

OUTDOOR SPECIAL EVENT APPLICATION



Final Approval Required

PARK: Borst Park (\$50) Riverside Park (\$50) George Washington 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 www.onebeaconentertainment.com and enter the appropriate facility ID code listed below for a quote and/or to purchase insurance.

Borst Park: 0465-026 Riverside Park: 0465-302 George Washington Park: 0465-027

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.

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