



City of Bothell

PARK USER FEES

Effective January 1, 2023

PICNIC SHELTERS & OUTDOOR FACILITIES	RESIDENTS & NON-PROFIT ORG.	NON-RESIDENTS & FOR-PROFIT ORG.
Picnic Shelters		
Large shelter (<i>max capacity 60</i>) Locations: Blyth Park, Cedar Grove Park Half Day: 8am - 2pm OR 3pm - 9pm Full Day: 8am - 9pm	\$100 half day \$200 full day	\$150 half day \$300 full day
Small shelter (<i>max capacity 25</i>) Locations: Blyth Park, Centennial Park Half Day: 8am-2pm OR 3pm-9pm Full Day: 8am-9pm	\$50 half day \$100 full day	\$100 half day \$200 full day
Both shelters (<i>max capacity 100</i>) Location: Blyth Park only Half Day: 8am-2pm OR 3pm-9pm Full Day: 8am-9pm	\$150 half day \$300 full day	\$250 half day \$500 full day
Groups of 100 or more must apply for a City of Bothell Special Event Permit (www.bothellwa.gov/specialevents)		
Park at Bothell Landing		
Amphitheater Use of electricity	\$75/hr \$30/hr	\$100/hr \$30/hr
Parking lot: (Must be rented as an "add on" to another facility rental)	Negotiated by director or designee	Negotiated by director or designee
Grass lawn adjacent to SR522	Negotiated by director or designee	Negotiated by director or designee
Parks (all)		
Other park space used for special events/festivals or event with admission/fundraising fee	Negotiated by director or designee	Negotiated by director or designee
General use of parks (camps, classes, photography, etc.)	Negotiated by director or designee	Negotiated by director or designee
City Hall Outdoor Plaza		
Plaza Use of electricity Damage deposit – reservations serving alcohol	Negotiated by director or designee \$30/hr \$400 (<i>refundable</i>)	Negotiated by director or designee \$30/hr \$400 (<i>refundable</i>)
INDOOR FACILITIES		
Lytle House		
Great Room (<i>max capacity 70</i>) Half Day: 8am - 3pm OR 4pm - 11pm Full Day: 8am - 11pm	\$250 half day \$500 full day	\$300 half day \$600 full day
Damage Deposit – reservations serving alcohol Kitchen (add-on)	\$400 (<i>refundable</i>) \$35/rental	\$400 (<i>refundable</i>) \$35/rental
North Creek Schoolhouse		
Meeting Room (<i>max capacity 35 people</i>)	\$30/hr	\$40/hr

SPORTSFIELDS	YOUTH	ADULT
Synthetic turf fields (North Creek #1, #2 & #4)	\$35/hr	\$75/hr
Grass fields (North Creek #3, Doug Allen Fields, Cedar Grove Field)	\$25/hr	\$45/hr
<i>Additional field preparation may be provided by the City at the request of the user upon advance payment of estimated labor and materials costs, as determined by Director or designee.</i>		
School use (private & public) – synthetic turf fields (min. 1 hr)	\$40/hr	
School use (private & public) – grass fields (min. 1 hr)	Negotiated by Director or designee	
Non-prepped fields (grass only)	\$20/hr	\$40/hr
Non-prepped fields (company picnics, events, etc.)	\$60/hr	
Extras		
North Creek Field lights	\$30/hr	\$30/hr
Equipment storage at sportsfields (per season)	\$250	\$250
Tournaments		
Tournament events (except sanctioned leagues)	\$110	\$220
<i>Payment in full and tournament bracket or participant roster must be turned in at least four weeks prior to event. Hourly youth/adult field rates are shown above.</i>		

OTHER FEES		
Staff Support at Reservations/Events (as required by director or designee)		
Parks staff	\$75/hr	
Food Concessions or Booth Sales		
Ongoing concessions/vendors (rates negotiable with Director)	10% of Gross Revenue	
Special event/tournament concessions/vendors on all City properties (per day, per vendor or booth)	\$30	
Damage/extra cleanup to any facility or park property	Actual repair and/or staff costs (regular or overtime)	
Special Event Permits		
Small event: 100-200 participants or race (one round of review)	\$300	
Large event: 201+ participants or parade of any size (one round of review)	\$675	
Additional review	\$200	
<i>Special Event Permit fees can also be negotiated with Director or designee if event can address a community need. Full recovery of costs incurred on day of event will also be charged.</i>		

REFUND & CANCELLATION POLICY

Facility or Park Cancellation

7 or more days' notice of cancellation: Full refund
Less than 7 days' notice of cancellation: No refund (unless approved by Director or designee)
100% refund if reservation is cancelled by Parks & Recreation

Ongoing Sportsfield Use Cancellation

No charge for cancelation of fields or field lights.

Recreation Program Cancellation

Full refund/credit granted if request is made at least five (5) business days prior to the start of class.
50% refund/credit granted if request is made less than five (5) business days prior to the start of class.
No refunds/credits issued on or after the first day of class.

\$10 administrative fee for all cancellations.
No refunds for classes costing less than \$10.

Transfers must be requested five (5) business days prior to the start of class.

100% refund if class is cancelled by Parks & Recreation.