SPOKANE COUNTY

Spokane County Parks, Recreation and Golf Department

RENTAL & SPECIAL EVENT PERMIT APPLICATION FORM

Please Type or Print Clearly

Instructions (Please Read)

1. **Contact Spokane County Parks at (509) 477-2188 to learn if your desired location is available.**
2. Complete the form below and provide a map of your event (if this is a shelter or lodge rental, map not required)
   a. *Helpful Hints: The map must show the area of the park you plan to use. Please include labels. (A Google Map may work)*
3. Visit our office at 404 North Havana Street to submit your application and payment or email directly to pknowles@spokanecounty.org and pay over the phone with a credit card. *Please note: The application package must be submitted 30 days prior to your planned event.*

Reservation & Event Information (Please Complete) *Required Fields

***Event Name:** _____ ***Park Facility^:** Select a Park

^If multiple locations, list additional sites in Description section below.

***Date(s) of Event/Rental:** _____ ***Hours of Event** (include set up/clean up): _____

***Your Name:** _____ **Organization** _____

***Address:** _____

***Phone:** _____ ***Email:** _____

***Name of Event Day On-site Contact and Phone:** _____

Alternate Site Contact and Phone: _____

***Number of Estimated Attendees:** _____

Are You Planning To:	YES	NO	NOTES
***Collect money for or during your event?**	☐	☐	_____
***Park vehicles on maintained turf?**	☐	☐	_____
***Sell food and/or beverage to the public?**	☐	☐	_____
Serve or drink alcohol? *May be allowed at Camp Caro, Liberty Lake, Bear Lake, and Fish Lake Parks only. Restrictions apply.	☐	☐	_____
***Reserve a picnic shelter?**	☐	☐	_____
***Swim** (Applicable to Liberty Lake Regional Park. If yes, please complete the Aquatic Facility Group Use Policy Form if event is between 5/25 – 9/02)	☐	☐	_____

***Description of your event** (Please be sure to include the following: planned activities, traffic/event management measures (if applicable), provisions for restrooms (if applicable), safety measures, requested Spokane County Parks involvement (e.g. need irrigation turned off), etc.) **Please feel free to provide additional pages as may be necessary.**

_____

_____

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Please call (509) 477-2188 prior to submitting this application.

Payment Information (*Please contact Spokane County Parks to confirm total payment amount.*) ***Required Fields**

Payment Type*: ☐ Check – *Please mail check* with this form or drop by our office, Monday-Friday 8 am – 4:30 pm*

☐ Credit Card – *Submit/email this completed form and you will be called by Spokane County Parks staff to pay over the phone or drop by our office with completed form.*

☐ Cash – *Please drop by our office with completed form to pay with cash.*

**Please mail to: Spokane County Parks Department, C/O Special Events, 404 N. Havana Street, Spokane, WA 99202*

Reservation Form continued (Please Complete) ***Required Fields**

Please Check* ☐

By checking the agree and accept box (on the left), I agree to hold the Spokane County Parks, Recreation and Golf Department and Spokane County free of any liability in any and all matters concerning my event and/or rental. I also certify that all participants will comply with all laws and regulations governing such event. Reservation and/or event approval is not final until a permit has been issued by Spokane County.

Save & Submit Form

Staff Use Only (Do not complete)

Fees

☐ Camp Caro Lodge	$400.00
☐ Camp Caro Non-Profit	$200.00
☐ Level I Event	$150.00
☐ Level II Event	$200.00
☐ Level III Event	$300.00
☐ Alcohol Endorsement	$200.00
☐ Late Request Fee	$50.00
☐ Additional Day Fee	

Completed Forms/Event Requirements:

☐ Certificate of Insurance ☐ Map of Event

☐ Completed Form ☐ Aquatic Group Use Form

☐ Other

Parks Department Requirements/Suggestions:

Spokane County Review (Generally Not Applicable to Shelter or Camp Caro Lodge Rentals):

1. Risk Management: Reviewed ☐
2. Parks Maintenance Division: Reviewed ☐
3. Recreation Program: Reviewed ☐
4. Other _____ Reviewed ☐

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