



Garden Center Rental

Reserve online at www.wwpr.us or
Mail or hand deliver to: 55 E Moore St, Walla Walla, WA 99362
The reservation 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 non-emergency dispatch 509-527-1960.

Reservation Date _____

Organization Name _____

Renter/Contact Name _____

Address _____

City _____ State _____ Zip _____

Day Phone _____ Cell Phone _____

Email _____

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

All Day - 8AM-10PM
\$275

Half Day AM - 8AM-2:30PM
\$150

Half Day PM - 3:30PM-10PM
\$150

Type of event to be held at facility _____

Estimated number in Party _____

Will you need a Liquor Permit for this rental? Yes No (\$10.00 fee)

You will also need to purchase a banquet permit from the State of WA. <https://lcb.wa.gov/licensing/banquet-permits> (\$10.00 fee)

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.*

- I understand if alcohol is on the premises I will need to have both the City of Walla Walla and State of Washington liquor permits posted during my rental.
- I understand **inflatables** (bounce house) are allowed with authorization from the Park Maintenance Supervisor.
- I understand there are no **refunds** on facility rentals.
- The Garden Center is equipped with a keyless entry lock. I understand a code will be sent prior to the date of the rental and will only work during the hours of my reservation.
- I understand if the Garden Center is not cleaned properly as stated in the rental agreement or there is damage to the facility, I will be charged a cleaning/damage fee of \$100 per hour (minimum 1 hour).
- I understand use of the following items are not allowed for decorating purposes: SILK FLOWERS, CONFETTI, STAPLES, TACKS, TAPE, OR NAILS.
- I agree to the terms and conditions stated in the Garden Center Rental Agreement. (See reverse side)

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**

Garden Center Rental

Rental Agreement

By renting the Pioneer Park Garden Center you agree to comply with the following conditions:

1. Renter shall comply with all laws, city ordinances, and use restrictions and with all the following rules and conditions. Failure to do so will result in immediate cancellation of this contract and eviction of renter and guest(s) from the building. City officials reserve the right to check for compliance during the rental and to enforce the provisions of this contract.
2. Renter must be an adult over the age of 18. Minors may not be on the premises except under the supervision of at least two adults. No unauthorized individuals shall be permitted on the premises.
3. Rental of building includes patio. If you have problems with people refusing to vacate the patio or insisting to use the restroom, please call non-emergency dispatch at 509-527-1960 for assistance.
4. **Renter will enter the building only for the time of rental. Early access or late cleaning will not be allowed.**
5. No dances or bands. Small boomboxes only. There will be no loud music after 10:00pm.
6. If alcoholic beverages are to be consumed on the premises, renter must secure and post a liquor permit from the Parks and Recreation office **and** a banquet permit (available from the State of Washington's website <http://www.liq.wa.gov/licensing/banquet-permits>), and comply with all provisions and the permit regarding minors, type of liquor, hours of service, etc.
7. There will be no large pop machines, or other large objects taken into the building without prior arrangements.
8. The City of Walla Walla will not be held liable for personal loss or injury, and renter agrees to indemnify and hold harmless the City of Walla Walla for any injury or damage caused by said renter to any person whomever.
9. The following items are **not allowed** for decorating purposes: **SILK FLOWERS, CONFETTI, STAPLES, TACKS, TAPE, OR NAILS.**
10. Renter accepts full responsibility for all damage to the building or the contents thereof during rental and agrees to promptly pay for any such damage. Renter accepts full responsibility for the unauthorized removal during the rental, of any items stored on the premises.
11. If any unclean condition/damage is discovered upon arrival, you **must** notify the Parks and Recreation department at parks@wallawalla.gov or 509-527-4527, otherwise we assume that it was clean/damage free upon your arrival.
12. Cleaning of the facility must be completed as required per rental agreement. If cleaning is not completed at the end of your rental you will be charged a cleaning fee of \$100 per hour (minimum 1 hour) for all necessary cleaning that must be completed on your behalf. See Renter Cleaning Responsibilities Agreement.

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

Garden Center Amenities

This facility has electricity, water, separate men's and women's restrooms, a full kitchen with stove, refrigerator, microwave, and sink. 9 - 3'X6' tables and 74 folding chairs available for indoor use. Patio has approximately 10 picnic tables to seat 60. Air conditioning is available.



Other Fees

Alcohol Permit \$10

Special Event Permit \$75-\$175

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

Other permits & fees may apply based on customer needs/requests and by policy of the City of Walla Walla. For inquiries regarding your reservation please contact the Parks and Recreation office at 509-527-4527.