



**PRIVATE SPECIAL USE PERMIT APPLICANT INFORMATION: [100 people or less, not open to the public]**

Business/Organization name			
Applicant name			
Mailing address	Street:		
	City:	State:	Zip:
Applicant contact information	Day phone:		
	Cell phone:		
	Email:		
On-site event contact (if other than applicant)	Name:		
	Day phone:		
	Cell phone:		
	Email:		

**SPECIAL USE ACTIVITY**

Birthday party   
  Reunion   
  Corporate Picnic   
  Wedding/Reception  
 Family Picnic   
  \*Other: \_\_\_\_\_  
*\* Use that impacts regular park operations or general park usage.*

**Describe private use activity:**

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Anticipated attendance: _____	Requested Date: ___/___/___
	Hours: __:__ [AM/PM] - __:__ [AM/PM]

Community Parks (See Maps for Available Sites)	SELECT Private Use Area #1	SELECT Private Use Area #2
<input type="checkbox"/> Jefferson	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Kandle	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Vassault	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> South Park	<input type="checkbox"/>	N/A
<input type="checkbox"/> Verlo	<input type="checkbox"/>	N/A



### PRIVATE SPECIAL USE PERMIT CONDITIONS [100 people or less, not open to the public]

- All MPT parks are open to the public. Private use permits do not guarantee exclusive, private use.
- Compliance with approved private special use parks and maps.
- No more than the stated number of use permits will be issued at each park per day.
- No more than (5) 10x10 tents; must remain separate of one another.
- No more than (100) event chairs / (10) tables.
- No staking of tents; sandbags and water jugs only.
- All garbage must be contained and removed from the park following the event.
- No generators larger than 3,500 watts.
- No driving into park; all support equipment must be walked in.
- Bounce houses permissible with conditions:
  - (a) Certificate of Insurance, \$1,000,000, naming MPT as additional insured is received and approved (b) bounce house must be provided by a licensed bounce house operator
- Event must stay within designated private use area as defined on park map – no exceptions.
- Event participants are required to obey all Park Codes and traffic laws.
- All tables/chairs/tents and any other equipment must be removed at the end of the event.
- Park property must be left in the condition in which it was found; fees will be assessed if not.
- Private use permit valid from 8am to 8pm or ½ before dusk.
- The sale, distribution and consumption of alcohol is prohibited.
- All other Special Use Permit procedures and guidelines apply.

**Tents/Canopies** QTY: \_\_\_\_\_ Size/s: \_\_\_\_\_

Contact **City of Tacoma Fire Dept.** for canopies 400' sq. feet and over. 253.591.5762; [www.cityoftacoma.org](http://www.cityoftacoma.org).

**Liquid Propane Gas (LPG)**

Contact **City of Tacoma Fire Dept.** for use of liquid propane gas. 253.591.5762; [www.cityoftacoma.org](http://www.cityoftacoma.org).

**Serving Food:** Private dinners, lunch or other unadvertised events for members and their guests only do not require a temporary food establishment permit.

**CERTIFICATE OF INSURANCE** in the minimum amount of \$1,000,000 general liability, \$2,000,000 general aggregate and naming MPT as additional insured MAY be required and due on file at MPT no less than 14 days prior to the event. MPT does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities/Parks by the applicant, its members, or those attending the event. Depending on the service you are providing, and the activity and risk level of your group, you may be required to obtain bodily injury and property damages liability insurance in accordance with District policy, name the District as an additional insured on the policy, and be responsible for obtaining said insurance.



**PERMIT PROCESS**

<p><b><u>Step 1: →</u></b>          To <b>initiate</b> the Special Use Application Process, submit required information to the right <b>NO LESS THAN 30 DAYS</b> prior to requested use date.</p>	<p><input type="checkbox"/> Signed and completed Special Use Application  <input type="checkbox"/> Permit Fee: \$75</p>
<p><b><u>Step 2: →</u></b>          SUPRC Review Process</p>	<p>The Special Use Permit Review Committee (SUPRC) reviews application and determines conditions and/or restrictions.</p>
<p><b><u>Step 3: →</u></b>          Post- SUPRC Review Process,          Final Information &amp; Fees</p>	<p><input type="checkbox"/> Staff contacts applicant to review permit conditions/restrictions and finalize fee.  <input type="checkbox"/> All fees and paperwork due <b>NO LESS THAN 14 DAYS</b> in advance of event date or permit request cancelled.</p>
<p><b><u>FINAL STEP →</u></b>          Permit Issuance</p>	<p>Once remaining documents and payment received in full a Special Use Permit will be issued.</p>

**APPLICANT:**

*I have read and understood the Special Use Permit Policy, Guidelines and Procedures and will comply with the Special Use Permit Conditions and/or Restrictions.*

**Signature:**

**Date:**

**INDEMNIFICATION:** You will be required to defend, indemnify and hold harmless the District, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the District.

**Return Application, fees and supporting documents to:**

**Metro Parks Tacoma**

**ATTN: Rentals, Permits & Visitor Services**

**4702 S. 19<sup>th</sup> Street, Tacoma, WA 98405**

**Or**

**[Permits@tacomaparks.com](mailto:Permits@tacomaparks.com)**

**Questions or need more information?**

**Phone: 253.305.1006**

**[www.metroparkstacoma.org/special-use-permits/](http://www.metroparkstacoma.org/special-use-permits/)**



**PRIVATE SPECIAL USE PERMIT APPLICANT INFORMATION**

Applicant name

\_\_\_\_\_

**INTERNAL OFFICE USE ONLY**

**Private Special Use Permit Fee**

\$75

**Garbage Totes**

(1) Per 300 people when food/beverage served

\_\_\_\_ QTY                      Total: \$\_\_\_\_\_   
 (\$65/per 300-gallon; \$30/per 90-gallon recycling)

**Portable Toilets**

(1) Per 125 people, 1<sup>st</sup> Unit must be ADA

\_\_\_\_ QTY                      Total: \$\_\_\_\_\_   
 (\$95/Reg unit; \$155 ADA unit)

**Tacoma Police Officers (Off-Duty)**

No. of officers and hours determined by TPD.

\_\_\_\_ QTY                      Total: \$\_\_\_\_\_   
 (\$75/per hour, 3-hr. minimum required)

**Damage Deposit**

Fully-refundable depending on park condition

Total: \$\_\_\_\_\_

**MPT Utility Access**

Water                      Total: \$\_\_\_\_\_   
  Electricity              Total: \$\_\_\_\_\_   
 (\$75/each)