

**WASHINGTON STATE PARKS AND RECREATION COMMISSION, CITY OF SPOKANE PARKS &  
RECREATION, SPOKANE COUNTY PARKS & SPOKANE VALLEY PARKS & RECREATION**

**CHECKLIST FOR EVENTS:**

**RIVERSIDE STATE PARK/CENTENNIAL TRAIL/COLUMBIA PLATEAU TRAIL-**

- SPECIAL ACTIVITY PERMIT APPLICATION
- APPLICATION FEE
- CERTIFICATE OF LIABILITY INSURANCE
  - PLEASE LIST WA STATE PARKS AND RECREATION COMMISSION AS ADDITIONAL INSURED IN THE AMOUNT OF \$1,000,000.00 GENERAL LIABILITY AND \$500,000.00 PER OCCURRENCE
- COURSE MAP

**FOR MORE INFORMATION ON FEES, REQUIREMENTS, AND AVAILABILITY, PLEASE CONTACT:**

**CHERIE' GWINN AT [cherie.gwinn@parks.wa.gov](mailto:cherie.gwinn@parks.wa.gov) OR (509) 465-5066**

**OR VISIT OUR EVENTS WEBPAGE AT [www.riversidestatepark.org](http://www.riversidestatepark.org)**

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**CITY OF SPOKANE PARKS & RECREATION-RIVERFRONT PARK**

- SPECIAL EVENT PERMIT APPLICATION
- \$75 NON-REFUNDABLE APPLICATION FEE
- CERTIFICATE OF LIABILITY INSURANCE NAMING THE CITY OF SPOKANE AS ADDITIONAL INSURED
- DEPENDING ON THE NATURE OF THE ACTIVITY, A SITE PLAN MAY BE REQUIRED
- FACILITY USE FEES VARY DEPENDING ON THE NATURE OF THE ACTIVITY
- RIVERFRONT PARK HAS EXCLUSIVITY ON FOOD & BEVERAGES

**FOR MORE INFORMATION ON FEES, REQUIREMENTS, AND POLICIES AND PROCEDURES CONTACT:**

**FOR PUBLIC SPECIAL EVENTS AND ACTIVITIES CONTACT DON LARGENT, EVENTS COORDINATOR AT (509)625-6624**

**OR [dlargent@spokanecity.org](mailto:dlargent@spokanecity.org)**

**FOR PRIVATE GROUP EVENTS, ACTIVITIES, RENTALS CONTACT LINDA CAMPBELL, GROUP SALES COORDINATOR AT**

**509-625-6612 OR [lcampbell@spokanecity.org](mailto:lcampbell@spokanecity.org)**

**ADDITIONAL PARK INFORMATION: [www.spokaneriverfrontpark.com](http://www.spokaneriverfrontpark.com)**

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**SPOKANE COUNTY PARKS, RECREATION & GOLF (FOR EVENTS OCCURRING ON SPOKANE PARKS FACILITIES)-**

- SPECIAL EVENT PERMIT APPLICATION
- CERTIFICATE OF LIABILITY INSURANCE NAMING SPOKANE COUNTY AS AN ADDITIONAL INSURED
- MAP OF EVENT, SPECIFIC TO SPOKANE COUNTY PARKS FACILITIES

FOR MORE INFORMATION ON FEES, REQUIREMENTS, AND AVAILABILITY, PLEASE CONTACT:

PAUL KNOWLES @ [pknowles@spokanecounty.org](mailto:pknowles@spokanecounty.org) OR (509) 477-2188. FOR MORE INFO AND PRICES, VISIT <http://www.spokanecounty.org/parks/content.aspx?c=2790> . (PLEASE NOTE: IF UTILIZING COUNTY RIGHT-OF-WAY FOR YOUR EVENT, PLEASE CONTACT LINDA BRITZ AT COUNTY ENGINEERS FOR MORE INFO @ [lbritz@spokanecounty.org](mailto:lbritz@spokanecounty.org) OR (509) 477-7407.

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**CITY OF SPOKANE VALLEY PARKS & RECREATION-**

**(BARKER BRIDGE AT MILE 6.5 TO DENNY ASHLOCK BRIDGE AT MILE 11.9)**

- SPECIAL EVENT PERMIT APPLICATION:
  - \$40 APPLICATION FEE
  - GENERAL LIABILITY INSURANCE LISTING THE CITY OF SPOKANE VALLEY AS AN ADDITIONAL INSURED IN THE AMOUNT OF \$1,000,000 PER OCCURRENCE AND \$2,000,000 AGGREGATE
  - COURSE MAP
- FACILITY USAGE APPLICATION TO RESERVE MIRABEAU MEADOWS SHELTER, IF EVENT AT THIS LOCATION:
  - FEES APPLY. PLEASE INQUIRE.

FOR MORE INFORMATION ON FEES, REQUIREMENTS, AND AVAILABILITY, PLEASE CONTACT:

PATTY BISCHOFF AT [pbischoff@spokanevalley.org](mailto:pbischoff@spokanevalley.org) OR (509) 720-5401

OR VISIT OUR WEBPAGE AT <http://www.spokanevalley.org/content/124/938/146/954/453/877.aspx>