CITY OF PORT ANGELES PARKS & RECREATION DEPARTMENT

CITY HALL COUNCIL CHAMBERS RESERVATION FORM

321 East 5th Street, Port Angeles, WA 98362

Please complete and return this form along with payment to the City of Port Angeles Parks & Recreation office. Once the forms and payment are received, you will be placed in the reservation book for the dates and times you have requested, unless the facility is already reserved. A deposit is required to hold the facility. Reservations are processed in the order they are received. You must check in with the Parks & Recreation Department prior to your scheduled reservation. Weekend and after-hours arrangements can be made. Please allow ample time to set up if you are requesting any of the amenities below.

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 DOH (https://www.doh.wa.gov/Emergencies/COVID19) and Clallam County (http://www.clallam.net/Coronavirus/) websites.

Applicant Name(s)	**Organization Name**
	Is this a 501(c)(3) Non-Profit? ☐ Yes ☐ No
Phone	**Mailing Address**
Office: Home/Cell:	
Date(s) of Event	**Name/Description of Event**
Time Facility is Needed (Include Setup/Cleanup)	**Estimated Attendance**
From: To:	

AMENITIES REQUESTED: ***(available free of charge)***

☐ Overhead Projector (VGA or HDMI connection) ☐ Audio (for presentations) ☐ Blu-ray Player
☐ Wireless Internet (password protected) ☐ Wired Microphones ☐ Wireless Microphones (2)
☐ Hearing Assistance Devices ☐ Folding Tables (#: ____) ☐ Stacking Chairs (#: ____)

**Tables for food and drink can be set up in the lobby, but are not allowed inside the Council Chambers*

Will you be using any of your own equipment (laptop, thumb drive, etc.)? ☐ **No** ☐ **Yes** ***If yes, please describe:***

The City may require the 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.

HOLD HARMLESS AGREEMENT: In consideration of the above 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. The undersigned applicant hereby certifies to be at least 18 years old and authorized to sign on behalf of the organization.

Applicant Signature	**Today's Date**

Phone: 360-417-4523 | **Fax:** 360-417-4559
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