

Napavine Mayme Shaddock Park

Jim Haslett Kitchen Reservation Request

555 Second Ave N.E.

Kitchen Occupancy Approx 60 people



DATE REQUESTED: _____

ALTERNATE DATE (if applicable): _____

- Full Day (\$100) 7am to 9pm Half Day (\$50) 10am to 3pm
 Half Day (\$50) 4pm to 9pm

Person in Charge: _____

Name of Organization or Business (if applicable): _____

Address: _____

City/State/Zip: _____

Email: _____

Home Ph: _____ Work Ph: _____ Cell Ph: _____

Type of Activity Planned: _____

Event is: Private Non-Profit For Profit Co-Sponsored by City

Do you have any special requests? _____

The following criteria will be used to determine if liability insurance is required. Indicate all that apply:

- Applicant is a business or organization
- Event involves people other than applicant's family members and close friends
- Event qualifies as a "special event" by definition of the city
- There is an admission charge or a charge for anything provided at the event
- Event attendance and proposed usage fall outside of facility's design
- Law enforcement will be required for security or traffic control
- Alcohol will be served. Alcohol will be provided for no cost Alcohol will be sold

Applicants required to have liability insurance must provide a certificate of insurance naming the City of Napavine as additional insured in the amount of no less than \$1,000,000 before building access will be issued. If alcohol is sold, additional liquor liability coverage is also required.

RESERVATION PROCEDURE:

1. Reservations can be made by phone or in person at the City of Napavine office during regular business hours, Monday through Friday, 8:00 am to 4:30 pm.
2. A completed application with the required rental fee is due at time of reservation to secure your date.
3. The City of Napavine reserves the right to waive or reduce charges for use by local community non- profit organizations providing a letter of determination from I.R.S.
4. Cancellation received less than ten (10) days before event will result in forfeiture of facility rental fee.

AGREEMENT:

Lessee shall defend, indemnify, and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of Lessee’s use of Premises, or from the conduct of Lessee’s business, or from any activity, work or thing done, permitted, or suffered by Lessee in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

I the applicant further agree to adhere to all rules, regulations and policies of the City of Napavine. I acknowledge the receipt of the Rules and Restrictions and the Assumption of Responsibilities and agree to take responsibility for compliance. I hereby understand that failure to follow the policies regarding rules, restrictions and user responsibilities will result in fines for penalties and/or labor and material expenses incurred at City of Napavine. Billings not paid within 30 days of receipt will be turned over to a collection agency and subject to fees assessed by the collection agency.

Signature of Applicant or Authorized Representative

Date

City Representative

Date