



230 Pioneer St
 PO Box 608
 Ridgefield, WA
 98642
 Phone 360-887-3557
 Fax 360-887-0861

ABRAM'S PARK BENNETT KITCHEN DINING HALL RENTAL APPLICATION

NAME OF RENTER _____

MAILING ADDRESS _____

DAYTIME PHONE NO _____ OTHER PHONE NO _____

NAME OF CONTACT PERSON _____

MAILING ADDRESS _____

DAYTIME PHONE NO _____ OTHER PHONE NO _____

EMAIL ADDRESS _____

DATE OF EVENT _____ TIME OF EVENT _____ TO _____

NATURE OF EVENT _____ ESTIMATED ATTENDANCE _____

TIME DOORS NEED TO BE OPENED _____ FIREWOOD NEEDED _____ Yes _____ No
 (Check one)

.....

FACILITY RENTAL RULES AND REGULATIONS

1. A completed facility application and damage deposit is required before the facility may be booked. Facility rental must be paid at least 10 days before said event, unless otherwise stated on this application. Any cancellation received less than 10 days before said event will result in the forfeiture of your damage deposit and/or facility rental. Damage deposit refund checks are processed through the City of Ridgefield after your event. Issuance of said check takes approximately 2 weeks and will be sent to address of the renter signing the rental application.
2. Applicant/organization is responsible to provide a certificate of insurance naming the City of Ridgefield as an additional insured should the event be open to the public. Insurance may be obtained through the Washington Cities Insurance Authority (WCIA), however two (2) months prior notice of the event is necessary. For more information, contact the Ridgefield City Clerk at 360.887.3557.
3. For your protection, the City of Ridgefield recommends that all renters obtain public liability insurance for their event. This insurance would protect you and your guests while using City property and is to indemnify against loss resulting from bodily injury and/or property damage. An insurance broker or agency can help you obtain the property coverage or may be obtained by contacting City Hall.

4. Reservations may be made for the current year, beginning in January.
5. Alcoholic beverages are not allowed on the premises or in the Park.
6. No one is allowed to affix anything to the ceiling or walls except with masking tape. Any organization or individual renter damaging or destroying City properties will be held responsible for costs of repairs and replacement.
7. Rice, birdseed, confetti, glitter, dance wax, etc., are not permitted inside or outside the building. Use of the above will be forfeiture of part or all of damage deposit.
8. Renters must supply their own silver, dishes, towels, glasses, pots, pans, coffeepots and other supplies. Stoves, refrigerators and a freezer are available for use, but must be cleaned prior to leaving. City of Ridgefield accepts no responsibility for items left behind and may dispose of them as necessary.
9. No smoking is allowed in the facility. Smoking inside will result in forfeiture of damage deposit.
10. The City of Ridgefield reserves the right to immediately terminate this agreement. The applicant agrees to immediately vacate the premises upon notice of termination by authorized City personnel, upon any of the grounds set forth below:
 - a. Physical damage to City property caused by an attendee, whether invited or not; or
 - b. Violation of any law, ordinance or regulation of the State of Washington, County or City by any attendee, invited or not.
11. Facility use is cancelled when the facility is closed due to an emergency. Deposits will be returned if a replacement date can not be arranged.
12. Applicant/organization is responsible for the safety and conduct of its participants and spectators and assumes full responsibility for the conduct of guests, members, participants, employees or third parties providing services.
13. Satisfactory sponsorship and adequate adult supervision must be provided by the applicant/organization.
14. All events will be required to meet the occupancy load and fire and safety regulations of the City of Ridgefield and the State of Washington. Occupancy limit is 200. Exit doors must remain unlocked while the building is occupied.
15. Firearms or other dangerous weapons are prohibited in Abrams Park as defined by law.
16. Games of chance and lotteries are not allowed except where permitted by law and then only with proper permits and clearances.
17. City of Ridgefield owned equipment and property shall not be removed from the facility unless prior approval by the City of Ridgefield Public Works Director has been granted.
18. Applicants are responsible for special set-up arrangements and clean up. Users are responsible for returning the facility to its original condition immediately following the event.
19. Applicant/organization shall not discriminate as provided by law.
20. Use of inflatable toys, tents, etc. require that they be provided by a licensed provider and a certificate of insurance naming the City of Ridgefield as an additional insured is required.
21. City of Ridgefield Police Department reserves the right to determine if Police Officers or additional security at the applicant's expense is required; this may also include parking attendants.
22. Caterers are required to uphold all Washington State health and safety guidelines for food handlers.
23. Service animals are allowed as provided for by law. Applicant/organization is required to comply with Ridgefield Municipal Code 7.040.050.
24. Applicant/organization is required to comply with Ridgefield Municipal Title 9, Public Peace, Morals and Safety.
25. Candles may be used if fully enclosed; votives and floating candles are acceptable. Candelabras may be used for ceremonies only and then promptly extinguished.
26. Use of fireworks, sparklers or pyrotechnics are prohibited.

CLEANING-CHECK IN/OUT PROCEDURES

Renter must have made arrangements before hand regarding check in. If the kitchen is locked upon arrival, contact pager #360-699-2596 for City Staff assistance.

- A. The facility must be left in the same condition or better as when you arrived. This includes the restrooms. Do not throw rice or birdseed on City property. The cost of any cleaning or repair that requires City personnel time will be deducted from your damage deposit. All cleaning must be done immediately after your event.

Place all trash in the garbage cans located outside the kitchen door.

- B. The damage deposit applies to restrooms, parking areas, general building structure and the kitchen, as well as the patio area.
- C. Remove all decorations and anything else brought to the facility, including any masking tape used to hang decorations.
- D. Leave kitchen clean, wipe off all counters, appliances, clean floor and turn off all equipment.
- E. The floor must be swept with a broom located in the kitchen at the conclusion of the event. All spills must be cleaned up and large spill areas must be damp mopped.
- F. Firewood, if purchased at the time of application, is available and located adjacent to the fireplace. You are required to light the fire on your own and extinguish the fire before leaving premises. Failure to extinguish fire will result in forfeiture of damage deposit. Firewood must be neatly stacked & fireplace mantel swept.
- G. All doors to premises must be locked upon your departure. Failure to secure premises will result on forfeiture of damage deposit.

ACKNOWLEDGEMENT

You must read the Facility Rental Rules and Regulations, the Cleaning Check In/Out Procedures and the Acknowledgement prior to signing contract

The undersigned hereby makes application to the City of Ridgefield for use of facilities described above and certifies that the information in the application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will abide by the rules and regulations and the cleaning procedures. The undersigned agrees to exercise the utmost care in the use of the premises and property. By signing below renter shall indemnify and hold harmless the City of Ridgefield, its elected officials, its employees and agents from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury or death of any person or property damage on account of any act or omission on or about said facility by renter, its agents, guests or employees, including any and all expenses, attorney fees and costs, legal or otherwise, incurred by the City or its representatives in the defense of any suit or claim. The City of Ridgefield is not responsible for lost or stolen property. The applicant understands that all City of Ridgefield ordinances apply to this rental application and agrees to pay for damages or lack of cleaning from the deposit. Should repairs or cleaning cost exceed the deposit amount, Applicant agrees to pay the amount in full to the City of Ridgefield within 30 days of invoicing.

I acknowledge that I have reviewed all information on this form and the attached Facility Rental Rules and Regulations and agree with the conditions and charges established.

SIGNATURE

DATE

PRINT NAME

APPROVED BY: _____ DATE _____

DEPOSIT \$ _____ RENTAL FEE \$ _____
(\$50.00 – refundable) (First hr \$25.00 / each additional hr \$15.00)

FIREWOOD \$ _____
(\$5 per hour – non refundable)