



# BREMERTON PARKS & RECREATION

*"Committed to Enriching Life in Bremerton"*

680 LEBO BOULEVARD • BREMERTON, WA 98310 • TEL 360-473-5305 • FAX 360-473-5882

## PARK AND SHELTER RESERVATION FORM

DATE SUBMITTED: \_\_\_\_/\_\_\_\_/\_\_\_\_

Rental Date(s): \_\_\_\_\_ Day(s):  Su  M  Tu  W  Th  F  Sa From: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Organization/Group: \_\_\_\_\_

Activity Type: \_\_\_\_\_

Representative/Person in Charge: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Will you be selling merchandise or services or collecting fees? Yes / No If yes, for what purpose? \_\_\_\_\_

### SHELTER(S) REQUESTS (Please check all that apply):

<b>Evergreen Park:</b>	<input type="checkbox"/> Main Shelter (Max. 100)	<input type="checkbox"/> Shelter 2 (Max. 25)	<input type="checkbox"/> Shelter 3 (Max. 25)	<input type="checkbox"/> Shelter 5 (south end) (Max. 25)	<input type="checkbox"/> Shelter 6 (Max. 25)
	<input type="checkbox"/> Lions Park (Max. 80)	<input type="checkbox"/> Lent Landing (Max. 25)	<input type="checkbox"/> N.A.D. Park (Max. 25)		

*A list of reservations is posted at each shelter. If you arrive and a group is using your area and refuses to leave, call 911, state that it is not an emergency, and request assistance.*

### OTHER PARK FACILITY USE REQUESTS (Please check all that apply):

<input type="checkbox"/> Bataan Park	<input type="checkbox"/> East Park	<input type="checkbox"/> Forest Ridge Park	<input type="checkbox"/> Haddon Park	<input type="checkbox"/> Kitsap Lake Park	<input type="checkbox"/> Kiwanis Park
<input type="checkbox"/> Lions Park (excluding shelter)	<input type="checkbox"/> Manette Park	<input type="checkbox"/> Warren Ave. Park	<input type="checkbox"/> Other: _____		

I certify that I am the authorized representative of the organization listed above and that the above statements are true. I agree for myself and for the organization named above to supervise all activity on the premises, and to comply with and enforce the City of Bremerton Parks & Recreation rules (attached) during the time allocated for use by our organization. I agree for myself and for the organization above to comply with the fee schedule governing permit users of the Bremerton Parks & Recreation Department. The Bremerton Parks & Recreation Department may immediately terminate this Agreement if the organization fails to comply with its promise to supervise all activity and to comply and enforce facility rules and regulations.

### HOLD HARMLESS AGREEMENT

I hereby agree and contract, in consideration of the acceptance of this application, to follow this agreement to the fullest extent. I hereby waive and release, for myself, executors and administrators, any and all claims against the City of Bremerton and agree to hold harmless the City of Bremerton, its officers, employees, agents, representatives, successors, volunteers, or assigns from any and all claims, including the cost of their defense, which may be made for damages and/or injury to property or persons occasioned by any cause arising as a result of, or in connection with my/our participation in the rental of City of Bremerton Parks & Recreation facilities.

**I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS AGREEMENT BEFORE SIGNING IT.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Official Capacity with Organization

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

**RULES AND REGULATIONS ON BACK**

# RULES AND REGULATIONS FOR USE OF PARK SITES AND SHELTERS

**PARK HOURS: Sunday through Saturday – 8:00 AM to dusk unless posted**

The City of Bremerton and Bremerton Parks & Recreation Department's existing and future special events and programs have priority use.

Reservations are accepted for parks and shelters beginning on January 1<sup>st</sup> and may be made no less than five (5) working days prior to the event. Reservations requested within five days are handled on a case by case basis. Some events may require a Special Event Permit available from City Hall (e.g. dances, fundraisers, religious or political events). Special Event permitting may take 3-4 weeks to process. For more information, contact City of Bremerton Tax & License Office: (360) 473-5311.

A completed reservation form and full payment are required to confirm your reservation date, time and location. Reservations are first come, first served. Reservations may be completed by phone. Phone reservations require payment by credit card and a completed, signed form to be faxed to 360-473-5882. Reservation will be confirmed through return fax of your receipt by staff.

A deposit may be required depending on the size and type or activity or event.

The person completing the rental contract must be at least 21 years of age and must be present during the event. The applicant must provide adequate supervision.

Cancellations of reservations made 30 or more days prior to the event date receive an 80% refund. Cancellations made 29 days or less prior to the event receive a 50% refund. Failure to give notice of cancellation forfeits all reservation fees. No refunds are made for cancellation due to inclement weather.

The noise level in the facility and surrounding area shall be in compliance with BMC 6.32.110. Failure to comply immediately ends the rental. *(Basically, sound from audio equipment operated at a volume so as to be audible greater than 50 feet from the source is too loud.) Use of amphitheater requires a \$100.00 non-refundable fee for power due upon submission of park reservation request.*

All City of Bremerton ordinances and policies are enforced. No Alcohol is allowed in buildings, parking lots, or park grounds.

No smoking is allowed in the facilities. Groups are not allowed to conduct religious or political meetings or other assemblies in a park without first obtaining a permit from the City of Bremerton. Failure to comply could lead to immediate termination of the rental.

The City may require additional requirements of the applicant, such as security, barricades, garbage bins, traffic and parking control, portable toilets, etc.

Removal, destroying, or damaging any tree, shrub, flower, or structures is prohibited and carries a fine. Posting signs for commercial advertising or selling food, refreshments, services or merchandise within a park without permit or contract with Bremerton Parks & Recreation is illegal.

Car parking at Evergreen Park: The middle row of parking (red designated stalls) is reserved for vehicles with boat trailers only. All others will be cited and/or towed at the owner's expense. BMC 10.11.010-H

The misuse of Bremerton Parks & Recreation facilities or non-conformance of rules and regulations justifies forfeiture of the deposit and denial of any future use.

Bremerton Parks & Recreation will make every effort to see that the facility is in good condition for the renter. However, due to circumstances including vandalism, it cannot guarantee the facility's condition. The rental group is responsible for leaving parks and shelters in the same (or better) condition found. Garbage is to be placed inside garbage cans.

The Parks & Recreation Department is not responsible for any items left of lost by the rental party.

The misuse of Bremerton Parks & Recreation facilities or non-conformance of rules and regulations may result in denial of any future use.

## FOR OFFICE USE ONLY

Approved  Denied By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Fee: \$ \_\_\_\_\_  Cash  Check# \_\_\_\_\_  Credit Card Receipt# \_\_\_\_\_

Comments: \_\_\_\_\_

Deposit: \$ \_\_\_\_\_  Cash  Check# \_\_\_\_\_  Credit Card Receipt# \_\_\_\_\_

Deposit Refund Approved/ Processed By: \_\_\_\_\_ (Note: Refund may take 10-14 days to process and will be sent to payee.)

Refund Sent To: \_\_\_\_\_ Voucher #: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**IMPORTANT: BRING A COPY OF YOUR RECEIPT AND RENTAL APPLICATION TO THE PARK AT THE DAY OF YOUR EVENT.**