



CITY OF PORT ANGELES PARKS & RECREATION DEPARTMENT
VERN BURTON KITCHEN & MEETING ROOM RESERVATION FORM
308 East 4th Street, Port Angeles, WA 98362



Please complete and return this form along with payment to the 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 requested, unless the facility is already reserved. A deposit is required to hold the facility. Reservations are processed in the order received.

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.

ROOMS REQUESTED:

- Commercial Kitchen (*dishwasher, warming cabinet, oven, electric burners, ice machine, coffee makers, refrigerator, microwave*)
 Meeting Room #1 (15 capacity) Room #2 (15 cap.) Room #3 (25 cap.) All (55 cap.)
Amenities: folding tables, stacking chairs, projection screens, whiteboards, TVs, DVD players, conference phones, WiFi

Applicant Name(s)	Organization Name
	Is this a 501(c)(3) Non-Profit? <input type="checkbox"/> Yes <input type="checkbox"/> 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:	

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. 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.

Applicant Signature	Today's Date

