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FACILITIES USE AGREEMENT APPLICATION

Date(s) Required _____ Hours of Event _____

Type/Description of Event _____

Group/Person Requesting Facility _____

Contact Person: _____ Phone: _____

Contact Address: _____ City _____ State _____ Zip _____

Email: _____

What days of the week to be reserved? Mon Tue Wed Thurs Fri Sat Sun

Estimated Number Attending? _____

Will vehicles be used for loading and unloading? Yes No

Will vehicles be used for event staging, food vending or other services? Yes No

Will there be amplified sound at your event? Yes No

Will user be selling any items? *Business license may be required per PMC 5.04* Yes No

RESERVATIONS FOR PRIVATE EVENTS

FACILITIES REQUESTED:

Memorial Park

- Main Gazebo Salmon Bake Oven
 Small Gazebo (closest to Methow Monument) Small Gazebo (closest to playground)

Downtown Pump Station

- Event Stage

Peninsula Park

- Main Gazebo Small Gazebo (near playground)

PUBLIC EVENTS

FACILITIES REQUESTED:

Memorial Park

- Memorial Park Main Gazebo Salmon Bake Oven
 Area of Park Reserved _____

Downtown Pump Station

- Event Stage

Peninsula Park

- Peninsula Park Main Gazebo
 Area of Park Reserved _____

Methow Boat Launch

Area of Park Reserved _____

Ives Landing Park

- RV Camping Tent Camping

Tennis Courts

Courts Pavilion

Describe Special Setup Requests

- Electric _____
- Trash _____
- Picnic Tables/Chairs _____
- Street/Parking Closures _____
- Other _____

Are Special Arrangements Needed for?

Traffic Security Noise Sanitation Staffing Trash Food

DESCRIBE:

THIS AGREEMENT FOR USE OF CITY FACILITIES IS SUBJECT TO THE FOLLOWING:

1. Application using the facilities or equipment accepts responsibility for any damage done to the city property and shall reimburse the city for such damages.
2. Applicant agrees to clean the facility and restore to its original arrangement.
3. Applicant must provide an insurance binder with the city named as additional insured for Public Events at a city owned facility.
4. No alcoholic beverages may be served in City Parks without special permit.
5. Applications must be completed and signed by an adult.
6. If facility is being used for juvenile event, adequate adult supervision must be provided at all times.

The applicant agrees to defend, indemnify, and hold the City of Pateros, its agents, employees and officials harmless from any and all claims, suits, demands, injuries, loss damage and judgments, including the cost of their defense arising out of, occurring during, or the result of activities of the applicants, except for the sole negligence of the City.

By signing this application, the applicant acknowledges that he/she has read this agreement and agrees to follow the conditions herein.

Date _____

Printed Name _____ Signature _____

Facility Use Agreement Approved by _____ Date _____

Office Use Only

Date Received _____ City Official _____

Special Events Administrator Approval _____

- Insurance received Alcohol Permit Approved
- Council Approval Calendar Updated

Fees Paid: \$ _____ Date: _____

CITY OF PATEROS FACILITY USE & SPECIAL EVENT RULES AND REGULATIONS

Introduction & Process

The City of Pateros, hereinafter “City”, has adopted these special event rules and regulations to address the Pateros Municipal Code 12.12.060 requiring permit for assemblies and scheduled events and address the request for park facility use. Assemblies and scheduled events include Private, Public, and City Sponsored Events. The City Administrator or designated employee, “administrator” is responsible for the administration of facility use and special events.

The City will accept Facility Use Agreement Applications for use and reservations of park facilities for special events. Completed applications are accepted at City Hall and taken on a first-come first-served basis.

SPECIAL EVENTS:

1. **Private Events** – Private Event Reservations are intended for non-public activities of groups less than 200, such as picnics, birthday & graduation parties, family reunions, and weddings. Some events, depending on the impact of use, such as a public memorial service, may be classified as a private use by the Mayor or Administrator.
 - a. the clerk will review the application for pertinent information, and may request further review by the Administrator. The Administrator may impose additional conditions based on the identified impacts of the proposed event or deem the event requires Council review and approval.
 - b. the clerk will calculate required fee using the most recently adopted fee schedule.
 - c. the clerk will make the reservation in the facility use calendar updating the parks department and administrator, and file the application by month in the facility use binder kept at City Hall.

2. **Public Events** – Public Event Reservations are required for all events where the public is invited. The Administrator may recommend to the Council to waive all or partial fees for small public events less than 200, especially if they are of educational or non-profit nature. The Administrator may also recommend to Council to increase fees for any Public Event depending on the specific impacts of the event, especially for events that are over 300 or of a for-profit nature.
 - a. **Fees for Public Events:** Large public events such as APJ and Hydros will be charged a base rate of \$300 that will cover facility maintenance and use and reserve Memorial Park, Riverview Pavilion, and Methow Boat Launch. Ives Landing RV Park reservation is allowed, but overnight fees will be charged. Additional Public Event fees may be charged as stated below. Public events at Peninsula Park will be charged by the Private Fee Schedule.
 - b. It is recommended that applications be submitted 90 days in advance of the event, as Council meets once a month and must approve Public Event Applications.
 - c. the clerk will accept the application, review the application for pertinent information, and forward the application to the Administrator.
 - d. the Administrator will review the application. The Administrator may request additional information and/or suggest additional conditions based on the impacts of the proposed event before making a recommendation to the Park Committee.

- e. The Park Committee will review the application and make a recommendation to Council.
 - f. The application is presented to Council for approval
 - g. If approved the clerk will calculate and collect the required fees using the most recently adopted fee schedule.
 - h. The clerk will make the reservation in the facility use calendar updating the parks department and administrator, and file the application by month in the facility use binder kept at City Hall.
- 3. City Sponsored Events**
- a. The administrator or Mayor may approve all City sponsored events. Council shall be updated regarding new and upcoming City sponsored events.

ADDITIONAL PROVISIONS

The Administrator may impose conditions based on the identified impacts of the proposed event, including but not limited to:

1. Alteration of time, place and manner of the event as proposed on the application
2. Conditions concerning the area of assembly for parades or marches and disbanding of an event occurring along a route.
3. Conditions concerning accommodation of pedestrians or vehicular traffic, including restricting the event to only a portion of the street or rights-of-way.
4. Additional fees ad deemed necessary for the event based on the probability of safety and security, property damage, required additional labor and/or further considerations relating to the activity or event.

Building Department

The administrator may require the City Building Inspector to review the event, if the event includes:

- Building of or use of a stage, platform, bleachers, and/or scaffolding structures
- Any structure greater than four feet in height
- Construction of a booth for sales or displays
- Structures anchored to existing buildings or weighing more than 2000 pounds

Outdoor Alcohol Beverages

The City has an adopted Outdoor Alcoholic Beverage Event Regulations. The City Clerk administers the permit application.

Insurance

Insurance is required for all Public Events. Permit applicants must provide to the City proof of liability insurance coverage of at least \$1,000,000 per occurrence and \$2,000,000 general aggregate with the City named as an additional insured party. Insurance shall be written on an occurrence form by an insurance carrier with a minimum of an “A” rating.

Damage Mitigation

Damage to turf, trees, shrub beds, hard surfaces, or buildings caused during the event will be charged to the user or sure group. All damage must be repaired to City of Pateros Parks and Recreation Standards. It is the responsibility of the event sponsors to pay for all damage caused by the event. Cost incurred by Parks for repairing damage to turf, trees, or plant materials will be billed to the user at current labor and material costs as stated in the current adopted Fee Schedule. Needed repairs will be made by City staff or authorized City contractors only.

Vehicle Use

Vehicle use within a park must be stated on the application. Damages due to vehicle use will apply to vehicles entering the park with or without a permit.

Staffing fees

Additional staffing fees if required will be charged as stated in the current adopted Fee Schedule. A two-hour minimum is required for all after hour staffing:

1. Maintenance – responding to maintenance request as a result of the event.
2. Trash Removal – responding to additional trash services outside of regular removal schedules
3. Event Monitoring – staffing for event monitoring and event contact.

Waste Management

Applicant is responsible for cleaning up the site after use. Trash should be placed in trash receptacles. Additional trash should be placed in plastic bags next to existing trash receptacles. The Administrator or Council may require a waste management and restoration plan and a \$50.00 - 150.00 deposit to ensure the site is restored to its original condition following an event.

Public Health

Applicant is required to comply with all permits, rules and regulations by the Okanogan County Public Health Department related to beverage and/or food services.

Traffic Control and Parking

The Administrator may require traffic control and parking plan.

Public Sanitation

Applicant may be required to provide a public sanitation (restroom) plan. Additional Sani-cans may be required by the Administrator.

Revocation

The City may revoke a permit and/or stop a use in progress if the User fails to comply with any State laws, County and/or City Ordinances, Pateros park rules and the terms and conditions of this permit. The permit may also be revoked if after a warning, the User disregards a lawful order of an authorized representative of the City or engages in activity that may cause injury to the public or damage to the premises.

Noise

The City Noise Ordinance 8.16.020.33 is between 10 p.m. and 7 a.m.

Security

It is the obligation of the applicant to ensure adequate security is provided for all events. The applicant may be required to provide a security plan so that an adequate number of qualified security personnel are employed and present at the public event. Security is required to maintain order and ensure compliance with the laws of the state of Washington and ordinances of the City of Pateros. The Administrator may have City law enforcement review proposed security provisions and make recommendations regarding the plan, age restrictions of attendees, hours of the event, number of security personnel, hiring off-duty police officers or other pertinent requirements intended to provide for public safety.

Access

All police officers of the City of Pateros, Okanogan County Sheriff's Department, the City fire chief or fire chief of Okanogan Douglas Fire District 15, City Administrator or his or her designees shall have the free access to all public events, including dances, while the event is being conducted, for the purpose of inspection and to enforce compliance with the provisions of these rules and regulations, or other city, county and state health, zoning, building, fire, and safety ordinances and laws.