



City of Wapato  
 205 East Third Street  
 Wapato WA 98951-1326  
[info@wapato-city.org](mailto:info@wapato-city.org)  
 Phone: 509.877.2334  
 Fax: 509.877.3979

Community Center  
 1109 S Camas Ave  
 Wapato WA 98951-9790  
[info@wapato-city.org](mailto:info@wapato-city.org)  
 Phone: 509.949.8367

## Facility Rental

### Check which facility

- |  |   |
|--|---|
| A Park-Shelter A-Larger                | A Community Center (Gym & Kitchen & Main Center Room)         |
| A Park-Shelter B-Smaller               | A Community Center-Funeral (Gym & Kitchen & Main Center Room) |
| A Park-Stage & Bleachers (electricity) | A Community Center-Classrooms                                 |
| A Park Area (no electricity)           | A Community Center-Gym-Sports (4 hours only)                  |
| A Soccer Field                         | A Community Center (Main Center Room & Kitchen)               |
| A Softball Field                       | A Liquor at Event in Community Center                         |
| A Pool Rental                          |   |
| A Other _____                          |   |

Please print:

Date(s) requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Street City State Zip**

Email Address: \_\_\_\_\_

Type of event: \_\_\_\_\_ # of people expected: \_\_\_\_\_

Special Concerns:

Alcoholic Beverages (Approved Security Company (City Business License required)  Band  Traffic Control  Special Equipment brought into the park (explain) \_\_\_\_\_

Other (explain) \_\_\_\_\_

### READ BEFORE YOU SIGN:

The above named and undersigned hereinafter referred to as "Applicant" hereby agrees as follows:

1. The information provided above is true and correct.
2. That the utmost care will be taken in the use of the facility.
3. That all state, federal and local laws will be followed.
4. That the rules and regulations for use of the facility will be followed, including as follows:
  - a. All fees will be paid in advance or the rental is null and void.
  - b. All areas of the facility will be cleaned up to the staff's requirements before the deposit is refunded.

- c. Alcohol is prohibited in all facilities except the community center. If the community center is being rented and alcohol is being served, a license must be obtained from the Washington State Liquor Cannabis Board (<http://www.liq.sa.gov>), copy given to City Hall, and posted on premises.
  - d. Security is required for all events serving alcohol. Adequate security is determined by the Police Chief. Proof that the Police Chief approves of the proposed security and proof of purchase of the liquor license are to be provided to the City prior to the event.
  - e. The Applicant is responsible for all damage incurred by the City in repairing, cleaning or replacing any facility or property of the City which was damaged in connection with the rental, regardless of who caused the damage.
  - f. If the applicant cancel 10 or less working days before the event, the entire rental fee shall be forfeited to the City.
  - g. The Applicant must disclose at the time he or she submits this form all special equipment being brought into the park or community center for use during rental, including, but not limited to, dunk tanks, trailers, stages, speakers, concessions, inflatable items such as bounce houses, and generators.
5. The City reserves the right to require police or reputable supervision for any event, regardless of whether alcohol is being served. Security requirements in all cases must be met and confirmed prior to the event.
6. The applicant will be present throughout the entire use of the facility. The person signing the reservation form will be considered the responsible party in the case of damage to the facility or surrounding areas. All minors must have adequate adult supervision and are the responsibility of the Applicant.
7. **INSURANCE:** The applicant shall provide the City evidence of Commercial General Liability Insurance with a minimum of \$1million dollars per occurrence. The City of Wapato shall be named as an Additional Insured on said policy. This insurance will protect the "Applicant" and guest while using City property and is to indemnify against loss resulting from bodily injury and/or property damage. Any insurance broker or agency can help obtain the proper coverage. Proof of Insurance must be provided to the City at least 5 business days before the event.
8. **HOLD HARMLESS:** The Applicant assumes the entire responsibility and liability for losses, damages, claims arising out of injury, damage to City property or damages to the Applicant's displays, equipment and other property brought upon the premises of the City as a result of Applicant's acts, omissions or negligence, and shall indemnify and hold harmless the City, its agents, and employees from an and all such losses, damages and claims resulting from: (a) any act or omission on the part of Applicant relating to Applicant's use of the premises; (b) any failure by Applicant to maintain the premises, its contents, access and areas surrounding the premises in control of Applicant in a safe condition during the term of event to be held at the premises; and (c) from and against all claims brought or made by reason of Applicant's failure to follow or breach of the terms and conditions outlined in this Application and any other law, ordinance or regulation in effect at the time of the use of the premises by Applicant.

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Applicant Signature

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Date

Name of Renter: \_\_\_\_\_ Date of Rental: \_\_\_\_\_

**FEES:**

	Deposit	Rental/hour	Rental/day
<b>Park Facility Rentals</b>			
Park Shelter A-Larger	\$50.00		\$100.00
Park Shelter B-Smaller	\$50.00		\$50.00
Park-Stage & Bleachers & Electricity	\$25.00		\$50.00
Park-Area other than Stage or Kitchen: No Electricity	\$25.00		\$50.00
Soccer Field-Other	\$100.00	\$10.00	Max \$50.00
Soccer Field League	\$100.00		\$500.00
Softball Field (per day)			\$100.00
Pool Rental-per hour/first 25 people			\$100.00
Pool Rental per hour/per person over 25 people			\$2.00
Community Center-Gym, Kitchen, Main Center Room	\$250.00		\$700.00
Community Center-Funeral (Gym, Kitchen, Main Center Room)	\$250.00		\$250.00
Community Center-Classrooms	\$100.00		\$75.00
Community Center-Gym- (2 hours (don't break up or prorate))	\$100.00		\$25.00
Community Center-Main Center Room & Kitchen	\$250.00		\$75.00
Liquor at Community Center-(2 Police Officers for 2 Hours minimum)	\$200.00		\$200.00
Police Officer per hour		\$35.00	

Reserved by (staff please print name): \_\_\_\_\_

**APPROVALS:**

\_\_\_\_\_ Police Dept Approval # of Police needed: \_\_\_\_\_  
 \_\_\_\_\_ Fire Dept Approval Security needed: \_\_\_\_\_  
 \_\_\_\_\_ Public Works Approval (if needed)

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**City Hall:**

RENTAL RECEIPT (Please attach a copy of the receipt.) VENDORS (Pool Rental, Park Rental):

Community Center Rental: 001.000.000.362.40.01.00  
 Park Rental: 001.000.000.362.40.02.00 Both can be on the same receipt.  
 Pool Rental: 001.000.000.362.40.00.00

DEPOSIT RECEIVED (Please attach a copy of the receipt.):

Community Center Deposit: 001.000.999.389.90.76.10  
 Park Deposit: 001.000.999.389.90.76.00

RELEASE OF DEPOSIT (Please attach a copy of the check):

Community Center: Posted Date: \_\_\_\_\_ 001.000.999.589.90.76.10  
 Park: Posted Date: \_\_\_\_\_ 001.000.999.589.90.76.00

**Inspector** of facility requests to please release the deposit back to this renter. If not, why?  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature Date