

CITY OF CHEHALIS

1321 S Market Blvd.,
Chehalis, WA 98532
360-748-0271

KITCHEN FACILITY AND COVERED PICNIC SHELTER APPLICATION

Final approval required – reservation must be confirmed by office staff

DATES(S) REQUESTED _____

Name of Organization (if applicable) _____

Person in Charge _____

Address _____

Phone number(s) _____

Type of Activity Planned _____ Estimated Attendance _____

VR LEE COMMUNITY BUILDING: Max Occupancy 125

- _____ \$150 Friday 8am-12pm
- _____ \$150 Saturday 8am-12am
- _____ \$130 Sunday 8am-10pm
- _____ \$65 Mon.-Fri. 8am-4pm
- _____ \$65 Mon.-Thurs. 5pm-10pm
- _____ \$90 Friday 5pm-12am
- _____ \$150 Holidays

FRED HESS KITCHEN: Max Occupancy 30

- _____ \$85 Friday 8am-12am
- _____ \$85 Saturday 8am-12am
- _____ \$80 Sunday 8am-10pm
- _____ \$35 Mon.-Fri. 8am-4pm
- _____ \$35 Mon.-Thurs 5pm-10pm
- _____ \$50 Friday 5pm-12am
- _____ \$85 Holidays

STAN HEDWALL PARK SHELTER: Max Occupancy 160

- _____ \$100 8AM – 10PM any day
- _____ \$100 grass area 100x100

LINTOTT/ALEXANDER PARK SHELTER: Max Occupancy 100

- _____ \$100 Shelter #1 8AM – 10PM any day
- _____ \$100 Shelter #2 8AM – 10PM any day
- _____ \$100 Shelter #1grass area 100x100
- _____ \$100 Shelter #2 grass area 100x100

For profit add \$25 per day

The city will allow rental of the designated grass areas outside the Stan Hedwall and Lintott/Alexander covered shelters for an additional rental fee. Use of the grass area outside of a shelter requires a site plan showing dimensions of requested area and a description of how fencing or other methods of containment will be accomplished (if a party wants to prevent public access). Liability insurance is required for special events. Chehalis parks are always open to the public, unless closed seasonally.

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

- Alcohol will be present at event (may require additional Liquor Liability insurance)
- There is an admission charge or a charge for anything provided at the event (includes sale of a product or service)
- Event involves people other than applicant's family members and close friends, open to the public.

The city reserves the right to require insurance based on the risk posed by the activity planned. Applicants required to have liability insurance must provide a certificate of insurance and separate additional insured endorsement naming the City of Chehalis as additional insured in the amount of not less than \$1,000,000 prior to final approval. City may require higher liability limits or different types of insurance depending on the facility use.

Possession or consumption of alcoholic beverages in city facilities is prohibited unless user has provided proof of appropriated liability insurance and has obtained a banquet permit when associated with a facility rental. A banquet permit may be purchased online at www.liq.wa.gov and must be posted at the function. Any liquor used outside of the building requires special security consistent with state liquor laws. All beverages must be dispensed in unbreakable containers. NO ALCOHOLIC beverages allowed outside the rented areas.

Persons 21 years of age or older needing to purchase insurance may do so by going online to.

www.onebeaconentertainment.com

→ under planning an event → get a free quote (credit card required for purchase)

→ insert the building location code you are using for your reservation from the list below

You will receive a confirmation insurance certificate that will also be forwarded to the City of Chehalis.

VR Lee Building 0465-030

Fred Hess Kitchen 0465-031

Stan Hedwall Shelter 0465-033

Lintott/Alexander Shelter 0465-032

Agreement:

The applicant shall indemnify, defend and hold harmless the City of Chehalis, its elected/appointed officials, its employees and volunteers from and against any and all claims, demands, suits, action, payments, and judgments as a result of injury or death of any person or property sustained by applicant or any other person which arises from or in any other manner grow out of any act or omission on or about said facility by applicant, its agents, guests, or employees in the execution of this facility use agreement including any and all expenses, legal or otherwise incurred by the City or its representatives in the defense of any suit or claim.

By signing below, I certify that I am at least 21 years of age and agree to adhere to all rules, regulations and policies of the Chehalis Parks & Recreation Division. 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 additional charges for labor and material expenses incurred at Chehalis Parks & Recreation facilities. Billings not paid within 15-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

For office use only ~ Reservation Date _____

Fee Paid \$ _____ Receipt # _____ Check # _____ Cash _____ Visa _____

Exempt from liability insurance Liability insurance required Insurance certificate & endorsement provided