

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 NameAddress		
		Zip
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 Lie ☐ Heritage Square ☐ Wildwood P	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



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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.

<u>Damages:</u> **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.

<u>Plan Early to Schedule your Date, Time, & Location:</u> To make a reservation visit our website at <u>WWW.WWPR.US</u> 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.

<u>Canopies & Bounce Houses:</u> 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.

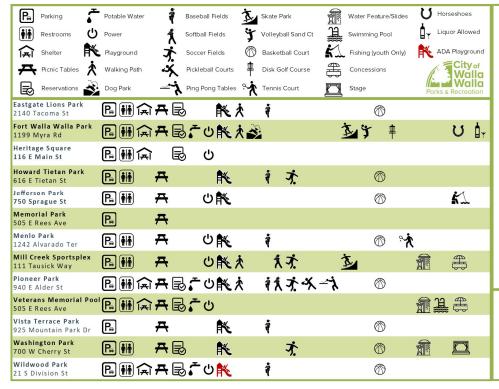
<u>Food Truck Vendors/Caterers:</u> All Food Truck Vendors need to be compliant with the City of Walla Walla to provide services on park property. A list of compliant Food Truck Vendors is available through the Parks & Recreation office. Caterers need to be approved by the Park Maintenance Supervisor. 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.

<u>Barbecues:</u> 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.

<u>Decorations:</u> **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 biproducts 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.



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 \$75 (5 table min)
(each additional table is \$15)