

OUTDOOR SPECIAL EVENT APPLICATION



Final Approval Required

PARK: Riverside Park (\$50)

EVENT/ACTIVITY: _____

SPECIFIC SITE(S): _____

DATE: _____ TIME: _____

Person in Charge: _____

Name of Organization (if applicable): _____

Address: _____

City/State/Zip: _____

Email: _____

Home Ph: _____ Work Ph: _____ Cell Ph: _____

Estimated Attendance: Event Participants: _____ Event Spectators: _____

Do you have any special requests? _____

Liability insurance is required for special events held in City of Centralia parks, naming the City of Centralia as additional insured. A Tenants and Users Liability Insurance Policy (TULIP), approved by the Washington Cities Insurance Authority is available to purchase online for event organizers in need of coverage. Go to <https://gatherguard.com/> and enter the appropriate facility ID code listed below for a quote and/or to purchase insurance.

Riverside Park: 0465-118

Event is: Private Non-Profit For Profit Co-Sponsored by City

Are you requesting to solicit funds? Yes No

How will you solicit funds? Admissions Donations Sale of Food/Merchandise
 Other _____

What purpose will proceeds be used for? _____

Solicitation of funds must be approved by Parks & Recreation Department

RESERVATION PROCEDURE:

1. Reservations must be made at least 15 business days in advance and may be made up to 12 months to the day in advance through the Centralia Parks & Recreation office during regular business hours, Monday through Friday, 8:00 am to 5:00 pm.
2. Reservations may be made by phone, in person or online. A party has 10 business days after the date is requested to return completed application with required \$50 use fee. If completed application form and use fee are not received on or before that day, the reserved date is subject to cancellation and may be reopened to others.
3. Centralia Parks & Recreation reserves the right to waive or reduce charges for use by local community non-profit organizations providing a letter of determination for I.R.S.
4. Proof of liability insurance in the minimum amount of \$1,000,000, naming the City of Centralia as additional insured is required prior to final approval.
5. Cancellation received less than ten (10) days before event will result in forfeiture of fee.
6. Please mark-up on the map that is attached where the event will be taking place in the park and the locations in the park needed.
7. Bounce Houses are prohibited.

AGREEMENT:

Lessee 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 Lessee's use of Premises, or from the conduct of Lessee's business, or from any activity, work or thing done, permitted, or suffered by Lessee in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

I the applicant further agree to adhere to all rules, regulations and policies of the Centralia Parks & Recreation Department. I acknowledge the receipt of the Use Policies and Regulations, and agree to take responsibility for compliance. I hereby understand that failure to follow the policies regarding rules, restrictions and conditions of use will result in fines for penalties and/or labor and material expenses incurred at Centralia Parks & Recreation Department facilities. Billings not paid within 30 days of receipt will be turned over to a collection agency and subject to fees assessed by the collection agency.

Signature of Applicant or Authorized Representative

Date

Centralia Parks & Recreation
OUTDOOR SPECIAL EVENTS USE POLICIES AND REGULATIONS

1. Security and crowd control, pedestrian and vehicle traffic, parking, public portable sanitation, litter patrol and cleanup, and noise control and monitoring issues will be required to be addressed by the user to the satisfaction of the City of Centralia before receiving approval. All associated costs will be required to be paid by the user to the City before the event is to take place.
2. User will be required to obtain any required city, county or state permits and to meet and abide by any local and state regulations and laws. All related costs associated with the above will be covered by the user.
3. Proof of liability insurance in the amount of a minimum of \$1,000,000 naming the City of Centralia as additional insured is required prior to application approval. A Tenants and Users Liability Insurance Policy (TULIP), approved by the Washington Cities Insurance Authority is available to purchase online for event organizers in need of coverage. To get a quote or to purchase insurance, go to <https://gatherguard.com/> and enter the appropriate facility ID code: Borst Park: 0465-116; Riverside Park: 0465-118; George Washington Park: 0465-117
4. Users cannot discriminate as to access into the park and the activity. The park and activity must remain open and available to all.
5. Group activities, amplified music and sound will be allowed, provided it does not adversely affect other park users, surrounding businesses and residents, and adjacent programs and operations.
6. Solicitation of funds will be allowed, provided the event is sponsored by a certified local non-profit organization, all funds solicited will be going back into local community programs or events and prior written approval is received from the Centralia Parks & Recreation Department.
7. Passing out promotional flyers, pamphlets, etc. for the purpose of soliciting funds is prohibited. Activity agendas or informational handout materials will be allowed, provided litter is patrolled and picked up.
8. No alcoholic beverages are allowed in the park. All non-alcoholic beverages must be stored in and dispensed into unbreakable containers.
9. The Centralia Parks & Recreation Department reserves the right to restrict the use of the park due to its condition and inclement weather. The purpose of this restriction is to assure the park is not damaged by an event to such a degree that repairs and renovation would be very costly and time consuming, and potentially curtail public use of the park.
10. The Centralia Parks & Recreation Department reserves the right to limit the number of special events allowed, in order to control the impact on the grounds. All use requests will be reviewed and either granted or denied on a first come, first served basis.
11. Use of the park will be restricted to the times that the park is officially open. The length of the special event is restricted to two days maximum and no longer than 12 hours per day. If event is two days, they must be consecutive.
12. User is required to clean up area of use at the end of the reservation period. Failure to clean up will result in charges of \$50 for each hour required by staff to clean up park.
13. User shall be responsible for damage and/or loss of City property and will be charged at the entire cost of repair or replacement, including any labor expenses.

