



CITY PARKS
Facility Reservation Form
The facility fee is non-refundable or transferrable

Today's date _____

Contact Name _____

Phone number _____

EVENT _____
(Name for reservation SIGN)

Number of Participants _____

Billing Address _____

Day/Date/Time of reservation _____

Windjammer Park	Ft. Nugent Park	Flintstone Park	Smith Park	Catalina Park
East Kitchen A \$50 <input type="checkbox"/>	Shelter 1 \$25 <input type="checkbox"/>	Shelter \$25 <input type="checkbox"/>	Gazebo \$25 <input type="checkbox"/>	Gazebo \$25 <input type="checkbox"/>
West Kitchen B \$50 <input type="checkbox"/>	Shelter 2 \$25 <input type="checkbox"/>			
West Kitchen C \$50 <input type="checkbox"/>				
Pavilion \$200 <input type="checkbox"/>				
Keypad code ()				

If any of the below apply to your event, you will be required to obtain a Special Event Permit (see Guide for more details).

- | | |
|---|---|
| <input type="checkbox"/> Amplified Sound (announcements / music) | <input type="checkbox"/> Beer Garden |
| <input type="checkbox"/> Amusement Ride / Inflatable / Bouncy House | <input type="checkbox"/> Sale of any Goods / Services |
| <input type="checkbox"/> Animal Show / Petting Zoo | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Food / Concessions for Sale | <input type="checkbox"/> Tents greater than 400 square feet |
| <input type="checkbox"/> Food / Concessions provided to the Public | <input type="checkbox"/> Over 50 People in a Park |

Facility Usage Rules

- If you will be bringing in party canopies (such as 10x10 pop-up tents), they must be placed in designated areas and stakes must be less than 6 inches in length so as not to interfere with irrigation.
- **A reserved sign with your party's name** will be posted on the facility you have requested. If you need access to the facility (for decorating purposes) prior to the date you have reserved, you must reserve the facility for the additional date(s).
- If a bollard key is required for vehicle access, measures must be taken to ensure that only authorized vehicles are allowed past the bollard, and that the bollard is immediately replaced.
- No vehicles are allowed within Windjammer Park other than in designated parking zones for loading and unloading.
- For parks other than Windjammer park, use the asphalt pathways only for loading and unloading. **All vehicles must be returned to the parking area after unloading.** No vehicles should be left unattended in the park. The City of Oak Harbor reserves the right to assess charges to repair damage resulting from vehicles driven across park grounds.
- Do not leave personal belongings unattended in the facility. The City of Oak Harbor is not responsible for damage to, or theft of, personal property. Remove all food, dishes, decorations etc. brought in for the event. Place trash in nearby receptacles. Wipe counters, sinks, and any spills on the floor.
- **Check-out time is 10:00 PM.**
- Please make sure to lock the kitchen facility when you leave. Metal window shutters in kitchen facilities must be secured and in their locked positions upon final exit of the facility.
- **The City of Oak Harbor reserves the right to assess an additional cleanup fee and/or repair fee if the facility is damaged and/or not left in an acceptable manner.**
- **ALCOHOLIC BEVERAGES ARE NOT ALLOWED IN CITY PARKS PER OHMC 6.12.080.**
- The keypad code is not to be shared with anyone but the applicant herein.
- Nails and pins are restricted from use in park shelters and facilities or beams. You may use tape to attach decorations.
- No sidewalk chalk drawings are allowed on concrete floors in and/or around park shelters and facilities.

Signature _____

City Hall Utilities Office 360-279-4530 • Office Hours 8:00 a.m. - 5:00 p.m. • After Hours Call ICOM 360-679-9567

If any issues arise that impede your use of the facility, call ICOM at 360-679-9567 for assistance.

865 SE Barrington Drive, Oak Harbor, WA 98277

FACILITY USE APPLICATION

The City of Oak Harbor wishes to encourage use of City facilities by the community as long as the use is of lawful purpose and does not interfere with the conduct of its programs or the primary purpose for which the buildings and grounds are intended. Community use of facilities is subject to the terms of Oak Harbor's Policies and Procedures and the current schedule of user fees. Funds may be charged for the use of the City's facilities to ensure that funds intended for City use are not used for other purposes. Permission to use a particular facility may be denied based upon availability, or if the City, in its discretion, concludes that the proposed activity is not in the public's best interest; however, no person shall be denied the full enjoyment of the facilities because of race, creed, color, sex, origin, or any other protected class under applicable law.

NAME OF ORGANIZATION _____

CONTACT/APPLICANT NAME _____ PARTICIPANTS _____

ADDRESS _____ DAYTIME PHONE _____ EMAIL _____

NATURE AND PURPOSE OF ACTIVITY _____

SPECIFIC FACILITY REQUESTED _____ IN TIME _____ OUT TIME _____

AGREEMENT, RELEASE, INDEMNIFICATION AND HOLD HARMLESS

The person or organization entering into a use agreement with the City of Oak Harbor for the use of the facilities or equipment described above (collectively "the Facilities") certifies that the information given in this application is current and correct. The undersigned further states that he/she has the authority to make this application for the Applicant and agrees that the Applicant will observe all rules and regulations. The Applicant further agrees to reimburse the City of Oak Harbor for any damages arising from the Applicant's use of said Facilities. Any accident involving injury to participants or damages to the Facilities occurring during the use of the Facilities will be reported to the City immediately. FURTHERMORE, the applicant agrees as follows:

I am aware of and expressly assume all of the various risks of serious injury and/or death associated with or arising out of the use of the Facilities.

Initial _____

In consideration for granting this request, and being fully aware of all of the risks, I hereby RELEASE the City of Oak Harbor and its officials, employees, volunteers and agents ("the Released Parties"), and AGREE TO WAIVE ANY RIGHT OF RECOVERY THAT I AND/OR THE ORGANIZATION, AS APPLICABLE, MAY HAVE, including the right to bring a legal claim, cause of action, or lawsuit for any bodily injury, death or other harmful consequences in any way arising out of use of the Facilities. I understand that this release extends to all claims of any kind and every nature, known, unknown, suspected or unsuspected, in any way arising out of or related to use of the Facilities.

Initial _____

I agree to defend, indemnify and hold harmless the Released Parties 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 the use of the Facilities or from any activity, work or thing done, permitted, or suffered by Applicant in or about the Facilities, except only such injury or damage as shall have been occasioned by the sole negligence of the Released Parties.

Initial _____

I HAVE CAREFULLY READ THIS DOCUMENT, INCLUDING THE RULES AND REGULATIONS ON THE CITY RESERVATION FORM, AND AGREE ON MY OWN BEHALF AND ON BEHALF OF THE ORGANIZATION, AS APPLICABLE:

Printed Name: _____

Signed: _____ Date: _____



Facilities Reservations & Special Events Permitting **Bulletin: Inflatables & Other Rides**

Attention: applicants for City Parks Facilities Reservations & Special Events

This bulletin is to provide clarification on the subject of having an inflatable (bouncy house, human hamster ball, etc.), or any other type of ride / portable play apparatus, all of which are hereinafter referred to as “ride”, both in a City Park, and outside City property as a part of a Special Event.

Want to have a ride in a City Park? Even if you are planning on having less than 50 people at your event, you must obtain a Special Event Permit in order to have a ride.

Want to have a ride as a part of a Special Event that is not in a City Park? Even if you are not using a City Park for your Special Event, you must still meet the following requirements.

The City has the following requirements for all rides in a City Park, and /or as part of a Special Event:

- 1) The **ride** itself must be licensed through L&I and marked with the appropriate decal
- 2) The **vendor** supplying the ride must be a L&I certified amusement ride operator
- 3) The ride **operator** must be an employee of the vendor supplying the ride
This means that you cannot rent a ride from a vendor and have adult volunteers operate the ride. The ride must be setup, operated by, and torn down by the vendor’s staff member.

As a part of this requirement, you must provide the following to the City, as a part of your Special Event Permit Application:

- 1) Evidence of the **vendor’s** L&I status
- 2) The **vendor’s** certificate of insurance naming the City as additional insured, with the following minimum limits:
 - a. Per Occurrence Limit: \$1 Million
 - b. General Aggregate Limit: \$2 Million****This insurance from the vendor is in addition to the insurance that you must provide for your event (as explained in the Special Event Permit application).**

If your ride is going to be in a City Park, after we receive the above information, we will contact you regarding where the vendor can set up and operate the ride.

If your ride is not in a City Park but is a part of a Special Event, you must also provide a letter from the property owner allowing the vendor to operate the ride on their property.

***If you have any questions about these requirements, please contact
specialevents@oakharbor.org or 360-279-4512.***