

KETTLE FALLS CITY PARKS

EVENT FORM

Applicant / Organization _____ Phone # _____

Date (s) of Event _____ Average Daily Attendance _____

Time of Event _____ to _____ Total # of Hours Used _____

Type of Event _____

Specific Facility Requested:

- () City Park - Gazebo () City Park – Concession Stand
() City Park – Stage Area () City Park – BBQ Park
() City Park – Information Center () City Park – Skate Park () City Park – Tennis Courts

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 is a non-refundable \$25 application fee (initial) _____

There is a \$50 refundable key deposit (if keys are returned) (initial) _____

There may be a \$200 Damage / Cleaning Deposit required for large events (initial) _____

There may be additional charges for dumpsters (initial) _____

Reservations for a City of Kettle Falls Park facility will be accepted up to one year in advance on a “first-come, first served” basis by written agreement accompanied by a non-refundable \$25 application fee. Any other rental fees, deposits and miscellaneous fees must be paid to the city thirty days (30) prior to the day of the event. Exceptions include non-profit organizations (501c3 approved paperwork from IRS required) and youth sports activities. Failure to pay these rental fees by the required due date may result in forfeiture of reserved dates (s).

The applicant / organization will be liable for any type of damage to the facility / property, invoices the city may receive for garbage disposal including labor cost. (initial) _____

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 the 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”. (initial) _____

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.

Signature _____ 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) _____

Additional Fees / Costs for any damage that occurred during the event _____

Please make check payable to: City of Kettle Falls