



# CITY OF PROSSER, WA

601 7th Street, Prosser, Washington 99350 (509)786-2332 Fax (509)786-3717

## PARK RESERVATION APPLICATION

**Fee must accompany this application to guarantee reservation.**

City of Prosser Park facilities include:

|                                |                         |
|--------------------------------|-------------------------|
| Crawford Park Picnic Pavilion  | \$30.00 all day rental  |
| City Park Sylvan Stage         | \$30.00 all day rental  |
| City Park Concession Building  | \$100.00 all day rental |
| City Park Picnic Pavilion      | \$30.00 all day rental  |
| EJ Miller Park Picnic Pavilion | \$30.00 all day rental  |

You will need to provide the following information about your event. City of Prosser staff members work to keep the Park Reservation Calendar up to date online. Please view the calendar to see if the facility you need is available or call City Hall at (509)786-2332.

- 
- \* **Name:** \_\_\_\_\_
  - \* **Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_
  - \* **Phone Number (10 Digit Format):** \_\_\_\_\_
  - \* **Email:** \_\_\_\_\_
  - \* **Park Facility Reserved:** \_\_\_\_\_ **\*Fee \$** \_\_\_\_\_
  - \* **Date Reserved:** \_\_\_\_\_
  - \* **Hours Needed (Park hours are from 5am to 11 pm):** \_\_\_\_\_
  - \* **Type of Group or Event (Ex. Reunion, Birthday, etc.):** \_\_\_\_\_
  - \* **Number of People Attending:** \_\_\_\_\_

**NOISE LEVELS IN CITY PARKS ARE NOT ALLOWED TO EXCEED THE MAXIMUM PERMISSIBLE NOISE LEVEL SET FORTH IN PMC 8.50.060. IF YOU ARE GOING TO HAVE AMPLIFIED SOUND PLEASE READ THE ABOVE REFERENCED CODE.**

**YOU MUST OBSERVE THE POSTED RULES. Initial next to the following:**

- \_\_\_\_\_ Loud noise or disturbances are not permitted in City Parks;
- \_\_\_\_\_ Alcoholic beverages are not permitted in City Parks;
- \_\_\_\_\_ Parking/driving vehicles on the grass is not permitted in City Parks;
- \_\_\_\_\_ Pick up your trash and dispose of it in the garbage receptacles;
- \_\_\_\_\_ No camping or camp fires are permitted in City Parks;
- \_\_\_\_\_ No weapons are allowed in City Parks unless permitted by State or Federal Law.
- \_\_\_\_\_ **No refunds are issued for inclement weather or reservations cut short for violation of the rules.**

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

|                 |            |               |
|-----------------|------------|---------------|
| Receipt # _____ | Date _____ | Cashier _____ |
|-----------------|------------|---------------|

**NOTE: This form is subject to public disclosure. This institution is an equal opportunity provider, and employer.**

## Application Process for Park Reservations

- Applications for park reservations can be made in the following ways:
  - Online at the City's website, [www.cityofprosser.com](http://www.cityofprosser.com);
  - By mailing a completed application to the City;
  - In person at the City.
- Vehicles are not allowed on the grass at any time. If you have items that need to be delivered to the shelter, use a wagon or wheeled hand-cart. The City cannot accommodate overnight storage of equipment and/or supplies.
- All applicants must be at least 18 years of age and must be present for the entire event. The person signing the reservation form (signatory) will be considered the responsible party and is responsible for assuring compliance with all City policies and for any issues during the event. The renter/signatory will be held responsible for reimbursing the City for the cost of any damage to park property resulting from the rental/event. All minors must have adequate adult supervision.
- All rentals are subject to staff approval. The City reserves the right to deny any facility use request at the City's discretion.
- Rentals and/or events with attendance of 150+ people requiring special insurance, permits, and/or affect typical use of the parks, open space/trails, or sidewalks will require a Special Event policy to be followed.
- If you witness any vandalism, damage to park property or have any conflicts with park users, call the Prosser Police Department 509-786-2112.
- Groups using the parks for their specifically requested time must vacate the shelter and immediate area at the end of such time.
- At events conclusion, these tasks are the responsibility of the renter/signatory:
  - Remove and dispose of any decorations brought into the area/shelter.
  - Deposit all bottles, cans, cups, paper products, and other refuse in trash cans.
  - Wipe-up spills and debris on picnic tables.
  - Assure the area is left in as good or better condition than found upon arrival.
- Individuals or groups found in violation of established rules and regulations pertaining to rentals may be suspended from use of the parks/shelter and/or participation in future programs. Refunds will not be granted when rentals/events are interrupted by policy violations.
- It is understood that the area(s) reserved are outdoors; the City has no control over weather conditions that might occur. There are no refunds due to inclement weather.

- To maintain the family atmosphere of our parks, promoters, bands, musicians and performers must abide by all applicable Prosser Municipal Codes and laws. Volume not maintained at acceptable levels and/or inappropriate language used in a public setting as determined by City staff, may result in the immediate shut down of the event.

### Rental Fees

- Park Reservations require full payment of rental fee at time of application.
  - Pavilion Rates All day: \$30.00 per day
  - Concession Stand Rate All day: \$100.00 per day

### Insurance

- A certificate of liability insurance may be required by the City for certain activities. Insurance requirements for events will be reviewed by City staff on a case-by-case basis. Criteria will include: nature of the event and number of people attending.
  - Should insurance be required, a certificate of liability insurance must be presented to the City seven (7) days prior to the event date, clearly stating date and location of event, with 'City of Prosser' listed as additional insured. A certificate of insurance can be secured from most insurance companies.
  - The certificate of insurance provided shall list: General Liability Insurance covering premises, products, completed operations and contractual liability, naming the City as additional insured. The policy shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate. It shall contain, or be endorsed to contain that renter's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be in excess of renter's insurance and shall not contribute with it.
  - Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII or equivalent.

### Refunds / Cancellations

- Cancellations made five (5) or more business days prior to the event date will result in a full refund of the rental fees paid, less an administrative fee of \$10.00.
- Cancellations made four (4) or less business days prior to the reservation date will result in no refund of the rental fees.

These rules are not all inclusive or exhaustive, but exemplary of the general conditions under which City of Prosser parks may be used and the responsibility expected of users. The rules may be revised, supplemented or otherwise adjusted as circumstances and the judgment of the Parks and Recreation Department dictate.

THANK YOU for your cooperation. It is our sincere hope that the time spent in our parks is an enjoyable one!

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date