



Where the West Still Lives

Picnic Shelter Reservation

City of Toppenish
21 W 1st Avenue, Toppenish WA 98948
City Hall (509) 865-2080

Date Received

*Please only use this form if your group is less than 100 people.
If your group is more than 100 people you will need to fill out a Special Event Application.*

Request for facility use requires 10 days-notice. Facility Use Fee is \$40.00 for each 4-hour increment required. Facility use permits do not provide exclusive park use by any group, but does reserve the gazebo. The facilities which you will be using belong to the citizens of Toppenish and are under the supervision of the City of Toppenish Public Works Department. To preserve the rights of the public for the use of a public recreation facility, a few rules and regulations are necessary and we ask you and your group to cooperate. A summary of the rules is listed on the back of this permit and a full listing of the rules is available on the City of Toppenish website www.cityoftoppenish.us. See Toppenish Municipal Code Chapter 2.80 Park Regulations.

Contact Name

Organization (if applicable)

Street Address

City

Zip Code

Day Time Phone

Cell Phone

Reservation Information

Date Requested: _____

Type of Event

Select Time Requested

Estimated Number of People Attending: _____

10:00 AM to 2: 00 PM

Facility Requested: Pioneer Park Lincoln Park

2:00 PM to 6: 00 P

Olney Park Post Office Park

6:00 PM to 10:00 PM

Will alcoholic be served: Yes No If yes, prior approval from the Parks Director **and** must provide proof of Washington State Liquor Control Board Banquet Permit. For information go to: www.liq.wa.gov

Waiver of Liability:

The undersigned hereby requests, of the City of Toppenish, use of the facilities described on the park reservation form and certifies that the information in its request is correct. The undersigned agrees to exercise the utmost care in the use of these facilities and property and by signing below the applicant hereby agrees to indemnify, defend and hold harmless the City, it's elected and appointed officials and employees while acting within the scope of their duties, from any and all claims, demands and causes of action of any kind or character, foreseen or unforeseen, for damages including but not limited to personal injury, death or property damage as well as the cost of defense costs, court costs, witness and attorneys' fees, in any way arising out of the granting of this permit or arising out of the applicant's use of the public area or other premises permitted by this permit, except for damages arising out of the City's sole negligence. Applicant expressly waives his/her immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to his/her employees and agrees that the obligation to indemnify, defend and hold harmless provided for in this paragraph extends to any claim brought by or on behalf of any employee of the applicant. I have read the policies for use of City of Toppenish and agree to abide by them. I have read the rules and codes printed on the back of this application.

Signature

Date

Reviewed by

Approved Denied

Fee Paid: _____

Receipt No. _____

Date Paid: _____

POST A COPY OF THIS PERMIT IN THE GAZEBO TO ALERT OTHERS OF YOUR RESERVATION

Data/Forms/Park Facility Reservation

SUMMARY OF FACILITY USE RULES

Pack it in – Pack it out. Please leave the park in the same or better condition than you found it. Your assistance in keeping the area clean and ready to use by the next group is greatly appreciated.

1. Clean the gazebo and surrounding areas for the next group. Gazebos are generally used continuously throughout the day, often with little maintenance time between each group. Keep this information with you and be sure to bring a copy of your reservation receipt with you on the date of your event.
2. Inflatable devices are not permitted.
3. Reservation times include event set up and clean up.
 - a. Remove all materials brought to the gazebo to include all food, beverages and decorations and place all trash in the receptacles provided.
 - b. Vacate the gazebo at your designated time.
 - c. Picnic tables, trash receptacles and any other park furniture must be left in place unless previously authorized. A limited number of tables will be at your location.
4. Your reservation has guaranteed the use of the gazebo for the time requested only. Staying beyond your requested time and inconveniencing either another rental or prohibiting the public from using the shelter will result in future denial when requesting the use of a park facility.
5. Rental of the area includes only that area requested. The play equipment and general park areas are available to the public from 6:00 AM to 11:00 PM. Please be aware that your reservation does not prohibit the public from using these areas.
6. Alcohol permitted only with prior approval and WSLCB Permit.
7. Amplified sound (music, microphones, etc.) must be approved in writing by the Parks Director.
8. Reservations must be made in the name of the person responsible for the event. Independent party planners must provide the name of the company that will be using the park and a letter of authorization from that company at the time of reservation.
9. You are responsible for the behavior of all guests in attendance
10. All pets must be on a leash. Horses or any type of riding animal is not allowed.
11. Posting of any type of sign is not allowed.
12. Advertising, taking up collections or soliciting is not allowed.
13. Bicycles, tricycles, skateboards, roller skates, or any other motorized or non-motorized vehicle are allowed on park trails only.
14. Camping is not allowed.
15. Fires are not allowed.
16. Metal detectors require approval of the Parks Director.

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