



VALIDATE / EVENT CODE INFORMATION

EVENT CODE INFO

On January 1, 2018 park entrance fees were implemented in six Washington County parks. License plate readers have since been installed at Ackerman's Grove, Glacier Hills, Heritage Trails, Homestead Hollow, Sandy Knoll, and Leonard J. Yahr County Park. The license plate readers scan your vehicle's license plate as you enter the park.

When reserving a shelter for your special occasion, you will have to create an event code. It is recommended that when you create an EVENT CODE it pertain to your party, so it is easier for you and your guests to remember. For example: JOHN SMITH made the reservation, so the event code could be created as SMITH1 or could be created based on the occasion such as GRAD18 or 25ANNIVERSARY, etc. Your guests do not need to pay an additional fee, but your guests do need to validate their vehicle license plate - this is done by using the EVENT CODE.

Guests coming to your special event will need to enter the EVENT CODE, which will be used for license plate validation. It is **YOUR** responsibility to distribute the EVENT CODE to your guests or you need to collect their license plate numbers and enter their plate numbers into our system for license plate validation. This validation can occur the day of the event, prior to your event, or within a 7 day period following your event. This validation takes less than a minute with our easy mobile website!

HOW TO VALIDATE YOUR LICENSE PLATE – from a COMPUTER or MOBILE PHONE:

1. Visit the website washcoparks.com – (found at the top of page) you will find the menu bar - click on the **PARK PASSES** button – click **VALIDATE EVENT CODE** – then select the **PARK** (where the event is being held).
2. Select Pass Type as **DAILY**
3. Enter an **EMAIL ADDRESS**
4. Enter the **EVENT CODE** (which was created for the event). The EVENT CODE was created by the party that paid for the reservation (ex: SMITH1)
5. Select **GO**
6. Enter the **LICENSE PLATE NUMBER**
7. Select **COMPLETE**

If you would like your event code changed or need more information or assistance, please contact the Washington County Planning and Parks Department 262.335.4445. Thank you for choosing the Washington County Parks System for your special event!