



John O. Linde Community Park User: Private Party Reservation

Contact Name _____

Day Phone _____ Evening Phone _____

Email _____

Mailing Address _____

Alternate Contact _____

Day Phone _____ Evening Phone _____

Email _____

Space Requested (circle one): [Multipurpose] [Softball] [Soccer] [Baseball] [Non-Field Space]

Reason for Use: _____

Date Requested: _____

Number of people in attendance: _____

Concession Stand? Yes / No - Are you using a BBQ? Yes / No

Note: BBQ use is only allowed at John O. Linde Community Park when part of an approved event.

Special Notes

Deposits & Fees

Deposits & fees are due no less than 2 weeks (business days) prior to facility use date. If submitted less than 2 weeks in advance and can be approved, and is then canceled by renter, the deposit will be forfeited to Island Rec. If concession stand will be in use for food prep, Island Rec will need copies of the permit for food service as well as food handler's cards for anyone running the stand. Please submit your paperwork & any questions to Tracy Roberson; tracy@islandrec.org

Please make separate checks out to Island Rec for the Deposit & Facility Use Fee



Indemnification/Hold Harmless

User shall defend, indemnify and hold harmless San Juan Island Park and Recreation District, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of San Juan Island Park and Recreation District.

Signature agreeing to Hold Harmless and the policies and procedures for John O. Linde Community Park

Contact Signature _____ **Date** _____

For Office Use *(please initial)*

Approved _____ Denied _____ Reason _____

Facility Fee: Check # _____ Date Received _____
Facility Deposit: Check # _____ Date Received _____ Date Returned _____



Private Party Fees & Rules

| Group | Deposit | Fee |
|--------------|---------|-------|
| Resident | \$200 | \$80 |
| Non-Resident | \$200 | \$120 |
| Non-Profit | \$200 | \$75 |

- 1) Each party rental will have a 5-hour time slot in the designated area.
- 2) Party rental allows for use of the concession stand to keep things cold if necessary, however, if food will be prepped in the concession stand Health department guidelines must be followed. Renters must not sell food during their private party.
- 3) Propane barbeques only, Charcoal or wood fires are not permitted. Barbeque must stay in designated non-turf area.
- 4) No alcoholic beverages, smoking, or controlled substances are permitted on Island Rec or School District property. Failure to comply will result in immediate cancellation of event.
- 5) No Amplified sound is allowed per the park's Conditional Use Permit with the Town of Friday Harbor.
- 6) All clean up must be disposed of in proper receptacles, supplied by Island Rec.
- 7) Refund of damage deposit is contingent upon inspection of area following use. Additional fees may be incurred as a result of excessive wear and tear or cleanup
- 8) No water or power at the party site.
- 9) No Inflatable Games allowed (i.e. bouncy houses, slides, and/or obstacle courses)
- 10) A maximum of 75 people can be in attendance at Private party rental.
- 11) A certificate of liability insurance may be required by Island Rec for certain activities. Criteria will include but is not limited to: nature of the event and number of people attending.

Should insurance be required, please attach a copy of your General Liability insurance with no limits, no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate. General Liability insurance shall include coverage for participant liability with limits of not less than \$1,000,000 per occurrence. **San Juan Island Park and Recreation District** must be named as additionally insured. The insurance policy shall contain or be endorsed to contain that the User Group's insurance coverage shall be primary insurance as respect to the District. This is due no less than 1 week prior to facility use date.

- 12) 1 pop up tent provided by the renter is allowed to be set up in your designated picnic area, the tent must be weighted down on all 4 corners.
- 13) Park Hour Availability: September – March, All week 8:00 am to Dusk
April – August, All Week, 8:00am-9:00pm



- 14) A legally responsible adult agent from the rental group must be on the site at all times during the rental.
- 15) Children must be supervised at all times.
- 16) Island Rec may close a field due to deteriorating or unsafe conditions
- 17) Jumping over or climbing on fences or backstops is not allowed. Soccer balls, baseballs, lacrosse balls and softballs may not be kicked, batted or thrown against fences or buildings.
- 18) Entering private property without permission to retrieve balls is not permitted.
- 19) The renter is expected to leave the premises in the same condition in which it was found. It is unlawful for any person to use threatening, abusive, insulting or indecent language or to create any nuisance, or deface any of the buildings, fences, structures, trees or shrubbery. It is unlawful to drive any vehicle on any portion of any public park. The renter will be responsible for all damages to district property, and shall be responsible for reimbursement for such damages.
- 20) The Park may have simultaneous rentals at any given time.