



Parks, Fields and Facilities Rental Information

Jefferson County, Washington
Public Works Department
Parks and Recreation Division
623 Sheridan St.
Port Townsend, WA 98368
www.countyrec.com

Contact:
Matt Tyler, Manager
360-385-9129
mtyler@countyrec.com

PARKS AND RECREATION FACILITY LISTINGS

Jefferson County Parks and Recreation accepts reservations at the following parks and facilities:

HJ Carroll Park
East Beach Park
Gibbs Lake Park
Indian Island Park
Irondale Beach Park

Irondale Community Park
Memorial Field
North Beach Park
P.T. Rec. Center
Quilcene Park

MAKING YOUR RESERVATION

Just follow these five simple steps:

Step 1: Check Availability

Our website's Facilities section features complete descriptions of each facility, the facility fees, an availability calendar, a calendar of events, and a list of currently scheduled events by date.

www.countyrec.com

[Facilities](#)

Scroll to the bottom of the page

Click on: View Availability Chart

Step 2: Create an Account

Please enter all the information requested so that we can easily contact you. Once you are in our system, future rentals and registrations are easy. Use your account to check reservations and get other parks information. If you already have an account, please make sure all your information is up to date. *If you do not wish to create an account on our website, please call Matt at 360-385-9129.*

www.countyrec.com

Under: Account Info

[Create New Account](#)

Step 3: Make a Reservation

Reservations are handled by email whenever possible. Send Matt Tyler your name, daytime phone number, the date and time of your reservation request, the name of your event, the number of people, and whether or not you plan to apply for a banquet permit to serve alcohol.

Email: mtyler@countyrec.com

Step 4: Payment and Agreement

After emailing your reservation request, you will receive an invoice/ reservation agreement via email. Please print, sign, and return it with your cash or check payment. Payment can be dropped off from 8am to 5pm (closed holidays and weekends) or mailed to:

Jefferson County Public Works
623 Sheridan St.
Port Townsend, WA 98368
360-385-9160

Step 5: Final Confirmation

Upon receipt of your payment, a final confirmation will be emailed to you. Please print the confirmation and bring it to the event.

ALCOHOLIC BEVERAGES

In the State of Washington, it is illegal to open or consume alcoholic beverages in a public place (RCW Title 66.44.100). This state law applies in all Jefferson County parks, campgrounds, and recreation facilities. Exceptions can be granted by the Washington State Liquor Control Board (WAC Title 314) in the form of a special permit such as a banquet permit. Banquet permits are for organized private events such as weddings. They are subject to pre-approval by Matt Tyler, Manager, Jefferson County Parks and Recreation. Permits are available from the State of Washington liquor control board at <http://liq.wa.gov/>

RENTAL FEES & PAYMENT

The rental fee is due in full at the time of reservation. Cash and check payments are accepted at Public Works, 623 Sheridan St., Port Townsend, WA 98368 from 8am to 5pm, Monday – Friday, closed holidays and weekends. Checks can be mailed to the same address. Credit card payments are not accepted at this time. Rental fees are available on our website at www.countyrec.com.

HOURS OF OPERATION/ FACILITY AMENITIES

Facility information may be found at our website: www.countyrec.com, click on the facilities link then select the specific facility you are interested in.

CANCELLATION & RESCHEDULING POLICY

All reservation cancellations must be made in writing or email mt Tyler@countyrec.com

- Cancellations made 30 or more days prior to the event will result in a full refund of the hourly rental fees paid
- Cancellations made less than 30 days prior to the event will not receive a refund.

Requests to change the time or date of an event will be accepted in writing. Approval for the change is subject to facility and staff availability. Additional rental fees must be paid in full at the time of the change.

SET-UP & TAKE DOWN

It is the responsibility of the reservation holder to set-up as desired, including moving portable furnishings and setting up tables and chairs. Please move all furnishings back to their original position before leaving the facility. Use caution when making changes to the room set-up so that floors and walls are not damaged. Reservation holders are required to use table coverings to protect tables from wet foods and art supplies that may stain tables. All items brought into the facility by the renter must be removed by the end of the rental period. All food, materials, equipment, decorations and garbage that are brought to the facility must be removed. Cleaning chairs and tables at the conclusion of your event is the reservation holder's responsibility. The event reservation period needs to include the time required for delivery of equipment and supplies, and to include set-up and clean up time.

LOADING, DELIVERY & STORAGE

Keep vehicles making deliveries away from pathways, bus turnarounds, and ADA parking spots. Do not block roadways while loading and unloading. Deliveries should occur during your rental period unless special arrangements are made in advance. Items cannot be stored for your event. If you plan to have furniture or equipment delivered, please discuss the details with Matt Tyler at least 2 weeks prior to your event. Consult with Matt regarding designated delivery areas, access, and parking considerations.

BBQ GRILLS

Renters are welcomed to use any of the permanently installed barbeque grills or bring their own barbeque grill. Please following these rules when barbequing.

- Do not attempt to clean your coals or ashes out of a permanent barbeque grill. Instead leave them to

- cool and our staff or the next user can clean out the ashes after they cool.
- Do not place hot ashes from personal barbeque grills in the garbage cans.

SMOKING

The Washington State Clean Indoor Air Act prohibits smoking in or within 25 feet of doors and windows of any public building (RCW 70.160).

EVENT TERMINATION

An application may be revoked at any time under any of the following circumstances:

1. It is found to contain false or misleading information
2. An individual or group, willfully or through gross negligence, mistreats the equipment or facilities, violates any of the regulations established for use of the facility, or violates any local, state or federal laws.
3. An accidental conflict in scheduling reservations occurs.

EVENT INSURANCE

The following types of events will require general commercial liability insurance naming Jefferson County as additionally insured in the limits of \$2,000,000 general aggregate, \$2,000,00 products - comp/op aggregate, \$2,000,000 personal and adv injury, \$2,000,000 each occurrence, and \$100,000 fire damage.

- Events that are open to the general public
- Events operated by a business, corporation (non-profit or for-profit), government entity, or other organized entity
- Events with a commercial or business purpose
- Events in which a caterer is hired
- Events in which alcohol is served
- Organized athletic events such as tournaments
- Events involving high risk activities (as determined by Jefferson County)

SOUND AMPLIFICATION

Amplified sound is not allowed without a special event permit obtained from Jefferson County, or the City of Port Townsend when the event is held within city limits.

ADA COMPLIANCE

Within the limitations of each site, Jefferson County Parks and Recreation will, upon request, make every effort to honor disability accommodation requests. To find out about access to a particular site please contact Matt Tyler, Manager, Jefferson County Parks and Recreation at 360-385-9129.

CAMPGROUND RESERVATION

Individual campsites are first come, first served.

Reservations are available for groups of 12 or more people. Please contact Matt Tyler to make a group reservation at one of our beautiful campgrounds such as Oak Bay Waterfront Campground, or Lake Leland (excellent for fishing), or Quilcene Campground (for easy access to boating and recreation on the Hood Canal).

ADDITIONAL AREA PARKS AND RECREATION FACILITY LISTINGS

Jefferson County Parks and Recreation **does not** manage the following facilities. Please contact them directly to inquire about reservations.

Beausite Lake Kiwanis Camp: 360-732-7222
Bob Bates Little League Field, Port Hadlock: 360-385-2215
Brinnon Community Center: 360-796-4350
Chetzemoka City Park: 360-379-5005
Deema Smackman Little League Field, Quilcene: 360-765-4788
Fort Worden State Park: 360-344-4400
Gardiner Community Center: 360-797-2106
Jefferson County Fairgrounds: call 360-385-1013
Laurel B. Johnson Community Center (Coyle): 360-765-4366
Port of Port Townsend RV Campgrounds and Marinas: 360-385-0656
Quilcene Community Center: 360-765-3321
Tri-Area Community Center: 360-732-4822