



Spanaway Park/Dawson Park Shelter Application

(Please complete both sides)

Organization or Group Name: _____ Contact Name: _____

Address: _____ City: _____ Zip: _____

Day Phone: (____) _____ Alternate Phone: (____) _____ Email _____

Type of Event: _____ Number of Participants: _____ Number of Spectators _____

Event Date: _____ Alternate Date: _____

1) Reservation Fees: (Please select the area/areas you are requesting to use for your event)

____ Spanaway Park Shelter A	Max. occupancy 100	\$50.00 per day	paid by April 30
		\$65.00 per day	paid after April 30
____ Spanaway Park Shelter B	Max. occupancy 200	\$75.00 per day	paid by April 30
		\$90.00 per day	paid after April 30
____ Spanaway Park Shelter C	Max. occupancy 100	\$50.00 per day	paid by April 30
		\$65.00 per day	paid after April 30
____ Spanaway Park Shelter D	Max. occupancy 300	\$100.00 per day	paid by April 30
		\$115.00 per day	paid after April 30
____ Spanaway Park Shelter E	Max. occupancy 200	\$75.00 per day	paid by April 30
		\$90.00 per day	paid after April 30
____ Dawson Park Shelter	Max. occupancy 100	\$50.00 per day	paid by April 30
		\$65.00 per day	paid after April 30

2) Special Use Fees (extra maintenance/labor for large events) may apply:

300-499 people	\$100.00	Extra Electricity	\$ _____
500-749 people	\$150.00	Extra Garbage	\$ _____
750-999 people	\$200.00	Sani Cans	\$ _____
Over 1,000 people	\$250.00		

3) Catered food for your event? No Yes If yes, please explain: _____

4) Sound amplification planned? No Yes If yes, please explain: _____

5) Will you be charging an admission fee to enter your event? No Yes

NOTE: For admission fees charged to enter your event, Pierce County Parks receives 25% of the total gate receipts after deducting base rental fee. This must be received at the Parks Administrative office within 2 weeks following the event.

6) Fundraising activities and/or sale of food, merchandise, or services planned? No Yes

If yes, please explain: _____

7) Are inflatable toys planned? No Yes If yes, please explain: _____

Reservations including inflatable toys must submit a Certificate of Liability Insurance in the amount of \$1,000,000 naming Pierce County Parks and Recreation as an additional insured before the application can be approved.



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The shelters/parks are under the supervision of Pierce County Parks and Recreation. To preserve the rights of the public for use of a public recreation facility a few rules and regulations are necessary and we ask you and your group to cooperate. Please initial the rules and regulations below:

_____ I am aware that alcoholic beverages are NOT allowed in Pierce County Parks and Recreation facilities.

_____ I am aware that confetti, hot air balloons, remote control airplanes or vehicles are NOT allowed in the park.

_____ I realize that I am responsible for my own set-up and clean-up.

_____ I have seen the shelter area that I am reserving and am familiar with its overall condition. I am aware that due to the effects of rain, wind, and other park patrons, the outdoor facilities may not be as clean when I arrive as when routine maintenance was completed.

_____ I am aware that pets are kept on a leash no longer that 8 feet, or confined, and under control at all times.

_____ I am aware that Pierce County Parks and Recreation does not have any lifeguards on duty at their parks.

_____ I am aware that a copy of the permit must be with me on the day of the reservation.

_____ I am aware that cancellations must be made two weeks prior to reservation date. A \$15 fee will be charged for rescheduling or canceling a reservation. No refunds for cancellations within two weeks of reservation date. All cancellation fees are non-refundable.

_____ I am aware that the Parks and Recreation Department has the right to cancel a picnic shelter reservation.

Signature of Responsible Party: _____

Spanaway Park's five covered picnic shelters have tables, grills, concrete floors, electricity and running water. Dawson Park has one picnic shelter with tables, concrete floors and electricity. Shelters (subject to availability) are reserved once our office has processed a completed reservation form with payment and a permit issued.

- Shelter reservations begin the first business day in March.
- Reservations are accepted through the end of September for each calendar year.
- Reservations must be made 2 weeks in advance of the reservation date.
- Reservations may be requested by mail or walk in to the Pierce County Parks Administrative office at the Lakewood Community Center.
- All shelters are closed from October through March of each year.

Send completed form to:

Pierce County Parks and Recreation
9112 Lakewood Drive SW
Lakewood, WA 98499
FAX 253-582-7461

Your application is not finalized until reviewed and Pierce County Parks & Recreation issues a permit.

Office Use Only:

Cash Check # _____ Charge

VISA /MC # _____

Expiration Date _____

Authorized Signature _____

Rental \$ _____ Class # _____

Amt Paid \$ _____ Date _____