



PARK RESERVATION APPLICATION/AGREEMENT

Applicant Information

Name of Organization:		Name of Applicant:	
Is your Organization a Non-Profit? No _____ Yes _____ and the State ID # is:			
Address:	City:	State:	Zip:
Type of Event:	Contact Phone:	Contact Email:	
Date(s) Requested:	Times: (Set-Up)	(Start)	(End)

Park Request

Name of Park:	Area of Park:
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Special Request

(Circle all that apply) Not all amenities are available at every park. You should observe what we have at the park on a regular basis. Note the fees for additional items delivered to the park.

Power	Water	Picnic Tables (\$20 each*)	Garbage Cans (\$40 flat fee*)
Bleachers (\$50 each*)		*This fee includes delivery and pick up of items.	

Supplemental Reservation Use Information

Estimate number to attend:	Is the event open to the public:				
Will you charge any fees or accept donations (explain):					
Will you use: (circle if yes, please explain)					
Live Music	Amplification	Portable Stage	Vendors	Portable Lighting	Tents

Reservation and Use Policies, Procedures, and Fees

1. This is only an application, submission of application does not guarantee requests will be approved.
2. If the request is approved, the user and the city will enter into a signed agreement on back.
3. There is a \$100 rental fee for approved private events. There is a \$50 rental fee for approved non-profit events.
4. Approved events require \$1 million Liability Insurance naming the City of Aberdeen as an additional insured.
5. Reservations are intended for single event use.
6. Reservation agreements may not be entered into by minors (17 years & Under).
7. Approved reservations are for the use of the designated reserved area only.

Reservation Expectations

City staff will meet you at the reserved area at the designated set-up time.
 City staff will pick up garbage in the area and empty garbage cans in the area prior to the event set-up time.
 City staff will clean and stock restrooms where available. Sanicans will be serviced on the regular contracted schedule.

***Attach additional pages if more information is needed.**

Aberdeen Parks & Recreation Department
200 East Market St., Aberdeen, WA 98520
Phone: (360) 537-3230 Fax: (360) 537-3350



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An agreement between the City of Aberdeen, a Washington municipal corporation of the first class and _____, further identified as (user), for the use of _____.

Group Name Facility Name

The City reserves the right to cancel park reservations or special events if necessary for the upkeep and preservation of the facility. The Aberdeen Parks and Recreation shall make reasonable efforts to provide advanced notice to the user of cancellations or restrictions imposed to preserve the facility.

The user agrees to abide by and uphold the ordinances of the City of Aberdeen, laws of the State of Washington, policies of the Aberdeen Parks & Recreation Department, and regulations adopted by the Aberdeen Park Board regarding the public use of the facility.

The user shall defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of premises or from any activity, work or thing done, permitted, or suffered by anyone with the user in or about the premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

The applicant states that he/she has read and fully understands the park rules, regulations, and policies and agrees to abide by and enforce the same.

IN WITNESS THEREOF, the City and (user) _____ have caused this agreement to be executed in their respective names by their duly authorized officers and have caused this Agreement to be dated as of the _____ day of _____, 20__ __.

Facility Renter Signature

Facility Renter Name in Print

Director (or designee), Aberdeen Parks & Recreation

Rental Fee Received: \$ _____ on _____
Date

Insurance Received: _____
Date

(After signed, make a copy for the renter)