



Parks, Fields, and Facilities Rental Application and Agreement

Name of Applicant _____ Today's Date _____

Full Name of Organization _____

Address _____ City _____

State _____ Zip _____ Email Address _____

Day Phone _____ Mobile Phone _____

Event Title _____

Event Day of the Week _____ Event Date (Month, Day, Year) _____

Event Times (in 4 hour increments only, including set-up/clean up) Start Time _____ End Time _____

Park Name _____ Specific Facility in the Park _____

Anticipated Number of Attendees _____

Is the event open for general attendance by the public? Yes or No (Circle One)

Are you serving alcoholic beverages? Yes or No (Circle One)

Are you renting equipment for the event? Yes or No (Circle One)

Will you be serving food? Yes or No (Circle One)

Will you be using a BBQ grill? Yes or No (Circle One)

Will there be a bouncy castle or other inflatable play device? Yes or No (Circle One)

Briefly Describe the Event

Jefferson County Parks and Recreation

623 Sheridan St., Port Townsend, WA 98368

360-385-9160 - www.countyrec.com

Summary Park Policies and Agreement Terms

1. Facility reservations are accepted up to one year prior to the event date. Reservations are made on a first come first served basis.
2. Large events require a complete plan at least 60 days in advance. Event organizers are responsible for providing all information. Jefferson County Parks and Recreation reserves the right to accept, reject, or modify any event based on the need to protect park resources and ensure the safety of the participants.
3. Corporate, government, schools and non-profit organizations operating official events in Jefferson County Park properties are required to provide a certificate of commercial liability insurance naming Jefferson County as additionally insured. The certificate will specify the name, date, and location of the event.
4. A risk release, liability waiver is required for all events.
5. Groups or individuals that cause damage to facilities due to abuse and neglect or do not follow rules will be denied subsequent use of the facility. A deposit may be required based on the size, scale and potential damage of the event.
6. Events at which alcohol is being consumed require a banquet permit issued by the Washington State Liquor Control Board. A copy of the permit must be provided to Jefferson County Parks and Recreation, and posted on site during the event.
7. Groups or individuals that cause damage to facilities above and beyond normal wear and tear are liable for the full cost of replacement or repair of those facilities. The replacement or repair will be conducted by Jefferson County Parks and Recreation and the responsible party will be invoiced.
8. Jefferson County Parks and Recreation reserves the right to cancel any event at any time due to environmental conditions, accidental scheduling conflicts, maintenance, repairs, or safety concerns. In the event of such a cancellation a full refund will be provided.
9. The Parks and Recreation Manager has the authority to issue a refund at any time for a facility reservation when it is based on a legitimate issue regarding the facility.

I HAVE READ THE ABOVE AND AGREE TO ABIDE BY ALL TERMS AND CONDITIONS SET FORTH IN THE FACILITY RENTAL AGREEMENT

Name _____ Signature _____ Date _____

Park and Facility Rental Risk Release and Waiver of Liability

In consideration of use of Jefferson County Parks and Recreation property for an event, I recognize and acknowledge that there may be certain risks of personal injury and property loss arising from the event, and I agree to assume the full risk of any injuries, including death, loss or damage of property from conducting the event.

I agree to waive and relinquish all claims I may have as a result of hosting the event.

I agree and covenant to indemnify, defend, and save harmless the County and those persons who were, now are, or shall be duly elected or appointed officials or members or employees thereof, of the County, against and from any loss, damage, cost, charge, expense, liability claims, demand or judgment of whatsoever kind or nature whether to persons or property, arising wholly or partially out of any acts, action, neglect, omission, or default, on the part of the event participants or Jefferson County.

In case of suit or cause of action shall be brought against the County on the account any act, action, neglect, omission, or default on the part of the event organizers or participants, I hereby agree and covenant to appear and assume the defense thereof and to pay any and all costs, charges, attorney fees and other expenses, and any and all judgments that may be incurred or obtained against the County. In the event the County is required to institute legal action and or participate in legal action to enforce this indemnification and hold harmless clause, I agree to immediately notify Jefferson County in writing of any claim or suit against the County to which this paragraph applies. The indemnification provisions have been mutually negotiated between the parties.

**I HAVE READ THE ABOVE AND AGREE TO ABIDE BY ALL TERMS AND
CONDITIONS SET FORTH IN THE RISK RELEASE AND WAIVER OF LIABILITY**

Printed Name: _____ Signature _____ Date _____

Event Name: _____

Event Date: _____

Event Location: _____