



City of Vader
Park Rental Application

PO Box 189 - 317 8th Street, Vader, WA 98593

Date of Application: _____ Location Requested: _____

Event Name: _____ Type of Event: _____

Date/s of Event: _____ No. of Participants: _____

Event Sponsor: _____

Coordinator/Contact Person: _____

Mailing Address: _____

(City) (State) (Zip)

Phone Number: _____ E-mail: _____

Description of Event/Activities: _____

The event coordinator is responsible for providing the city with a copy of the following: location of assembly areas, a clean-up plan, security and traffic control plan, emergency medical provisions, a list of participating vendors (if applicable), and a copy of liability insurance. If the city approves use or sale of alcohol the applicant must obtain a license from the WSLCB and provide the city a liquor liability coverage certificate.

I CERTIFY THAT THIS EVENT WILL NOT BE IN VIOLATION OF ANY CITY OF VADER ORDINANCE. I AGREE THAT IN THE EVENT CLEAN-UP IS NOT PROVIDED IN ACCORDANCE WITH THE PLAN SUBMITTED, THE CITY MAY CONDUCT THE NECESSARY CLEAN-UP AND BILL THE SPONSORING ORGANIZATION FOR SUCH COSTS. I ALSO AGREE TO OBTAIN INSURANCE WITH LIMITS AND COVERAGES AS REQUIRED BY CITY ADMINISTRATION. THE CITY SHALL BE NAMED AS ADDITIONAL INSURED WITH RESPECT TO ALL COVERAGES.

BY APPLYING FOR THIS PARK RENTAL, THE ORGANIZATION OR ENTITY OBTAINING APPROVAL FOR RENTAL AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE CITY, ITS OFFICERS, OFFICIALS, EMPLOYEES AND VOLUNTEERS FROM ALL CLAIMS, INJURIES, DAMAGES, LOSSES OR SUITS INCLUDING ATTORNEY FEES, ARISING OUT OF OR IN CONNECTION WITH THE ACTIVITIES OR OPERATIONS PERFORMED BY THE APPLICANT OR ON THE APPLICANTS'S BEHALF, BY THE APPROVAL OF THIS RENTAL, EXCEPT FOR INJURIES AND DAMAGES CAUSED BY THE SOLE NEGLIGENCE OF THE CITY.

Signature of Applicant Date

City Official-Approving Rental Application Date

Receipt of Rental Fees/Deposits	
Amount paid: _____	
Receipt No: _____	
Security Deposit:	
Paid: _____	Returned: _____

Special Use/Facilities Environmental Checklist

List any government approvals or permits that will be needed for your activity (i.e., health, sanitation permits, fire permit, WSLCB etc.)

Do you have, or will you have insurance coverage for this event? Yes No

If yes, state the amount: _____

Is the City of Vader listed as an "additional insured"? Yes No

Give a complete description of your activity, including a schedule of events and the anticipated number of participants.

Give the location of your activity, listing sufficient information for a person to understand the precise location of your proposed activity.

List any types of emissions to the air will result from the activity (i.e., dust, automobile odors, wood smoke).

Does the proposal involve any discharges of waste materials to surface waters? If so, please describe:

Will any vegetation be altered or impacted? If so, please describe and state measures to reduce or control impact.

What kinds of energy will be used for the activity?

Who will pay for this energy use?

Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire/explosion, or hazardous waste, which could result from this activity? Yes No
If so, please explain.

Describe proposed measures to reduce or control environmental health hazards.

Describe any emergency services that might be required.

Please describe and list parties responsible for providing each of these services.

Fire Protection: _____

Security/Police Protection: _____

Health Care: _____

Garbage Pick-up (include measures for reduction or control of garbage):

List types and levels of noise created by or associated with this activity (i.e., public address system, construction, traffic).

Describe proposed measures to reduce or control noise impacts, if any.

Will the activity produce any extra light or glare?

Yes No

What time of day would it mainly occur?

Will the activity conflict with any other activities scheduled for this location?

Yes No

If so, please explain.

Identify public streets used in the activity. Will any streets or portions be closed or obstructed in any way? Describe and show on a site plan any proposed detours. Indicate what hours street access will be obstructed.

How many parking spaces would the activity require? _____

Where will the parking take place?

Describe proposed measures to reduce or control transportation impacts.

Are additional restroom facilities needed? Yes No

If yes, describe how you will provide these facilities: _____

Will you be providing showers? Yes No

If yes, please describe how you will provide these facilities including disposal of gray water.

Will you be providing laundry facilities? Yes No

If yes, please describe how you will provide these facilities including disposal of gray water.

Will there be food or beverages vendors ? Yes No

Do all food handlers have a current food handler's permit? Yes No

Describe how the food will be prepared and delivered:

Please provide the names of those vendors who will be handling and/or delivering food and beverages.

Will the sponsoring organization offer or provide alcoholic beverages? Yes No

 Will alcohol be sold? Yes | No

List the location and control measures to insure only individuals over 21 will have access to alcoholic beverages.

Are you required to have a liquor license? Yes No

List your procedures to identify and handle intoxicated individuals.

Note: You are required to obtain special events insurance to cover alcohol with a minimum amount of \$1,000,000 per occurrence.

Will there be any other vendors besides food/beverage vendors? Yes No

Please list all vendor names and type(s) of vending business:

Will you be using any special signage or banners? Yes No

If yes, please list: _____

Note: Banners strung across a state highway requires previous approval from the Washington State Highway Patrol. Using power or telephone poles as anchors also requires previous approval from the Lewis County PUD.

Please describe the "Clean-up" plan including disposal of garbage/refuse of any kind, hired service providers and completion date:

Office Use Only:	
Event: _____	Date Received: _____
Other Agency Review:	
<input type="checkbox"/> Fire: App. <input type="checkbox"/> is <input type="checkbox"/> is not approved. Inspection required <input type="checkbox"/> Yes <input type="checkbox"/> No	
Conditions of Approval: _____	
<input type="checkbox"/> Police: App. <input type="checkbox"/> is <input type="checkbox"/> is not approved. Inspection required <input type="checkbox"/> Yes <input type="checkbox"/> No	
Conditions of Approval: _____	
<input type="checkbox"/> Streets: App. <input type="checkbox"/> is <input type="checkbox"/> is not approved. Inspection required <input type="checkbox"/> Yes <input type="checkbox"/> No	
Conditions of Approval: _____	
<input type="checkbox"/> Other _____ App. <input type="checkbox"/> is <input type="checkbox"/> is not approved. Inspection required <input type="checkbox"/> Yes <input type="checkbox"/> No	
Conditions of Approval: _____	
Decision:	
_____ Application Approved	Approval by: _____
_____ Application Approved with conditions See Conditions attached.	Approval by: _____
_____ Application Denied	Denied by: _____
Reason for denial: _____ _____	

Fees and Insurance Requirements:

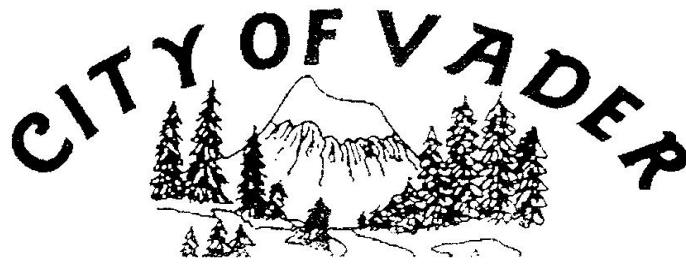
Special Event Application Fee (if applicable) \$ _____

Insurance Requirements:

1. The City of Vader must be named as an “additional insured”. (ask about specific verbiage requirements).
2. Policy shall have primary coverage limits of: \$1mm per occurrence (per event); \$1,000,000 Products Aggregate (if food and/or beverage vending is part of the event); \$250,000 Personal and Advertising injury, \$50,000 each occurrence; \$50,000. Fire Legal Liability; and \$50,000 Damage to premises.
3. Liquor liability coverage and additional permitting is required for events where alcohol is served.
4. Cross-Street Banner: Certificate of liability insurance for a minimum amount of \$1,000,000 and naming the “City of Vader” as an “additional insured”.

Clean-up Commitment.

If a sponsoring individual or organization fails to adequately provide clean-up in accordance with the plan submitted, the City may conduct the necessary clean-up and bill the sponsoring individual or organization for such costs. The sponsoring individual or organization must make payment to the City upon receipt of the City’s invoice for such costs.



Park Rules & Regulations

- Hours of Operation: City parks will be open from dawn until dusk, daily. Exceptions include City of Vader authorized special events, reservations and rentals.
- General Park Policies: The City of Vader reserves the right to take any necessary action to protect public health and safety as related to the usage of park facilities and programs.
- Fireworks/Firearms: All fireworks/firearms are strictly prohibited. Exceptions may be made by the City of Vader, for parties reserving or renting the park for private use. Prior written consent by the City of Vader is required.
- Motor Vehicles: Unauthorized motorized vehicles are prohibited except in designated parking areas or roadways.
- Fires: Open fires are prohibited except in designated fire pit areas.
- Alcoholic Beverages: Alcoholic beverages are prohibited in all city parks. Special events and rentals may request a waiver to this regulation by applying to the City of Vader. Written permission by the City of Vader is required.
- Flowers/Shrubs: It is unlawful to disturb, break, damage or deface flowers, shrubs, trees or foliage of any kind on city park property.
- Littering: It is unlawful to throw, drop or otherwise dispose of litter anywhere on park property other than in designated garbage/recycling receptacles. Refuse brought in to the park from another location may not be disposed of in city park receptacles. Please help us keep our parks clean.

- Vandalism: It is unlawful to deface, damage or destroy any public building, fence, table, playground equipment or other structure on park grounds.
- Conduct: Excess noise or activities that disturb other park patrons or residents who live close to the park is prohibited. Loud music and disorderly conduct will not be tolerated. Please respect the rights of other park patrons.
- Animals: All animals/pets must be on a leash or otherwise under immediate control. Dogs are not allowed in the playground area, sports fields or where posted. Teasing or harming of animals, domestic or wild, is prohibited. All pet excrement must be removed by the pet owner. Horse riding in the park is also prohibited with exception of prior written consent by the City of Vader.
- Special Event Policies: All events where admissions or fees are charged (i.e. tournaments, shows, fairs etc.), a special service charge agreement will be negotiated with the applicant to ensure costs incurred by the City are recovered. A Vader City business license may be required for income producing activities.
- The City of Vader may require security and/or liability insurance by the reserving party, regardless of group size. This requirement is at the discretion of the City of Vader Park Board officers and City Council.
- Execution of an Indemnity Agreement, including but not limited to a Cleaning and Repair Deposit, may be required for any rental or reservation. Said deposit may require a credit card and would be pre-authorized for charges as necessary.
- The City of Vader reserves the right to bill for any damage or excess cleaning required above and beyond deposit amounts.
- Special Event Restrictions: Excessively loud music from external or internal vehicle speakers or other portable audio sources is prohibited. Excessively loud music is defined as music at a level that disturbs other park patrons and/or neighboring home owners.
- Carrying, possessing, or discharging of any firearms, firecrackers, rockets, torpedoes or other fireworks, air guns, slingshots,

boomerangs or martial arts paraphernalia without written approval by the City of Vader is strictly prohibited.

The sale of or bartering of goods and/or services, including food and beverages, without prior written approval by the City of Vader, is also prohibited.

Camping:

Camping or overnight use of any kind is not permitted. Special accommodations may be made for groups or events reserving the park facilities for 2 or more days at a time. Prior approval and written consent from the City of Vader is required at least 1 week in advance of usage dates.

Park Fees

Fees shall not be waived for any reason.

Fees shall be negotiated with concessionaires, participants and outside user groups to offset additional costs incurred to the City of Vader. Such charges will not be less than the normal concession/exhibit charges.

<u>Group Day Use:</u>	Up to 15 people:	\$25.00
	16 to 40 people:	\$50.00
	40 to 100 people:	\$100.00
	101 to 200 people:	\$250.00
	201 or more people:	\$500.00

(A security deposit may also be required as deemed necessary by the City of Vader.)

Vender Day Use: Each vendor may reserve a 10' by 10' space from the City of Vader for a flat fee of \$25.00 per day. Venders who require a larger space shall negotiate their fee with the City of Vader.

Group/Event Weekend Use: A minimum usage fee of \$500.00 will be required of any party reserving park facilities over a weekend. A weekend consists of 3 consecutive days or more. For groups over 50 people, fees will be negotiated not less than two weeks prior to proposed rental or event. For events where an admission may be charged by the event sponsor, fees will be negotiated, plus a security deposit will also be required in the form of cash or credit card and the total of the deposit will be determined by the City of Vader.

For additional information about fees and reservations please contact Vader City Hall at:
(360) 295-3222.