



**CITY OF PORT ANGELES PARKS & RECREATION DEPARTMENT
CAMPFIRE CLUBHOUSE | LINCOLN PARK CLUBHOUSE | LINCOLN PARK LOOMIS
RESERVATION FORM**



Campfire Clubhouse



Lincoln Park Clubhouse



Lincoln Park Loomis

Please return completed form along with payment to the Parks & Recreation Office. Once the form and payment are received, you will be placed in the reservation book for the dates and times requested, unless the facility is already reserved. A \$50 deposit is required to hold the facility. Reservations are processed in the order received. The City may require applicant to secure and maintain general liability insurance in an amount no less than \$1,000,000 per occurrence and naming the City as an additional insured.

FACILITY REQUESTED:

- Campfire Clubhouse at Jessie Webster Park, 619 East 4th Street - 75 approx. capacity**
Amenities: folding tables, folding & stacking chairs, kitchen, restroom, front foyer, small meeting rooms, dining hall with small stage
- Lincoln Park Clubhouse, 1539 West Lauridsen Boulevard (west end of park near ballfields) - 40 approx. capacity**
Amenities: oven, sink, fireplace, wall heater, wooden tables & benches, folding tables, pews, restrooms nearby, outside picnic tables
- Lincoln Park Loomis, 1539 West Lauridsen Boulevard (east end of park near pond) - 50 approx. capacity**
Amenities: oven, kitchen, refrigerator, sink, fireplace, wall heaters, tables, chairs, heated restrooms, outside picnic tables

Applicant Name(s)	Organization Name
	Is this a 501(c)(3) Non-Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone	Mailing Address
Date(s) of Event	Name/Description of Event
Time Facility is Needed (Include Setup/Cleanup)	Estimated Attendance
From: To:	

Will alcohol be served/consumed at this event? No Yes *If yes, please read the following:*
 Municipal Code Ch.12.04.100 prohibits possessing and/or consuming alcohol in parks and City owned facilities/properties without an Alcohol Use Permit. **An Alcohol Use Permit will not be required for your event if all of the following conditions are met:**

- The event is hosted by an individual, not an organization or business entity
- Guests are not charged for admission or anything provided at the function
- The event would normally be held in the individual's private home, but a separate facility is needed to accommodate it
- There is no business purpose for the event or any financial gain

If any of the above apply, you must apply for an Alcohol Use Permit. Ask the Parks & Recreation department for information.

FOR OFFICE USE	RENTAL FEE AMOUNT:	DEPOSIT AMOUNT:	PAYMENT RECEIVED:
			<input type="checkbox"/> DEPOSIT ONLY <input type="checkbox"/> PAID IN FULL <input type="checkbox"/> N/C



COVID-19 INFORMATION:

Event organizers are required to follow the guidelines provided by the Washington State Department of Health (DOH) and Clallam County Department of Health and Human Services. For the latest information, please visit the Washington DOH (<https://www.doh.wa.gov/Emergencies/COVID19>) and Clallam County (<http://www.clallam.net/Coronavirus/>) websites.

HOLD HARMLESS AGREEMENT

In consideration of the previously described use and premises of the City of Port Angeles, the undersigned applicant on behalf of himself, his principal, and his agents, shall defend, indemnify, and hold harmless the City, its officers, officials, employees, and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work, or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

The undersigned hereby agrees to be responsible for any and all taxes or charges due to any sales of goods or services that may occur on the premises during the times listed above.

Music Copyright Notice applicable with event includes a public performance or use of copyright material including music, plays, or other protected material.

Undersigned will defend, indemnify, and hold harmless the City from and against any claims for copyright infringement or violation. The undersigned warrants that all material processes, or other protected rights to be used in the performance are either original work of the undersigned or have been duly licensed or authorized by the appropriate parties for such use.

All persons using City facilities must adhere to all Washington State Department of Labor & Industries safety standards when using machinery and equipment such as ladders or scissor lifts.

Applicant's Name	Today's Date
Applicant's Signature	

