

# RIVERSIDE PARK OUTDOOR SPECIAL EVENT APPLICATION



## Final Approval Required

PARK:	<input type="checkbox"/> Riverside Park (\$50)	<input type="checkbox"/> Skate Park (\$50)
EVENT/ACTIVITY: _____		
DATE: _____	TIME: _____	ESTIMATED ATTENDANCE: _____
EVENT DESCRIPTION: _____ _____		

Name of Organization (if applicable): \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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 \_\_\_\_\_

### **Solicitation of funds must be approved by the Parks & Recreation department**

**Special Considerations: Please check all you plan to use during your event (show all equipment on your attached map)**

\*additional permits, insurance, fees, and/or licenses may be required

Amplified Sound  Booths/Vendors  Signs  Stage  Pop-up Tents (10' x 10' or smaller)

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: 0456-302

#### For Official Use Only:

Application Fee  Proof of Insurance  Site Map  Portable Toilets \_\_\_\_\_  
 Food Permit  Access to Electricity  Vendor Insurance  Extra Garbage Cans \_\_\_\_\_  
 Amplified Sound \_\_\_\_\_ to \_\_\_\_\_ (time)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**PRIOR TO SUBMITTING YOUR APPLICATION:**

1. On the attached site map, please mark the location of all tents, canopies, booths, tables, stages, sign placement, and seating areas.
2. You may be required to provide portable toilets and handwashing stations. This will be based on event attendance, the length of the event, and the availability of the library facilities.
3. The proposed course route for any walking/running events. Please include the start/finish line and use directional arrows.
4. Vendors will be required to provide a certificate of insurance/food permit.

**RESERVATION PROCEDURE:**

- Reservations must be made at least 30 days in advance through the Centralia Parks & Recreation office during regular business hours, Monday through Friday, 8:00 am to 5:00 pm.
- Reservations may be made by phone, in person, or online. The Applicant has ten (10) business days after the date is requested to return the completed application, the attached site map, and the \$50 application fee. If the completed application, site map, and application fee are not received on or before that day, the reserved date is subject to cancellation and maybe reopened to others.
- 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.
- Cancellation received less than ten (10) days before the event will result in forfeiture of fee.

**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.

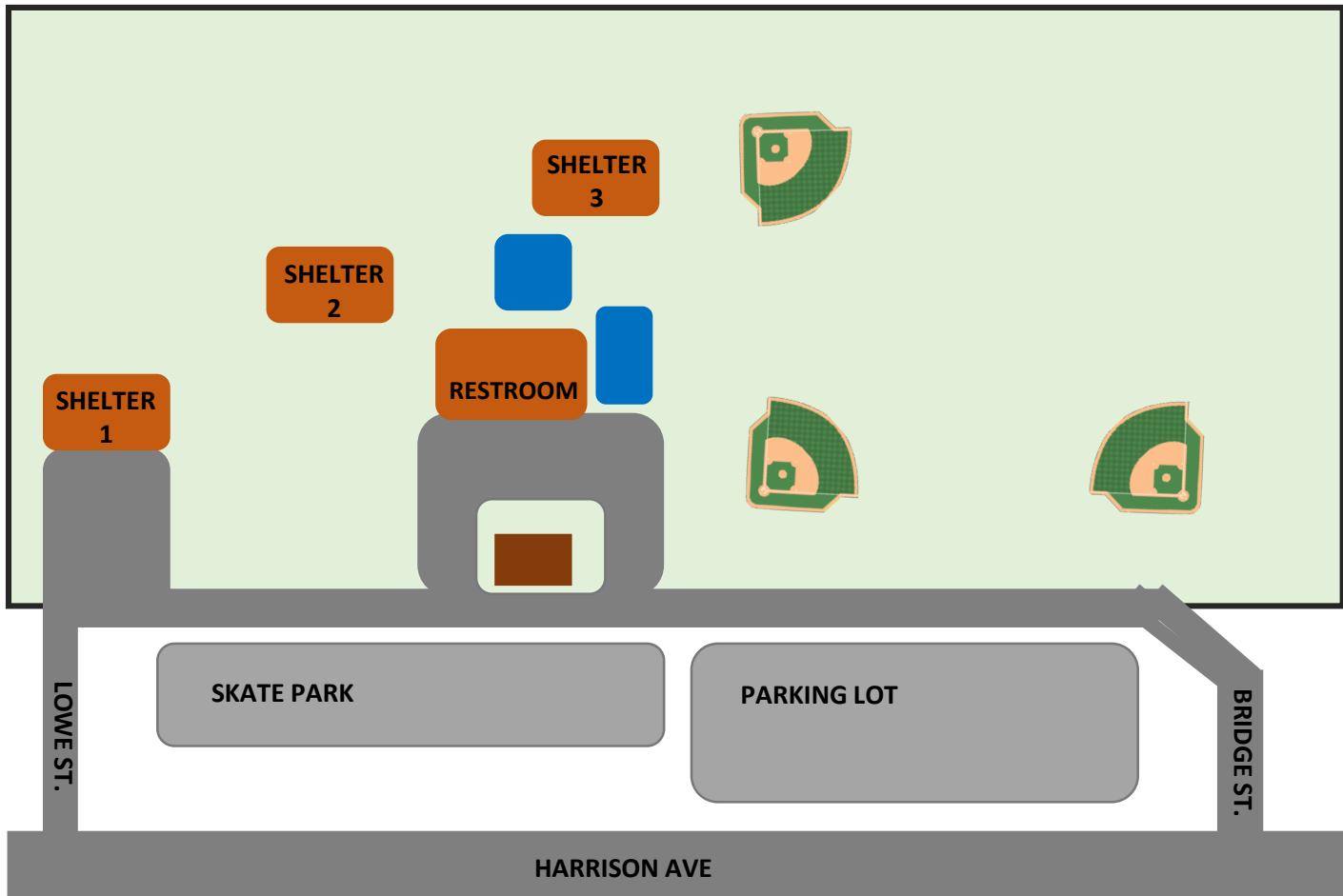
I the applicant further agree to adhere to all rules, regulations, and policies of the Centralia Parks & Recreation Department. I acknowledge the receipt of the Use Policies and Regulations and agree to take responsibility for compliance. I hereby understand that failure to follow the policies regarding 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.

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Signature of Applicant or Authorized Representative

Date

**PLEASE ATTACH COPIES OF ANY FLYERS, POSTERS, ADVERTISING USED FOR THIS EVENT**



- Please mark the location of all tents, canopies, booths, tables, stages, sign placement and seating areas.
- Attach copies of any flyers, posters, or advertising used to promote this event.

