MUNICIPAL PARK USE APPLICATION

This is an application to conduct a social activity, special event, commercial activity or public service instructional class in a city park IAW City Ordinance 92-16. All applications must be filed at least 30 days prior to the date(s) for which the permit is requested.

Park Requested: _____ Date of Event: _____ Expected # people: _____

Time Requested: from _____ am/pm to _____ am/pm

Sponsor: _____ Address:_____ Phone:_____

Contact Person: _____ Mailing Address:_____ Phone:_____

Description of activity:_____ E-Mail_____

☐ None ☐ Electricity ☐ Sound System (Separate application, fee & deposit required) ☐ Music (Live / Recorded)

☐ BBQ (Raab/Nelson-Must provide fire extinguisher) ☐ Fire pit (Must have permit from Fire Dept)

☐ Beer/Wine (Raab Park Picnic Shelter only- Must have banquet permit)

Please provide a map of locations of: ☐ Tents/ Canopies / Inflatables ***** ☐ Tables/ Chairs (Outside of pavilion/shelter area)

Insurance / clean-up bond/ cash may be required in accordance with Ord. No. 92-16. ***Applicant will make provisions for clean-up of all litter, refuse and all other materials. Further, the applicant will provide bins for recyclable items.***

Fee Schedule:

☐ ***Social events:***	***Raab & Nelson Park***	***$30 / First 2 hours***	*(Picnic shelters, for events held by an individual or private group*
		$10 / Add'l Hours	*weddings, birthday parties, reunions, gatherings)*
	Kvelstad Pavilion:	***$30 / First 2 hours***	*(Weddings picnics, reunions, gatherings in gazebo)*
	(Muriel Williams Waterfront Park)	***$10 / Add'l Hours***	
☐ ***Commercial Activity:***		***$30 per use***	*(Vendors or individuals who would sell items for profit as part of a special event)*
☐ ***Instructional Classes:***		***$50 per session***	*(Instruction of classes by a person or organization who will be asking for part of the park for that class)*
☐ ***Special Events: *****		***$50 per event***	*(A one-time event where members of the public are invited to attend)*

Donations may be requested, but no entry fees can be required). Poulsbo City Ord. # 97-31

Please note: Only those special events which are open to the public and which the public may observe / participate in without charge are authorized to be conducted in City Parks. Special events which require primarily use of all or any portion of any park and which require a fee to be paid prior to admission to a City park are not permitted. The solicitation of voluntary donations from the public during the course of an authorized event / activity is permitted.

All permits are processed in the Parks and Recreation office and are subject to approval.
Please return the entire form with your payment to: City of Poulsbo Parks and Recreation Dept.,
Mailing: 200 N.E. Moe St, Physical: 19540 Front St. N.E., Poulsbo, WA 98370
If you have any questions, please call (360) 779-9898

WAIVER OF LIABILITY: ALL participants or guardians are requested to sign the following release. I/We assume all risks and hazards incidental to such participation including transportation to & from the activities and do hereby waive, release, absolve, indemnify and agree to hold harmless the City of Poulsbo Parks and Recreation Department, park supervisors, instructors and persons transporting myself or my/our child for any claim arising out of any injury to myself or my/our child. PHOTO/VIDEO RELEASE: I grant full permission to use any photographs, videotapes, motion pictures, recordings or any other record of this program promotion of the Poulsbo Parks and Recreation. STANDARDS OF BEHAVIOR: The City will not tolerate harassment of any kind that is made by employees or patrons towards employees or patrons. Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another person. If a participant does not agree with the decision, an appeal to the Mayor is the final option. It is understood that by signing this application form, the SPONSOR / CONTACT PERSON agrees to all conditions of use and will be billed if the park is not cleaned up after use.

Signature of Applicant:_____

**********DO NOT WRITE BELOW THIS LINE**********

□ Placed on calendar □ Paid $_ Init_____ □ Date Received _____ □ E-mailed to Depts _____
□ Copy of Fire Permit (if required) □ Copy Banquet Permit (if required) □ Noise Ordinance Received
□ * Rcvd Letter Re: L&I Amusement/Inflatable Certification □ ** Rcvd Letter Re: Recycling
□ SPECIAL EVENTS: □ Spec. Event Permit □ Map of event layout incl. fire access □ City Council Approval
□ Spec Event cc: Mary
Department approvals: Police _____Public Works _____ Fire _____