



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.
- **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.
- No nails or pins are allowed to be put into 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 _____