



## CITY PARKS Facility Reservation Form

Today's date \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone number \_\_\_\_\_

EVENT \_\_\_\_\_

Number of Participants \_\_\_\_\_

**(Name for reservation SIGN)**

Billing Address \_\_\_\_\_

Day/Date/Time of reservation \_\_\_\_\_

Windjammer Park	Ft. Nugent Park	Flintstone Park	Hal Ramaley Park	Smith Park
<del>East Kitchen A</del>	Shelter 1 <input type="checkbox"/>	Shelter <input type="checkbox"/>	Gazebo <input type="checkbox"/>	Gazebo <input type="checkbox"/>
<del>East Kitchen B</del>	Shelter 2 <input type="checkbox"/>			
West Kitchen C <input type="checkbox"/>	<b>Beginning mid-September 2016, Kitchens A &amp; B will not have access from City Beach Street, nor water availability, due to Wastewater Treatment Plant construction activities.</b>			
Gazebo D <input type="checkbox"/>	<b>East side restrooms will also be closed and locked due to no water availability.</b>			
Canopy E <input type="checkbox"/>				

Will the event include amplified sound? Yes  No  (Keypad Code \_\_\_\_\_) (Bollard Key \_\_\_\_\_)  
*(If YES, a Special Events/Noise Permit application is required.)*

**Please check box(es) below if applicable:**

I will be bringing in Party Canopy(ies). *(Canopies must be placed in designated areas.)*

I will be hiring \_\_\_\_\_ Portable Play Apparatus. **Allowed only when operated by a licensed insured provider.** *Please be advised that adequate electrical power is not guaranteed for large or multiple apparatus'. The provider must submit a copy of a valid permit issued from the Department of Labor & Industries to operate amusement rides on public property and a certificate of liability insurance naming the City as an addition insured. (Portable Play Apparatus' must be placed in designated areas.)*

- **The facility fee is \$25.00 per day and is non-refundable.**
- **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.
- If it is necessary to drive a vehicle(s) into the park to deliver supplies, please do so on the asphalt pathways only. **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, sink and any spills on the floor.
- **Check-out time is 10:00 PM.**
- Please make sure to lock the facility when you leave by pressing the lock button on the keypad.
- **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 16.12.020.**

Signature \_\_\_\_\_

Scheduled key return date \_\_\_\_\_