



## Parks, Fields, and Facilities Rental Application and Agreement

Name of Applicant \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Event Name \_\_\_\_\_ Day and Dates \_\_\_\_\_

Times (Including set-up and clean up) \_\_\_\_\_ Facility (Specific Location) \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Is the event open to the public? \_\_\_\_\_

Deposit Requirement: No    Check Number \_\_\_\_\_

Are you serving alcoholic beverages?    Yes \_\_\_    No \_\_\_

Name of person obtaining State Banquet Permit \_\_\_\_\_

Briefly Describe the Event \_\_\_\_\_

I have read, understand and agree to the park policies and terms of this Parks, Fields and Facility Rental agreement included on page 2

\_\_\_\_\_  
**Signature and Date**

Mail, fax, or deliver application to:  
Matt Tyler, Manager, Jefferson County Parks and Recreation  
623 Sheridan Street, Port Townsend, WA 98368  
Phone: 360-385-9129, Fax: 360-385-9234

Your application will be reviewed and, upon approval, you will be emailed an invoice/reservation agreement. Payment in the form of cash or a check is due within 5 days of receipt of the invoice. A final confirmation will be emailed to you upon receipt of payment.

## Park Policies and Agreement Terms

1. Groups or individuals that cause damage to facilities due to abuse and neglect or do not follow rules will be denied subsequent use of the facility. A deposit may be required based on the size, scale and potential damage of the event.
2. Groups or individuals that cause damage to facilities above and beyond normal wear and tear are liable for the full cost of replacement or repair of those facilities. The replacement or repair will be conducted by Jefferson County Parks and Recreation and the responsible party will be invoiced.
3. Payment is due in full at the time of facility reservation or program registration. Reservations or program registrations will not be accepted without full payment.
4. Facility reservations will be accepted up to one year prior to the event date. Reservations are made on a first come first served basis.
5. A 100% refund will be made for facility use reservations cancellations made 30 days or more before the date of reservation. A 50% refund will be made for cancellations made between 29 and 15 days before the reservation. No refund will be given for cancellations made 14 days or less from the first day of the facility reservation.
6. Jefferson County Parks and Recreation reserves the right to cancel any event at anytime due to environmental conditions, accidental scheduling conflicts, maintenance, repairs or safety concerns. In the event of such a cancellation a full refund will be provided.
7. The Parks and Recreation Manager has the authority to issue a refund at any time for a facility reservation when it is based on a legitimate issue regarding the facility.