an extra week for delivery.

If payment is not received by the due date, your reservation can be canceled without notice.

Day Camp Permit

After payment and insurance are approved, we'll e-mail you the Permit.

- **It is your responsibility to bring a copy of the permit to the site each day of camp.**
- Your permit is required on-site to enforce the reservation.
- You must abide by the terms and conditions in this brochure and in the permit.

Important - Electricity and Water are Not Provided.

Reservation Sites

Events Scheduling Office: 206-684-4080, Opt. 2

The chart below lists parks where tables and/or shelters may be reserved. You are required to reserve an adequate number of tables and/or shelters to accommodate your entire group. Estimate attendance as accurately as possible.

Picnic Tables: Permanently installed, numbered tables outside of shelters are priced separately. We permit tables for up to 10 people each, most tables seat 6-10 people.

Table Fees: **\$15** per table for a half day, **\$25** per table for the full day. Day Camps charged at 50%

Picnic Site Information

- AM Half Day: 8:00am-2:00pm
- PM Half Day: 3:00pm-10:00pm
- Full Day: 8:00am-10:00pm
- Addresses are provided as locations. **Do not** mail to these addresses
- Empty Box = Not Available

	Shelter #	Half Day Shelter Fee	Full Day Shelter Fee	Site Capacity (with all reservable tables booked)	Seating Tables Inside	Serving Tables Inside	Outside Tables (\$15/\$25)	ADA Partial "P"
Alki: Alki SW & SW 62 nd (1702 Alki Ave SW 98116)	1	\$75	\$120	170		2	14	P
Beer Sheva: 8650 55 th Ave S 98118	(Tables Only)			30			2	
Benefit: 38 th Ave S & S Benefit St (9320 38 th Ave S 98118)	1	\$90	\$160	35	2		2	
Carkeek: NW Carkeek Park Rd & 9 th NW (@ 110 th) (950 NW Carkeek Park Rd 98177)	1	\$75	\$120	210		1	19	P
	2	\$120	\$195	190	3		14	
Don Armeni: 1222 Harbor Ave SW 98116	(Tables Only)			30			2	
Dr. Jose Rizal: 1008 Harbor Ave SW 98116 (12th Ave S & S Judkins)	1	\$120	\$210	75	4			P
Ferdinand St: Lake WA Blvd & Ferdinand St (4800 Lake WA Blvd S)	(Tables Only)			40			3	
Gas Works: N Northlake Way & Meridian Ave N (2101 N Northlake Way 98103)	1	\$90	\$160	100	2		5	P
	2	\$120	\$210	100	4		4	P
Genesee: 45 th St & S Genesee (4316 S Genesee 98118)	1	\$165	\$285	100	5			P
Georgetown: S Findlay St (750 S Homer ST 98108)	1	\$105	\$185	50	3			P
Golden Gardens: Seaview NW (north end) (8499 Seaview PI NW 98117)	1	\$75	\$120	110		1	9	
	2	\$75	\$120	140		1	12	
Jefferson (no grills): 3801 Beacon Ave S 98108	1	\$105	\$185	50	3			P
	2	\$105	\$185	50	3			P
	3	\$135	\$235	80	5			P
John C. Little Sr: 6961 37th Ave S 98118	1	\$90	\$160	40	2			P
	2	\$90	\$160	40	2			P
Judkins: 22 nd S & S Charles (2150 S Norman St 98144)	1	\$105	\$185	150	3		11	P
Lincoln: Fauntleroy SW & SW Webster (8011 Fauntleroy Way SW 98136)	1	\$90	\$145	250	1		22	
	2	\$90	\$145	250	1		21	
	3	\$120	\$195	130	3		10	P
	4	\$105	\$170	60	2		3	P
	5	\$135	\$220	300	4		25	P

Reservation Sites

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Site Amenities There are extra amenities with some of the shelters (e.g.: barbecues, sinks and fireplaces) that are provided for your convenience and at no extra charge. **We can't guarantee that these extra amenities will be available, and cannot give you a refund in the event these are not functioning on the day of your reservation.**

Electricity and water are NOT available to be included with a day camp. Most parks have **restrooms**, a few do not. Please keep in mind that during the colder months of the year many of our restrooms are closed for winterization and are not available for use.

Picnic Site Information

- AM Half Day: 8:00am-2:00pm
- PM Half Day: 3:00pm-10:00pm
- Full Day: 8:00am-10:00pm
- Addresses are provided as locations. **Do not** mail to these addresses
- Empty Box = Not Available

	Shelter #	Half Day Shelter Fee	Full Day Shelter Fee	Site Capacity (with all reservable tables booked)	Seating Tables Inside	Serving Tables Inside	Outside Tables (\$15/(\$25))	ADA Partial "P"
Madrona: Lake WA Blvd @ E Columbia St (853 Lake WA Blvd 98122)	1	\$60	\$110	90			7	
Magnolia: 31st W & W Galer (1461 Magnolia Blvd W 98199)	1	\$60	\$110	100			10	
Maple Leaf: NE 85th St & Roosevelt Way NE (1020 NE 82nd St)	1	\$120	\$210	100	4			P
Matthews Beach: NE 93 rd &SandPoint Way NE (9300 51st Ave NE)	(Tables Only)			120			12	
Me-Kwa-Mooks: 56th Ave SW & Beach Dr(4503 Beach Dr SW 98116)	(Tables Only)			30			2	
Meridian: N 50th & Meridian N (4649 Sunnyside Ave N 98103)	1	\$180	\$310	100	8			P
North Acres: 1st Ave NE & NE 130th St (12718 1st Ave NE 98125)	(Tables Only)			50			4	
Othello: S Othello & 45th S (4351 S Othello 98118)	(Tables Only)			100			6	P
Pratt: Yesler Way & 20th Ave S (1800 S Main St 98144)	(Tables Only)			60			5	
Ravenna: 20th NE & NE 58th (2000 NE 58th 98105)	1	\$60	\$110	140		1	9	
Roxhill: 29th SW & SW Barton (2850 SW Roxbury 98126)	(Tables Only)			100			10	P
Seward: Lake Washington Blvd & S Orcas (5895 Lake Washington Blvd S 98118)	1	\$90	\$160	40	2			P
	2	\$120	\$210	50	4			
	3	\$180	\$310	300	8		18	P
	4	\$120	\$210	50	4			
	5	\$120	\$210	50	4			
View Ridge (no grills): NE 70th St (4408 NE 70th ST 98115)	1	\$105	\$185	50	3		3	P
Warren G Magnuson: Sand Point Way NE & NE 65th (7400 Sand Point Way NE 98115)	1	\$195	\$320	100	8			P
	2	\$120	\$195	130	3		9	P
	3	\$135	\$220	60	4			P
Westcrest: SW Henderson & 8th SW (9000 8th Ave SW 98106)	(Tables Only)			60			6	
Woodland: Shelters 3: N 50th&Woodland Pk N(1000 N 50th St 98103) Shelters 4, 6, 7: N 59th & Aurora N(5900 Aurora Ave N Uncovered Tables between Shelters 4 and 6	3	\$75	\$135	470	1		48**	
	4	\$75	\$135	50	1		5	P
	6	\$180	\$310	200	8		9	P
	7	\$105	\$185	30	3			
	(Tables Only)			60			6	P

**Shelter 3 has 12 tables outside nearby, the area has a total of 48 tables

All tables and Shelters charged at 50% for Day Camps

Vehicle Access Not Permitted

There is NO vehicle access to picnic areas, this includes requests for load/unload purposes.

Tents & Portable Canopies

With your permit, you may set up a portable freestanding canopy measuring no more than 400 square feet (20' x 20') in size. It cannot be staked down, but you may use weights.

Catering & Special Equipment Requirements

If you bring a caterer or special equipment other fees and insurance requirements apply. We define a caterer as a paid person or company that prepares, and/or serves food, or sets up equipment in a park. 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. We do not allow dunk tanks. All air-bounce/inflatable equipment will need a generator for power. Seattle Parks & Recreation does not provide electricity. We don't allow stakes or in-ground anchors. All equipment must be free weighted. **Catering and equipment vehicles need to remain in designated parking lots and park on a first-come, first-served basis. Roping or coning off parking spaces is not allowed. No overnight storage.**

Large Day Camps

If you anticipate a group size of 400 people or more, we may require that you provide dumpsters, portable toilets, and/or an attendant at your expense.

Clean Up and Recycle

We work hard to make your picnic site clean and welcoming. If you find vandalism or excessive litter at your site, contact our office. Before leaving the park, pickup litter, debris and remove any signs, balloons or streamers from your picnic area. When using charcoal in the park, soak used coals with water and remove from the area or place in provided coal buckets, where available. We appreciate your help in keeping our parks pleasant for everyone and clean for the next group. Many of our parks have recycling containers for your use.

Ball Field Scheduling

To reserve ballfields use this link: <https://www.seattle.gov/parks/rentals-and-permits/sports-fields>

Rights & Privileges

When you have obtained a park permit, you have the right to enjoy your site for the duration of your permit. **Bring your permit with you.** Without your permit, it's difficult to prove that you've reserved and paid for the site. **If you arrive to your reserved site and someone is already using the space, we ask that you show them your permit, ask them to leave and allow a 30 minute period for them to relocate from the reserved space.**

Dogs on a Leash

The City's leash law is in effect. Leashed dogs are allowed in most parks and picnic areas, but are not allowed in any children's play areas, on beaches, or athletic fields, and you must pick up after them. (SMC 18.12.080)

Sales & Commercial Advertising

Prior permission is required for sales or commercial advertising. If approved, 10% of gross receipts collected on Parks property must be paid to the City. Commercial advertising is allowed only with an advance payment of \$100 per surface per day.

Access for People with Disabilities

Within the limitations of each park site, Seattle Parks and Recreation will, at your request, do our best to make accommodations for persons with disabilities. Please arrange this through the Event Scheduling Office.

Anti-discrimination

As a matter of policy, law and commitment, Seattle Parks and Recreation does not discriminate on the basis of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or presence of any sensory, mental or physical handicap. (SMC 18.12.280). Complaints can be filed with the Seattle Parks and Recreation Superintendent's Office or the Office of Equal Employment Opportunity, U.S. Department of the Interior, Washington, D.C. 20240

Prohibited Activities

The following are prohibited at City parks, including all picnic areas:

- Illegal substances and alcoholic beverages of any kind. (SMC 18.12.255)
- Amplified sound (SMC 25.08.520)
- Fires, except fires in authorized stoves, grills, or fire rings.
- Driving on the turf/grass or in unauthorized areas.
- Driving stakes into the ground or digging holes.
- Damaging or removing anything from the park (including driftwood, shells, trees, and shrubs).
- Use of drones.
- Damaging or removing anything from the park (including driftwood, shells, trees, and shrubs).





Day Camp Application

Read the brochure before completing this application

For site maps and photos visit: www.seattle.gov/parks/reserve/picnic-rentals

***Required Information**

Main Contact						
First Name*	Last Name*	Gender*	Ethnicity	Languages	Date of Birth*	
Residential Address*			Apt./Suite	City*	State*	Zip Code*
Organization Name (if applicable):	Address:		City	State	Zip Code	
Primary Phone*	Cell Phone	Email Address*				

List your top 3 preferences for Day Camp dates and locations. You may choose any combination of dates and/or locations. You are required to reserve enough tables for your expected attendance. We allow up to 10 people per table.

	Park Name*	Dates*	Time*	# of People*	Shelter #	# of Outside Tables
1*						
2						
3						

Please Describe the Day Camp (attach additional pages if needed):

Explain Set-up Area Desired (attach map if necessary):

Explain Equipment Set-up (dunk tanks, stakes or in-ground anchors are not allowed):

Camp Name: _____

*****ALL FEES ARE NON-REFUNDABLE*****

Fees:

- Company Sign/Commercial Banner \$100/unit
- Non-Sufficient Funds (NSF) Checks \$20
- Rescheduling Fee (must be requested 14 days in advance)..... \$25
- Shelters See grid in brochure
- Tables (outside of shelter) \$15 half-day/\$25 full-day
- Use Permit (Catering/Air Bouncer {Insurance is required}) \$75

Important Reminders:

- Vehicle access is **NOT** permitted into any park.
- Electricity is NOT available. Water may be available.**
- No Amplified Sound.** This includes boom-boxes, loudspeakers, radios, or public address systems.
- Alcohol and smoking are **NOT** allowed in Seattle Parks.
- Applicants/Permit holders agree to the terms and conditions listed in the Day Camp brochure and on the Day Camp permit.

Payment:

Do Not include payment with your application. A confirmation with payment instructions will be emailed to you once your application has been processed.

Return Application by:

Online Submittal

Email Attachment: SPRevents@seattle.gov

or **U.S. Mail:** Event Scheduling
Seattle Parks & Recreation
300 Elliott Ave W, Suite 100
Seattle, WA 98119

The information supplied herein is accurate to the best of my knowledge. I have read and understand the "Scheduling a Day Camp in Seattle Parks" guide and I understand and agree to abide by the rules set forth.

Signature*	Name* (printed)	Date*
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