

# EVENT FORM

Applicant / Organization \_\_\_\_\_ Phone # \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Average Daily Attendance: \_\_\_\_\_

Time of Event: From \_\_\_\_\_ to \_\_\_\_\_ Total # of Hours Used \_\_\_\_\_

Type of Event \_\_\_\_\_

**Specific Facility Requested:**

- |   |   |
|---|---|
| <input type="checkbox"/> City Park – Gazebo             | <input type="checkbox"/> City Park – Concession Stand |
| <input type="checkbox"/> City Park – Stage Area         | <input type="checkbox"/> City Park – BBQ Park         |
| <input type="checkbox"/> City Park – Information Center | <input type="checkbox"/> City Park – Skate Park       |

Will this event be advertised to the public?	Yes _____	No _____
Will you be serving food?	Yes _____	No _____
Will you be serving alcohol?	Yes _____	No _____

Number of Dumpsters required: \_\_\_\_\_

There may be a \$200 Damage / Cleaning Deposit required for large events	(initial) _____
There may be additional charges for dumpsters	(initial) _____
There will be a \$50 refundable key deposit	(initial) _____

All fees (including rental charges, cleaning deposits, key deposits, set-up charges, additional purchased time, additional rental space, etc.) are due two weeks prior to the date of the scheduled event. Failure to pay these rental fees by the required due date may result in forfeiture of reserved dates(s).

Event insurance may be necessary for certain rentals. Private renters may provide their own Event Insurance or apply for Event Insurance through Washington Cities Insurance Authority (WCIA) at least 2 weeks prior to scheduled event. Corporation and non-profit rentals may provide a copy of their Commercial Liability Insurance in place of the WCIA insurance, but certificate must list "City of Kettle Falls as Additional Insured", the date(s) of the event and the facility used. If alcohol will be served the certificate must state "Liquor Liability Included".

I agree to the above and have received a copy of the Kettle Falls Park Use Policy pertaining to the space I have rented / reserved.

\_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICIAL USE:**

Due Date of all applicable rents, deposits, fees, permits, and insurance verification \_\_\_\_\_

Non-Refundable Application Fee (due with signed agreement) \$25 Received On: \_\_\_\_\_

Liability Insurance (Date Received): \_\_\_\_\_

Damage/Cleaning Deposit if needed (Date Received): \_\_\_\_\_

Additional Dumpster Fees (if required): \_\_\_\_\_

Please make check payable to: City of Kettle Falls