



THE CITY OF RIDGEFIELD

230 Pioneer Street | P.O. Box 608 | Ridgefield, WA 98642

Park Use Permit Application

Applications may be submitted up to 12 months in advance.

If you have any questions concerning your application, please contact City Hall, (360) 887-3557.

NOTE: This permit application should be used to reserve Abrams Park or Overlook Park, OR to request use of special equipment in a City of Ridgefield Park. This is NOT for Ridgefield Outdoor Recreation Complex (RORC).

Event Details

Title of Event: _____

Date of Event: _____

Hours of Event: _____

Please include set-up and clean-up time.

Location of Event: _____

Type of Event: _____

Applicant Details

Name: _____

Phone Number: _____

Email Address: _____

Sponsoring Agency: _____

If different than applicant.

Mailing Address: _____

Deposit Refund Recipient: _____

Who should receive any refunds of deposits, should there be one?

FOR OFFICIAL USE ONLY

Total Rental Fee: _____

Paid: _____

Balance is due 10 days prior to event.

Deposit Amount: _____

Paid: _____

Due to reserve the Park for event.



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Event Information

Please provide a detailed description of Event, including purpose, number of people, and number of vehicles.

Is your event open to the general public? Yes No
If yes, you will need to obtain a Special Event Permit.

Will you be having vendors at your event? Yes No

Will the event include the sale or use of alcoholic beverages? Yes No
Vendors and Alcohol are NOT ALLOWED in the parks without a Special Events Permit.

Will the event include food service? Yes No

Will you be installing or using special equipment? Yes No
 This includes inflatable bounce houses, tents, sound system, or any other special equipment. If renting any equipment, please include the rental company name below. **Insurance will be required for use of bounce houses or other inflatables.**

If yes, what? _____

Event Venue/Park Requested

Please select only one park.

Abrams Park: Grass Fields Baseball Softball T-Ball

Bennett Hall: Hall Hall & Plaza Hall, Plaza, & Open Space

Check here if you want access to the kitchen.

Overlook Park: Plaza & Stage Plaza, Stage, & Upper Grass Entire Park

Other: _____



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Event Clean-Up Plan

Please describe event clean-up plans and timeline:

If the event site is not left in pre-event condition, a clean-up fee will be assessed, utilizing any damage deposit funds collected prior to the event.

I, _____, hereby make applications 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, my 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 than the deposit amount, I agree to pay the amount in full to the City of Ridgefield within 30 days of invoicing.

_____(initial) Submitting an application is not a guarantee that the application will be approved. We recommend that you do not market, invite, or take other similar actions until you have received an approved Park Use Permit.

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

Print Name and Title of Applicant

Signature

Date

If you have any questions concerning your application, please contact City Hall, (360)

887-3557



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Park Rental Fee Schedule

Abrams Park Rentals		
Bennett Hall:		
	First Hour	\$25.00
	Each Additional Hour	\$15.00
	Maximum Fee	\$100.00
	Refundable Deposit	\$50.00
Bennett Hall & Kitchen:		
	First Hour	\$25.00
	Each Additional Hour	\$15.00
	Maximum Fee	\$100.00
	Refundable Deposit	\$100.00
Bennett Hall & Plaza (w/ or w/o Kitchen)		
	First Hour	\$35.00
	Each Additional Hour	\$25.00
	Maximum Fee	\$160.00
	Refundable Deposit	\$100.00
Bennett Hall, Plaza, & Open Space (w/ or w/o Kitchen)		
	First Hour	\$40.00
	Each Additional Hour	\$30.00
	Maximum Fee	\$190.00
	Refundable Deposit	\$100.00

Overlook Park Rentals		
Plaza & Stage		
	Per Hour	\$40.00
	Maximum Fee	\$240.00
	Refundable Deposit	\$300.00
Plaza, Stage, & Upper Grassy Area		
	Per Hour	\$45.00
	Maximum Fee	\$270.00
	Refundable Deposit	\$300.00
Entire Park		
	Per Hour	\$50.00
	Maximum Fee	\$300.00
	Refundable Deposit	\$300.00

All other City Parks are available to the public on first come, first served basis. Reservations are not accepted.



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Park Rental Rules and Regulations

- **General Rules for All Parks**

- Park Hours: All Park sites are generally open from 8:00 AM to Dusk, therefore rentals must conclude and vacate the premises no later than dusk. This includes time needed for tear-down/clean-up of event site.
 - *Upon special request, accommodations for later times can be made upon the application process.
- No glass containers are allowed in the Parks.
- Smoking is NOT allowed in the Parks.
- Parking cannot be reserved for an event. Other Park users during your scheduled event will share the parking lot.
- Dogs are allowed off-leash in the park. Voice control must always be maintained over your dog. Owners are required to clean up after their pets.
- You may bring a barbecue. Barbecues 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, charcoal barbecuing is not allowed.
- Grass areas may not be driven on.
- Renters must comply with by the City of Ridgefield's Noise Ordinance, 9.14.010.
- For your protection, the City of Ridgefield recommends that all renters obtain public liability insurance for their event. This insurance protects you and your guests while using City property and is to indemnify against loss resulting from bodily injury and/or property damage.
- Installation of any equipment (bounce houses, tents, sound systems, etc) must be included and approved on your Park Use Permit Application.

- The following activities are **NOT** allowed in a City Park **UNLESS** authorized under a Special Event Permit:

- Alcoholic beverages of any kind
- Fireworks
- Sale of goods and/or services

- **Overlook Plaza Rules**

- Can NOT drive onto the Plaza without permission from the City.
- Can NOT attach things to stage in any way including tacks, stakes, etc.
- Canopies must be held down with a weight, NO stakes.
- Can NOT write anything on the plaza or stage.
- Renters are required to comply with the City's electrical requirements (if applicable).



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- **Abrams Sport Field Rules**

- The City gives youth sports first priority when issuing permits for fields.
- In addition, the City gives priority (in the following order) to:
 - Leagues that require regular scheduled time slots
 - Tournaments and Special Events
 - Practices
- Fields can be reserved up to one year in advance.
- Sports groups are responsible for the lining of playing fields. All groups using the fields must use non-toxic Sportsfield Whiting (CaCO₃) or sports lining paint.
- Sport groups are responsible for their own equipment.

- **Abrams Bennett Hall, Kitchen, and Plaza**

- Decorations may be attached to the ceiling, walls, or outdoor structure, with non-surface removing masking tape.
- Rice, birdseed, confetti, glitter, dance wax, etc., are not permitted inside or outside the building.
- 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.
- Renters must agree on a check-in time with the City prior to the day of the reservation. If the kitchen is locked upon arrival, contact pager (360) 699-2598 for City Staff assistance.
 - 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.
 - 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.
 - Leave kitchen clean, wipe off all counters, appliances, clean floor and turn off all equipment.
 - 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.
 - All doors to premises must be locked upon your departure. Failure to secure premises will result on forfeiture of damage deposit.



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- **Damages**

- The user group is responsible for any and all damage to the City's premises, equipment and property. The individual or organization granted use is responsible for reimbursing the City for any loss or damage to property caused by such use.
- User Groups must leave the park/facility in satisfactory condition (clean and free of damage). All litter and garbage must be disposed of properly.
- The user group may be held responsible for all actions, behavior, and damages caused by the user group's members, participants, and guests/attendees.
- A refundable damage deposit is required and is also due at the time of the rental confirmation deadline. A portion of the damage deposit may be withheld for repair, replacement, excessive cleaning, if balance of fees owed is still outstanding, and/or new service fees have been accrued, etc.

- **Revoke of Permit**

- The City of Ridgefield reserves the right to immediately revoke any Park Use Permit. The applicant agrees to immediately vacate the premises upon notice of termination by authorized City personnel, upon any of the grounds set forth below:
 - Physical damage to City property caused by an attendee, whether invited or not; **OR**
 - Violation of any law, ordinance or regulation of the State of Washington, County or City by any attendee, invited or not; **OR**
 - Violation of any permit requirements.