



**City of Kenmore**  
18120 68<sup>th</sup> Ave NE  
Kenmore, WA 98028  
(425) 398-8900  
[www.kenmorewa.gov](http://www.kenmorewa.gov)

## Park Picnic Shelter Rental Guide

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This Kenmore City Hall Rental Guide contains **general** guidelines and answers to FAQ's, please see the full Park Picnic Shelter Rental Policy for your agreements.

### Designation and Purpose

Picnic shelters offer the community a gathering place in city parks; these policies establish rules for the community's use.

### Locations

Picnic Shelters are located at the following parks in Kenmore:

- Log Boom Park: 17415 61<sup>st</sup> Ave NE
- Rhododendron Park: 6910 NE 170<sup>th</sup> St
- ƛ'ax'wadis (Tl' awh-ah-dees) Park: 7515 NE 175<sup>th</sup> St
- Moorlands Park: 15221 84<sup>th</sup> Ave NE

### Reserved Area & Site Amenities

Sites offer a furnished covered picnic area, charcoal barbeques, power, and access to park restrooms. Rental activities must be contained within the picnic shelter and barbeque areas. All other areas in the park will remain open and available to the general public.

### Availability

Picnic shelters are offered in block rental periods including:

- Half day (Option 1: 9am to 2pm **or** Option 2: 3pm to 9pm/dusk)
- Full day (9am to 9pm/dusk)

Rental periods must include all activities associated with rental; set up, cleanup, deliveries and/or pickup of equipment.

Picnic shelters are available to rent daily February through October except for the following observed holidays:

- Memorial Day
- Juneteenth
- Independence Day
- Labor Day

### Rental Capacity

Up to 100; reservations over 100 people require a separate Special Event Permit and Liability Insurance coverage.

### Rental Rates

Fees may be waived for Kenmore residents whose household income is at or below 80% AMI adjusted for family size.

- Kenmore Residents all day: \$150
- Kenmore Residents half day: \$75
- Non-Kenmore Residents all day: \$200
- Non-Kenmore Residents half day: \$100

### Food and Beverages

- No alcohol is allowed on the premises.
- Personal gas/propane barbeques with a drip pan may be brought in for use.
- Personal charcoal operated barbecues are not allowed.
- On-site grills are charcoal only; renters must bring their own charcoal and clean grills before and after use.

### Parking

Parking is not reserved and is available first-come, first-serve in designated areas only; parking may not be reserved or blocked off. Rental or additional equipment or supplies brought on-site is to be disclosed on application for preapproval.

**Power**

A single standard power receptacle is available at each picnic shelter location. If additional power is desired, the use and description of a renter provided generator must be disclosed on the rental application and receive preapproval.

**Garbage**

Garbage must be contained to on-site garbage receptacles. Additional garbage or items too large to fit into on-site receptacles should be removed and appropriately disposed of by the renter at the end of the reservation period.

**Reservation Arrangements & Requirements**

- Reservations can be made up to six months in advance and a minimum of 14 calendar days in advance.
- Renters must be 18 years of age or older; minors must be supervised by a sufficient number of adults.
- Applicant must be present for the entire duration of the rental and is considered the responsible party.
- All rentals are for private, by invitation only parties, not open to the public.
- Renter is responsible for obtaining and maintaining all licenses, permits, and other authorizations needed.
- Renter shall be responsible for restoring the picnic shelter to the condition it was in prior to rental.

**Cancellations and Refunds**

The City may cancel a reservation and provide a refund at any time due to an emergency, severe weather, situations that may result in facility damage or personal injury and if a picnic shelter is needed for a city sponsored event.

- No refunds will be provided due to weather conditions.
- Cancellations must be made by email to [reservations@kenmorewa.gov](mailto:reservations@kenmorewa.gov).
- Cancellations 60+ days in advance will receive 75% refund.
- Cancellations 30-59 days in advance will receive 50% refund.
- Cancellations 0-29 days in advance will receive no refund.

**Long-Term Ongoing Rentals**

Rentals that book multiple dates at a consistent day and time require approval. Picnic shelters may not be rented more than once a month by the same applicant unless the applicant is working directly with the City.

**Amplified Sound**

Sound shall not be audible at a distance greater than 75 feet from the source. Amplified sound must cease by 9:00 p.m. Speakers must face inward, towards the event, not outward towards open park area or neighbors.

**Decorations & Signs**

Decorations or signs can be hung using non-damaging, paint safe tape. All decorations, signage, banners, tape, strings, supplies and equipment are to be removed by the end of the rental period. No decor/signage outside of the rental area.

**Deliveries**

Renter must be present to accept or sign for any deliveries and pre-approval is required. Delivery/pick up time will be considered part of the rental period. No onsite storage space is available before or after the rental period.

**City Codes and General Use Policies**

All City of Kenmore codes and ordinances are in effect and enforced during the facility use. The renter agrees to comply with all local, state and federal non-discrimination laws, regulations and policies. The following activities are not allowed:

- Inflatables/bouncy houses, hamster balls, bubble soccer, dunk tanks, pony rides, petting zoos, trackless trains, laser tag, foam parties, all other high-risk activities.
- Events advertised on social media, by flyer, etc.
- Events open to the public.
- Solicitations and advertising.
- Business use and/or selling of merchandise/services.
- Fireworks.
- Motorized vehicles on turf, grass, or sidewalks.
- Digging and/or driving stakes into the ground.
- Confetti, glitter, and paint.

**SEE PICNIC SHELTER RENTAL POLICY FOR FULL DETAILS**