



City of Newcastle - Lake Boren Park Shelter Reservations Guidelines & Application

Please Complete All Requested Information:

Requested Event Date: - ____ / ____ / ____

of attendees expected: _____

8am to 2pm: ____

Shelter # 1 (near playground) _____

2pm to 8pm: ____

Shelter #2 (near tennis courts) _____

Full Day (8am-8pm) ____

FEE: _____ Resident? Yes ___/ No ___

Type of Event:

Admission funds collected at event? Yes ___/ No ___

Concessions to be sold? Yes ___/ No ___

Is this a corporate event? If so, please provide name of organization: _____

Applicant Name/Organization: _____

Applicant Phone: _____ Email: _____

Street: _____

City: _____ State _____ Zip: _____

By signing below you confirm that you understand and agree to be in attendance during the event and that you have read and agree to the accompanying Rules, Regulations and Agreement on page 2 of this form:

Signature: _____ Date: _____

Park Shelter Hours/Information

- #1 Shelter – by playground
- #2 Shelter - by tennis courts

Full Day Hours: 8am–8pm
Half-Day Hours: 8am–2pm *-or-* 2pm–8am

Availability/Reservations

Reservations are processed on a first-come, first-serve basis. To check availability and/or make tentative reservations please call 425-649-4444.

Persons completing the application must be at least 21 years old. Person signing the application must be at the event and are considered the responsible party in case of damage, theft or disturbance during the event.

Fee Schedule

Newcastle Residents:

- ½ Day Weekday Rental..... \$95
- ½ Day Weekend Sat/Sun/Holiday..... \$135
- Full Day Rental..... \$265

Non-Residents:

- ½ Day Weekday Rental..... \$200
- ½ Day Weekend Sat/Sun/Holiday..... \$280
- Full Day Rental..... \$550

Payment

Rental fee must be paid in full no later than two weeks (14 business days) from the date the reservation was made. Payment can be made by check, money order, or Visa/MasterCard (**credit card payments must be done in person – we cannot process credit cards over the phone.**)

For Office Use Only

Rate: \$ _____	Resident _____ Non-Resident _____
Date Paid: _____	Contract copy, 2 laminated signs, 1 paper sign sent to P/W (check): ____
Receipt #: _____	Email notification/confirmation sent to: P/W ____ Police ____ Applicant ____

Cancellations

Cancellations made two weeks or more before the event date, will be refunded 50% of rental fees. Cancellations made less than 2 weeks before the event, will be refunded 25% of rental fees.

Refunds will not be issued after the reservation date for events cancelled due to inclement weather.

Alcohol & Drugs

Possessing alcoholic beverages in an open container, or consuming or selling any alcoholic beverage in city parks, recreation areas, or associated marine area strictly PROHIBITED AT ALL CITY FACILITIES.

The use of illegal drugs, alcohol, and gambling are prohibited on or in any of the City of Newcastle parks and facilities

Facility Inspection

The inspection of the facility will be conducted by City of Newcastle Public Works Department personnel **before** and **after** the event. Public Works will post a sign at the shelter indicating your reservation (will list last name and date/time.)

If the inspection after the event shows damage or need for additional pick-up or cleaning, the replacement cost of damage to the facility and/or equipment, or the cost of time for City Staff to clean facility and/or equipment will be charged to the lessee.

Parking spaces at the park are open to the public and event participants must park in designated parking areas. **The misuse of any City facility or failure to comply with these regulations will be sufficient reason for denial of future reservations.**

General Rules & Regulations

Set-up begins at the reservation start time specified on the Facility Use Application. Early set-up and/or delivery of supplies are not allowed. The shelter specified on the application is the only shelter available for you to use for the time frame requested. Other parties may be using the shelter immediately before or after you. Please be considerate of others' rental time.

All items brought into the shelter are to be removed by the end of the rental period, including: food, materials, equipment, furnishings and decorations. All garbage should be placed in closed trash bags next to or in the dumpster.

Tables from one shelter may not be relocated to another shelter or elsewhere in the park. If tables within the shelter are moved, they must be place back in original position.

Inflatable toys (including "bouncy houses", dunk tanks or similar items) are NOT ALLOWED.

Reservations are for the shelter area only. The playground, tennis, basketball and volleyball courts are open to all citizens.

Minors are required to have adequate adult supervision at all time.

BBQS are allowed to be brought into the shelter. BBQ coals must be taken with you when leaving – DO NOT PUT BBQ COALS IN GARBAGE.

The City of Newcastle's Public Works Department prohibits the throwing of rice, birdseed or confetti at all City Facilities.

When attaching decorations to shelters, please use masking tape or other non-marking hanging materials. DO NOT use tacks, glue, staples or any other marring material that can permanently damage city facilities.

The City of Newcastle does not assume responsibility for personal property left unattended in the City's facilities.

The City of Newcastle is not responsible for accident, injury or loss of property. only. cannot be reserved.

Agreement

The applicant agrees that during the use of the City of Newcastle facility on the date reserved that no one will be excluded from participation in, deny anyone benefit of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age or disability. The group or individual sponsoring the event and using the facility hereby agrees to hold the City of Newcastle, its agents, servants and its employees harmless from any and all liability and all claims for damages of any nature or kind, including all costs and legal expenses that may result from or by reason of any act or omission on the part of said group or individual or its agents while on City of Newcastle property, or that may result from or be claimed by reason of, the operations of said group or individual, except for the sole negligence of the City of Newcastle. The group or individual as the case may be, agrees to fully reimburse the City of Newcastle for the damage arising from the use of said facility, plus costs and/or attorney's fees, if any incurred in collection of same. It is your responsibility to inform all members of your group of the Park and Facility Rules and Regulations. Failure to abide by Park and Facility Rules and Regulations could result in immediate loss of privileges or forfeiture of privileges for future use. Applicant's Initials: _____