



Park Usage Agreement

Puyallup Parks & Recreation • 808 Valley Ave NW • Puyallup, WA 98371

Office: 253-841-5457 • Fax: 253-770-3369

<http://www.cityofpuyallup.org/services/parks-recreation/city-puyallup-parks/>

Name of Applicant	Date
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Address/City/State/Zip

Phone Number	Email Address
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Type of Rental (what kind of event)	Date(s) Requested (mo/day/yr)	Time (include setup, take down & cleaning) From: To:
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Park Rental Information

Name of Park	Do you also need to rent the park shelter? Yes No
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Estimated Attendance	Is the event open to the public? Yes No	Will you be selling merchandise? Yes No
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Name of Organization	Non-Profit? Yes No
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Is there a participation fee? Yes No	Is the event a fundraiser? Yes No	Is food being served? Yes No
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Will there be amplified music/sound? Yes No	Do you plan to have music at your event? Yes No	Do you need the use of electrical outlets? Yes No
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Are you planning to setup tents, canopies, or other structures? If yes, please explain in detail below. Please attach a site plan with this agreement.

Insurance Information

An insurance certificate with at least \$1,000,000 per occurrence with the City of Puyallup named as an additional insured, is required by organizations for any special event held in a City park.

Amount \$	Insurance Co. Name	Policy #
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The undersigned hereby applies to the City of Puyallup for use of the above park and certifies the information is correct and furthermore agrees to abide by all ordinances, policies, and rules and regulations, which may apply. The applicant shall indemnify and hold harmless the City of Puyallup, its elected and appointed officials, its employees and agents from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury or death of any person or property damage to any property sustained by applicant or any other persons which arise from or in any manner grow out of any act or omission on or about said park by applicant, its agents, guests, or employees, in the execution of this park usage agreement including any and all expenses, legal or otherwise, incurred by the city or its representatives in the defense of any suit or claim. Such indemnity shall not include claims arising as a result of the sole negligence of the City of Puyallup, its elected and appointed officials, its employees and agents.

Application Agreement

I certify the information that I have provided on this form is true and accurate to the best of my knowledge. If the event plans change, I will submit a revised form or additional information accordingly. All information contained in this form is subject to public disclosure.

Applicant Signature	Applicant Printed Name	Date
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By checking this box as an electronic signature, I agree to all the terms and conditions that may apply to the Park Usage permitting process and agree that all information contained in this application is true and correct to my knowledge.

*** FOR OFFICE USE ONLY ***

Date Application Received:	Park Usage Fee: \$	Other Fees: \$
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Date Park Usage Fees Paid:	Total Amount Paid: \$	Receipt #:
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Approved by and Date Approved:	Distribution to Parks	Distribution to Police
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Park Usage Agreement Information

Park Usage Fees

Special Event Permit Fees

- Commercial special event permit fee \$300.00
- Nonprofit special event permit fee \$200.00

Participant Fees (for walks/runs)

- Commercial event per participant fee \$3.00
- Nonprofit event per participant fee \$2.00

**Additional fees may apply for park clean up and security.*

***Runs with large number of participants may be restricted to the Riverwalk Trail.*

Damage Deposit

- All Special Events \$250.00

**Refundable if no damage or extra cleanup required*

If you require the use of the park picnic shelter, additional fees will apply based on the park.

Park Usage Categories

- **Nonprofit** - Those groups, organizations or agencies with a 501(c)(3) which sponsor activities for the good of the community, and will not generate a profit at the event. Intended for use by the organization's membership. Excludes fundraising events and events open to the general public.
- **Special or Community Event** - Activities, events, programs, ceremonies, meetings, services, or other gatherings that are open to the general public. (Activities that are in direct competition to City recreation programming may be denied.)
- Concerts in City Parks are not permitted unless part of a City-wide event or festival.

Payments

Cash, credit card, and checks (payable to City of Puyallup) are acceptable forms of payment.

Questions

For any questions, please contact the Puyallup Recreation Center by phone at 253-841-5457, Fax 253-770-3369 or email teresa@ci.puyallup.wa.us.

Guidelines

- No driving of vehicles in parks. All items brought into park must be hand-carried in.
- The display or consumption of alcoholic beverages is prohibited in parks or picnic facilities.
- Do not subcontract park rental without prior Parks and Recreation Department approval.
- Smoking is prohibited in City parks.
- All dogs must be on a leash and owners shall be liable for any injury or damage caused by their dog.
- No park use of any kind after dark without written permission of the Parks and Recreation Director.
- All parks are open to the public no matter what activity/event is scheduled.
- Use of any loudspeaker or mechanical means of amplification is prohibited unless written permission has been received. Sound from the amplification may not be heard over 20 feet from the source.
- Fireworks or weapons are not permitted in any park without written permission.
- Open fires are not permitted in any park, except at areas designated by the Parks and Recreation Department.
- Any event requesting the use of inflatables, must provide insurance and have a certified operator for the equipment. All equipment must be state certified. (No water inflatables allowed)
- When your event is over, place all garbage in trash cans and clean up the area. A recycle plan for larger events will be required.
- Submittal of site plan must accompany Park Usage Agreement. A Stormwater Pollution Prevention Plan (SWPPP) may be required.
- An insurance certificate with at least \$1,000,000 per occurrence with the City of Puyallup named as an additional insured, is required by organizations for any special event held in a City park.
- Events that impact overall park use, parking or surrounding traffic may be required to submit a Special Events Permit to the City's Special Event Team for approval.
- Have your Park Usage Agreement with you during event to show proof of rental.