



# 2024 Park Use Permit Rental Rates

All rentals are subject to the approval of the City of Vancouver’s Park Permitting Team. The initial Park Use Permit fee is based on the anticipated number of event attendees and the impact to park. Rate may be adjusted if event attendance is less than or greater than anticipated.

## Event Types

Rate 1	Rate 2	Rate 3	Rate 4
Public or Exclusive Events (100 People Max.)	Public or Exclusive Events (100+ People)	Public or Exclusive Events (100+ People)	Public or Exclusive Events (Any Size)
<b>EVENTS WITH:</b> <ul style="list-style-type: none"> <li>• Sales</li> <li>• Registration</li> <li>• Entry fees</li> <li>• Donations</li> <li>• Pledges</li> <li>• No fence</li> <li>• No Alcohol</li> </ul>	<b>EVENTS WITH:</b> <ul style="list-style-type: none"> <li>• Sales</li> <li>• Registration</li> <li>• Entry fees</li> <li>• Donations</li> <li>• Pledges</li> <li>• No fence</li> <li>• No Alcohol</li> <li>• Vendors</li> </ul>	<b>EVENTS WITH:</b> <ul style="list-style-type: none"> <li>• Sales</li> <li>• Registration</li> <li>• Entry fees</li> <li>• Donations</li> <li>• Pledges</li> <li>• No fence</li> <li>• No Alcohol</li> <li>• Vendors</li> <li>• Additional Field Space</li> </ul>	<b>EVENTS WITH:</b> <ul style="list-style-type: none"> <li>• Sales</li> <li>• Registration</li> <li>• Entry fees</li> <li>• Donations</li> <li>• Pledges</li> <li>• Fence Allowed</li> <li>• Alcohol permitted</li> <li>• Vendors</li> <li>• Additional Field Space</li> <li>• Fence</li> </ul>

**SPECIAL EVENT PERMIT:** If the event draws 100 or more people, and/or requires city services, a Special Event Permit is required. To obtain a permit application, please contact the City of Vancouver at 360-487-8303.

## Rates All prices based on daily rates

	Rate 1*	Rate 2*	Rate 3*	Rate 4**
<b>Daily Rate*</b>	\$50	\$125	\$325	\$450
<b>Damage Deposit**</b>				Deposit \$200

\*Shelter Reservation fee is an additional cost to the permit fee.

\*\*Damage Deposit: **A damage deposit is required** and must be paid with the rental balance on the first day of the month preceding the event. The deposit is refundable within 30 days of the end of the event, less any repair costs incurred by damage done during the event.

## Other Rates

Shelter Reservation	\$75-\$95
Permit: Bounce house, amplified sound, others to be determined by Permitting Team	\$50
Commercial Filming	\$250
Park Attendant	\$20/hr
Applications submitted less than 30 days prior to the date of the event are subject to late fees or denial of park use permit.	\$100

## Contact:

Vancouver Parks, Recreation  
and Cultural Services

Parkspemits@cityofvancouver.us  
360-487-8304

## PARK RENTAL REGULATIONS

- Event users will be billed for city services that are performed to support the event. This includes extra police patrols, fire and EMT personnel required, extra grounds and maintenance work; a parks staff person on site; garbage pick-up; traffic coordination; etc.
- Non-profit organizations will pay the same rates as for-profit organizations.
- No vehicles, fires or charcoal burners are permitted in the park, unless otherwise permitted.
- Runs/Walks:
  - Any marking used to designate the route must be completely removed by the end of the day or fees may be incurred
  - Non-permanent markings such as: cones, temporary signs, or flags are allowed.
  - Complete route description must be approved 30 days prior to the start of the event date
  - Signs are not allowed to be attached to park property or be nailed, stapled or bungee corded to trees, buildings, light poles or road signs, and or stakes driven into the ground.
- Depending on the type of event, a Certificate of Insurance may be required listing the City of Vancouver as additionally insured.

## EVENT FACILITY RENTALS

### FACILITY RENTAL PAYMENTS

Facilities must be reserved at least 30 days in advance.

- A deposit of 25% of the rental fee is needed to hold any rental date. Until the deposit is made, the date is still available for rent.
- The balance of the rental and damage deposit are due 30 days before the event.
- Payment may be in the form of cash, check, Visa, or MasterCard only. Cash transactions must be made at the Marshall Community Center.
- The City does not hold any checks used to cover the damage deposit, but we will issue you a refund check within 30 days of the last day of your event, less any damage charges the event incurs.
- Each rental agreement/permit requires a signature accepting the terms of the rental
- The City of Vancouver reserves the right to refuse use of any facilities if special event criteria are not met.
- Payments received after the contracted deadline will be subject of late fees.

### FACILITY RENTAL LATE FEES

- If payment is made after the contracted deadline (30 days before the first day of your event), a late fee of 10% of the total rental fee\* may be applied.
- If payment is made within two weeks of the event start date, a late fee of 25% of the total rental fee may be applied.
- If payment is made within 48 hours of the event start date, a late fee of 50% of the total rental fee may be applied.
- If payment is not received by the event start date, the event is subject to cancellation.
- Late payments will affect the approval consideration for future events produced by the same organization/individual.
- Rental Reservation Applications received within 30 days of the event start date require payment in full immediately.
- For events requiring a Special Event Permit, you must first acquire an approved permit before making payment. These reservations are subject to the same late fee structure as outlined above.