



## ABRAM'S PARK BENNETT KITCHEN DINING HALL

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NAME OF ORGANIZATION: \_\_\_\_\_

PRIMARY CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NO: \_\_\_\_\_ DAY \_\_\_\_\_ EVE \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

TIME OF EVENT: \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

NATURE OF EVENT: \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_

230 Pioneer St  
PO Box 608  
Ridgefield, WA 98642  
[www.Ridgefieldwa.us](http://www.Ridgefieldwa.us)  
Phone: 360-887-3557  
Fax: 360-887-0861

# FACILITY RENTAL RULES AND REGULATIONS

## **VIOLATION OF ANY OF THESE RULES MAY RESULT IN FORFEITURE OF THE DAMAGE DEPOSIT.**

1. A completed facility application and damage deposit is required before the facility may be booked. Facility rental must be paid at least 10 days before the event, unless otherwise stated on this application. Any cancellation received less than 10 days before the event will result in the forfeiture of your damage deposit and/or facility rental. Damage deposit refund checks are processed through the City of Ridgefield after your event. Issuance of a check takes approximately 2 weeks and will be sent to address of the person signing the rental application.
2. Reservations may be made for the current year, beginning in January.
3. Alcoholic beverages are not allowed on the premises or in the Park.
4. Bounce Houses or any other inflatables are allowed only in limited circumstances. Talk to the City **prior** to making arrangements.
5. You may bring a barbecue. Your barbecue must be 75 cm from the ground and full clean up after you are finished is required. Coals must be doused with cold water and removed. If there is an extreme fire warning you cannot use charcoal (propane only).
6. No one is allowed to affix anything to the ceiling, walls or outdoor structure, except with none surface removing masking tape.
7. Rice, birdseed, confetti, glitter, dance wax, etc., are not permitted inside or outside the building.
8. Renters must supply their own silver, dishes, towels, glasses, pots, pans, coffeepots and other supplies. Stoves, refrigerators and a freezer are available for use at Bennett kitchen, but must be cleaned prior to leaving.
9. No smoking is allowed in or around the facility.
10. For your protection, the City of Ridgefield recommends that all renters obtain public liability insurance for their event. This insurance would protect you and your guests while using City property and is to indemnify against loss resulting from bodily injury and/or property damage. An insurance broker or agency can help you obtain the property coverage or may be obtained by contacting City Hall.
11. The City of Ridgefield reserves the right to immediately terminate this agreement. The applicant agrees to immediately vacate the promises upon notice of termination by authorized City personnel, upon any of the grounds set forth below:
  - a. Physical damage to City property caused by an attendee, whether invited or not; or
  - b. Violation of any law, ordinance or regulation of the State of Washington, County or City by any attendee, invited or not.

<b>Abram's Park Rentals Fee</b>		
<b>Bennett Hall</b>		<b>Check Box</b>
First Hour	\$25.00	<input type="checkbox"/>
Each Additional Hour	\$15.00	
Maximum Fee	\$100.00	
Refundable Deposit	\$50.00	
<b>Bennett Hall &amp; Kitchen</b>		
First Hour	\$25.00	<input type="checkbox"/>
Each Additional Hour	\$15.00	
Maximum Fee	\$100.00	
Refundable Deposit	\$100.00	
<b>Bennett Hall &amp; Plaza (May or may not include kitchen)</b>		
First Hour	\$35.00	<input type="checkbox"/>
Each Additional Hour	\$25.00	
Maximum Fee	\$160.00	
Refundable Deposit	\$100.00	
<b>Bennett Hall, Plaza &amp; Open Space (May or may not include kitchen)</b>		
First Hour	\$40.00	<input type="checkbox"/>
Each Additional Hour	\$30.00	
Maximum Fee	\$190.00	
Refundable Deposit	\$100.00	

# CLEANING-CHECK IN/OUT PROCEDURES

Renter must have made arrangements beforehand regarding check in. If the kitchen is locked upon arrival, contact pager (360) 699-2596 for City Staff assistance.

A. The facility must be left in the same condition or better as when you arrived. The cost of any cleaning or repair will be deducted from your damage deposit. All cleaning must be done immediately after your event.

Place all trash in the garbage cans located outside the kitchen door.

B. The damage deposit applies to restrooms, parking areas, general building structure, kitchen as well as the patio and stage area.

C. Remove all decorations and anything else brought to the facility, including any masking tape used to hang decorations. Remove any props, decorations or garbage used in grass area.

D. Leave kitchen clean, wipe off all counters, appliances, clean floor and turn off all equipment.

E. The floor must be swept with a broom located in the kitchen at the conclusion of the event. All spills must be cleaned up and large spill areas must be damp mopped.

F. All doors to premises must be locked upon your departure. Failure to secure premises will result on forfeiture of damage deposit.

## ACKNOWLEDGEMENT

I \_\_\_\_\_, hereby makes application to the City of Ridgefield for use of facilities described above and certifies that the information in the application is correct. I agree to adhere to all rules and regulations on this form. I hereby release, discharge and agree not to sue the City of Ridgefield, Washington, for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the event from whatever cause, including the active or passive negligence of the City of Ridgefield, Washington, or any other participants in the event. In consideration for being permitted to participate in the event, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City of Ridgefield, Washington from any and all claims, demands, actions, or suits arising out of or in connection with my participation in the event. The City of Ridgefield is not responsible for lost or stolen property. I understand that all City of Ridgefield ordinances apply to this rental application and agree to pay for damages or lack of cleaning from the deposit. Should repairs or cleaning cost more then the deposit amount, I agree to pay the amount in full to the City of Ridgefield with in 30 days of invoicing.

**I ACKNOWLEDGE THAT I HAVE REVIEWED ALL INFORMATION ON THIS FORM AND THE ATTACHED FACILITY RENTAL RULES AND REGULATIONS. FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.**

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
ADDRESS (STREET)

\_\_\_\_\_  
(CITY)

\_\_\_\_\_  
(ZIP)

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
SIGNATURE

REFUNDABLE DEPOSIT: \_\_\_\_\_ RENTAL FEE: \_\_\_\_\_

**FOR CITY USE ONLY**

INITIAL: \_\_\_\_\_

DATE: \_\_\_\_\_