

Scheduling a Day Camp in Seattle Parks



Seattle
Parks & Recreation

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/rentals-and-permits/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 applications for the year during the month of January. Beginning Feb 1st, applications will be processed randomly as a lottery.

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.

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-\$368
Outside Stationary Tables (<i>Billed at 50%</i>)	\$15-\$26
Special Equipment/Catering Fee	\$75
Rescheduling of a paid Day Camp*	\$26
Company/Commercial Sign/Banner (<i>Each</i>)	\$104
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.

Maintenance issues? Use our Seattle 'Find It, Fix It' App

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, **\$26** 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	Seating Tables Inside	Serving Tables Inside	Shelter Capacity	Outside Tables	Site Capacity (with all re-servable tables booked)	ADA Partial "P"
Alki: 1702 Alki Ave. SW	1	\$75	\$120		2	20	14	170	P
Be'er Sheva: 8650 55 th Ave S	(Tables Only)						2	20	
Benefit: 38 th Ave S & S Benefit St	1	\$102	\$172	2		20	2	35	
Carkeek: 950 NW Carkeek Park Rd.	1	\$90	\$145		1	20	19	210	P
	2	\$138	\$213	3		50	14	190	
Cascade Playground: 333 Pontius Ave N	(Tables Only)						2	20	P
Don Armeni: 1222 Harbor Ave SW	(Tables Only)						2	20	
Duwamish Waterway: 7900 10th Ave. S	(Tables Only)						4	40	P
Ella Bailey: 2601 W Smith St.	(Tables Only)						3	30	P
Ferdinand St: 4800 Lake WA Blvd. S.	(Tables Only)						3	30	
Gas Works: 2101 N Northlake Way	1	\$102	\$172	2		50	5	100	P
	2	\$124	\$214	4		60	4	100	P
Genesee: 4316 S Genesee St.	1	\$195	\$315	5		100		100	
Georgetown: 750 S. Homer St.	1	\$123	\$203	3		50		50	P
Golden Gardens: 8498 Seaview NW (north end)	1	\$75	\$120		1	20	9	110	
	2	\$75	\$120		1	20	12	140	
Greenwood: 602 N 87th St.	(Tables Only)						5	50	P
Jefferson (no grills): 3801 Beacon Ave S 98108	1	\$123	\$203	3		50		50	P
	2	\$123	\$203	3		50		50	P
	3	\$165	\$265	5		80		80	P
John C. Little Sr: 6961 37th Ave S 98118	1	\$102	\$172	2		40		40	P
	2	\$102	\$172	2		40		40	P
Judkins: 2150 S Norman St.	1	\$122	\$202	2		40	11	150	P
Lincoln: Fauntleroy SW & SW Webster (8011 Fauntleroy Way SW 98136)	1	\$96	\$151	1		30	22	250	
	2	\$96	\$151	2		40	21	250	
	3	\$153	\$238	3		30	10	130	P
	4	\$132	\$207	2		30	3	60	P
	5	\$159	\$244	4		50	25	300	P
Madrona: 853 Lake WA Blvd.	1	\$60	\$110			20	7	90	
Magnolia: 1461 Magnolia Blvd. W	1	\$60	\$110			20	10	100	

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

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- 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	Seating Tables Inside	Serving Tables Inside	Shelter Capacity	Outside Tables	Site Capacity (with all reservable tables booked)	ADA Partial "P"
Maple Leaf: 1020 NE 82nd St.	1	\$144	\$234	4		100		100	P
Matthews Beach: 9300 51st Ave. NE	(Tables Only)						12	120	
Me-Kwa-Mooks: 4503 Beach Sr. SW	(Tables Only)						2	20	
Meridian: 4649 Sunnyside Ave. N	1	\$228	\$358	8		100		100	P
	(Tables Only)						2	20	
North Acres: 12718 1st Ave. NE	(Tables Only)						4	40	
Othello Playground: 4351 S Othello St.	(Tables Only)						6	60	P
Powell Barnett: 352 MLK Jr. Way	(Tables Only)						4	40	P
Pratt: 1800 S Main St.	(Tables Only)						5	60	
Ravenna: 2000 NE 58th St.	1	\$60	\$110		1	50	9	140	
Ross Playground: 4320 4th Ave. NW	(Tables Only)						2	20	P
Roxhill: 2850 SW Roxbury	(Tables Only)						10	100	P
Seward: 5895 Lake Washington Blvd. 98118 <i>Shelters 1 & 2 south end, near water</i> <i>Shelters 3-5 upper loop</i>	1	\$102	\$172	2		40		40	P
	2	\$144	\$234	4		50		50	
	3	\$243	\$368	8		120	18	300	P
	4	\$144	\$234	4		50		50	
	5	\$144	\$234	4		50		50	
View Ridge (no grills): 4408 NE 70th St.	1	\$123	\$203	3		50	3	50	P
Virgil Flaim: 2700 NE 123rd St.	(Tables Only)						2	20	P
Volunteer: 1247 15th Ave. E	(Tables Only)						3	30	
Warren G Magnuson: 7400 Sand Point Way NE <i>Shelter 1 by Boat Launch; Shelter 2 by swim beach</i> <i>Shelter 3 by playground/ballfields</i>	1	\$243	\$368	8		90		100	P
	2	\$153	\$238	3		40	9	130	P
	3	\$159	\$244	4		60		60	P
Westcrest: 9000 8th Ave. SW*	(Tables Only)						6	60	P
Woodland: Shelters 3: N 50th & Woodland Pk N* Shelters 4, 6, 7: N 59th & Aurora N Uncovered Tables between Shelters 4 and 6	3	\$81	\$141	1		20	48**	470	
	4	\$81	\$141	1		20	5	50	P
	6	\$226	\$356	6	2	110	9	200	P
	7	\$123	\$203	3		50		30	
	(Tables Only)						6	60	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. Issues? Use our 'Find It, Fix It' App.

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.

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: <https://www.seattle.gov/parks/rentals-and-permits/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*	Date Range*	Time*	Daily Attendance*	Shelter #	# of Uncovered 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 \$104/unit
 Non-Sufficient Funds (NSF) Checks \$20
 Rescheduling Fee (must be requested 14 days in advance)..... \$26
 Shelters See grid in brochure
 Tables (outside of shelter) \$15 half-day/\$26 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*