



Facility Rental

Reserve online at www.wwpr.us or
Mail or hand deliver to: 55 E Moore St, Walla Walla, WA 99362
Reservations cannot be made until payment has been received by Parks & Recreation

The Walla Walla Parks & Recreation Department will review and determine services to be provided. Additional charges may apply for these services and may be billed separately. Please complete **all** information on this form.

RESERVATION FEES ARE NON-REFUNDABLE.

If any problems arise during your rental, please call 509-527-1960.

Reservation Date _____

Renter/Organization/Contact Name _____

Address _____

City _____ State _____ Zip _____

Day Phone _____ Cell Phone _____

Email _____

Do you receive text messages at the cell phone number above? Yes No

Ft Walla Walla

- Rotary Shelter
- Picnic Shelter A
- Picnic Shelter B
- Picnic Shelter C
- Entire Picnic Area

Eastgate Lions

Heritage Square

Wildwood Park

Pioneer Park

- Band Stand
- Whitman St Shelter

All Day - 8AM-10PM

Half Day AM - 8:00AM-2:30PM

Half Day PM - 3:30PM-10:00PM

Type of event to be held at facility _____

Estimated number in Party _____

Special Needs _____

(Extra picnic tables, dumpsters, electricity, special setup needs - fees will be charged by City based on request.)

Are you having a **Bounce House** at this event? Yes No

Are you having a **Food Truck Vendor** or Caterer at this event? Yes No

Is this event open to the public? Yes No **If so, a Special Event Permit may be required. Please contact our office.**

Liquor Permit? Yes No **(\$10.00 fee - Fort WW Park Designated areas only)**

Extra Picnic Tables Needed? Yes No

____ Number of additional tables - \$15per table

Agreement: The applicant agrees to defend, indemnify and hold harmless the City of Walla Walla and its officials, employees, and agents from any damage claim or lawsuit for injury, illness, damage or other loss incurred during the period covered by this rental agreement, except for the injuries or damages caused by the sole negligence of the City. Additionally, the applicant agrees to comply with the terms of this rental agreement and all other applicable laws.

Applicant Signature _____

Date _____

A WONDERFUL PLACE TO **LIVE WORK PLAY**

Facility Rental



General Use Disclaimer: Park facilities will be cleaned and serviced by city staff prior to each reservation. The reservation holder is responsible for leaving the facility in good condition, free of trash, food waste and decorations. Any damage or cleanup beyond routine servicing will be at the expense of the reservation holder.

Damages: VEHICLES ARE PROHIBITED FROM DRIVING OR PARKING ON TURF. Any damage to the turf, park amenities or infrastructure is the responsibility of the applicant and they shall incur costs associated with repairs.

Plan Early to Schedule your Date, Time, & Location: To make a reservation visit our website at WWW.WWPR.US or visit the Parks & Recreation office at 55 E Moore St, Walla Walla. Reservations are for the current year only, beginning in January. Reservations will be secured once payment has been received. **ALL FEES ARE NON-REFUNDABLE.**

Make Sure all Applications & Permits are Signed & Submitted: In addition to this form, other forms may be required. If there will be alcohol on City-Owned property, a **Liquor Permit** will need to be purchased. If you are having an event that will close a street, sidewalk, or parking lot or that is open to the public, a **Special Event Permit** may be needed. **Other permits & fees may apply based on customer needs requests and by policy of the City of Walla Walla.**

Consuming Alcohol on City-Owned Property: Beer and wine are allowed at Fort Walla Walla Rotary Shelter **ONLY**. This permit must be obtained through the Parks & Recreation office for a \$10.00 fee. In addition to the City of Walla Walla Liquor Permit, a permit from the State of Washington is required. The State of Washington permit can be purchased and printed at www.liq.wa.gov/licensing/banquet-permits. Both permits must be posted on site when alcohol is present. **Alcohol is prohibited in any other outside park facility or picnic area.**

Canopies & Bounce Houses: All canopies and bounce houses placed in parks need to have prior approval by the Park Maintenance Supervisor. Bounce houses must have insurance that states the City of Walla Walla as additional insured on file in the Parks & Recreation Office. Insurance sample is available through the Parks & Recreation office.

Food Truck Vendors/Caterers: All Food Truck Vendors need to be compliant with the City of Walla Walla to provide services on park property. A list of compliant Food Truck Vendors is available through the Parks & Recreation office. Caterers need to be approved by the Park Maintenance Supervisor. All vendors must park on black top. Vehicles are prohibited on turf.

Lighting: All lighting in City of Walla Walla Parks are on an automatic timers.

Barbecues: Are not available in any of the picnic shelters. You may bring **gas barbecues only** to all shelters; however no barbecues are allowed in the Band Stand. Charcoal briquettes are a fire and safety hazard and are prohibited on park property.

Picnic Tables: Extra picnic tables may be requested and can be provided by staff for a fee. **There are no tables in Pioneer Park circle.**

Decorations: DO NOT USE tacks, nails, staples, or scotch tape to post your permits or decorations. Please use painter's tape or masking tape for posting permits or decorations. **Confetti and other gender reveal bproducts are prohibited on park property.** Flowers with wire stems or silk flowers are prohibited on park property. Any decorations left for staff to cleanup is the responsibility of the applicant and they shall incur costs for employees time.

	Parking	Potable Water	Baseball Fields	Skate Park	Water Feature/Slides	Horseshoes
	Restrooms	Power	Softball Fields	Volleyball Sand Ct	Swimming Pool	Liquor Allowed
	Shelter	Playground	Soccer Fields	Basketball Court	Fishing (youth Only)	ADA Playground
	Picnic Tables	Walking Path	Pickleball Courts	Disk Golf Course	Concessions	
	Reservations	Dog Park	Ping Pong Tables	Tennis Court	Stage	
Eastgate Lions Park 2140 Tacoma St						
Fort Walla Walla Park 1199 Myra Rd						
Heritage Square 116 E Main St						
Howard Tietan Park 616 E Tietan St						
Jefferson Park 750 Sprague St						
Memorial Park 505 E Rees Ave						
Menlo Park 1242 Alvarado Ter						
Mill Creek Sportsplex 111 Tausick Way						
Pioneer Park 940 E Alder St						
Veterans Memorial Pool 505 E Rees Ave						
Vista Terrace Park 925 Mountain Park Dr						
Washington Park 700 W Cherry St						
Wildwood Park 21 S Division St						

Facility Rental Cost	
Eastgate Lions Park Picnic Shelter	\$20/\$35
Fort Walla Walla Areas A, B, or C	\$25/\$45
Fort Walla Walla Rotary Shelter	\$60/\$115
Fort WW Rotary Shelter, A, B, & C	\$225 (All Day)
Heritage Square	\$25/\$45
Pioneer Park Band Stand (entire circle area)	\$150/\$275
Pioneer Park Whitman St Shelter	\$40/\$75
Wildwood Park Shelter	\$40/\$75

Other Fees	
Alcohol Permit	\$10
Special Event Permit	\$75-\$175
Extra Picnic Tables (5 table min)	\$75 (each additional table is \$15)