



CONTACT INFORMATION

CONTACT PERSON	PHONE	EMAIL
ORGANIZATION/BUSINESS NAME (IF APPLICABLE)		
STREET ADDRESS	CITY, STATE, ZIP CODE	
RETURNING CUSTOMER?	HOW DID YOU HEAR ABOUT US	

EVENT INFORMATION

OFFICIAL NAME OF EVENT/ACTIVITY	EVENT DATE	EXPECTED ATTENDANCE Include participants, spectators, staff & volunteers
EVENT TIME →	Event START TIME	Event END TIME
TYPE OF EVENT		
EVENT RETURNING TO LAKEWOOD?	IF YES, HOW MANY YEARS?	IF NO, HAS IT OCCURRED SOMEWHERE ELSE? IF SO, WHERE?

EVENT ACTIVITIES AND DETAILS

<p>Please provide all details about the event i.e.</p> <p>Preferred Park locations and areas, Time schedule, Sequence of events, Program description, Run/Walk Routes, Site Maps, etc.</p> <p>Attach additional pages, maps or promotional materials, if necessary</p>	
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Additional Application Questions-CHECK BOX IF YES, additional information will be requested, and you can add additional details to the details box and/or add additional pages.

- On the day of the event, do you anticipate needing additional City staff support (i.e. access to electricity, water, extra refuse pick-ups, extra cleaning of restrooms, portable toilets, and traffic control)? *Please list all support needed in the application description.
- Is the event open to the public?
- Are you publicizing your event?
- Do you plan to post signs, billboards, advertising, sponsorship, etc., before or during your event?
- Are you planning to distribute brochures, flyers, or other promotional materials at the event?
- Alcohol is not allowed in Lakewood parks unless you have an additional permit. Is possession or consumption of alcohol being considered as part of your event?
- Will any animals be brought on the site?
- Will you bring generators to the site?
- Will you bring pop-up tents or canopies to the site?
- Will you bring BBQs to the site?
- Will your event have food? (Tacoma-Pierce County Health Department requirements must be met)
 - Food Truck
 - Catered
 - Potluck or Family Style
 - Distribution to participants
- Are fundraising activities planned?
- Is digging, altering, staking, chalking, flagging or otherwise changing the park in some manner planned in preparation for or to take place during the event?
- How many parking spaces are needed for your event? You will need to facilitate parking for your participants and spectators with the City approved parking plan.
- Will your event have an impact on traffic? Police traffic plan may be required.
- Will sound amplification (announcements, music), etc., be used?
*Please list all sound equipment you wish to bring in the application description.
- Is this an event involving political or religious activity intended primarily for the communication or expression of ideas? *Please provide details in the application description.

PLEASE MARK ALL THAT MAY APPLY TO THE EVENT- additional information will be requested, additional requirements and fees may apply.

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| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Other_____ |
| <input type="checkbox"/> Beer/Wine Garden | <input type="checkbox"/> Parking/Parking Plan |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Portable Toilets/Sanicans |
| <input type="checkbox"/> BBQ Grills | <input type="checkbox"/> PA or Sound System |
| <input type="checkbox"/> Band/Music | <input type="checkbox"/> Private Event |
| <input type="checkbox"/> Camping | <input type="checkbox"/> Political Event |
| <input type="checkbox"/> Commercial Advertising | <input type="checkbox"/> Public Event |
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Registration/Admission Fees |
| <input type="checkbox"/> Exhibits/Displays | <input type="checkbox"/> Religious Activity or Event |
| <input type="checkbox"/> Flyers/Brochures | <input type="checkbox"/> Road Closures |
| <input type="checkbox"/> Food | <input type="checkbox"/> Security |
| <input type="checkbox"/> Food Truck | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Staff Support from the City |
| <input type="checkbox"/> Fire/Firepits | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Garbage Dumpster | <input type="checkbox"/> Tents/Canopies |
| <input type="checkbox"/> Generator | <input type="checkbox"/> Traffic Plan |
| <input type="checkbox"/> Heating Device | <input type="checkbox"/> Vendor Booths |
| <input type="checkbox"/> Inflatable/Bouncy House | <input type="checkbox"/> Water |
| <input type="checkbox"/> Merchandise/Sales | <input type="checkbox"/> Water Activities |

RENTAL AGREEMENT

INITIAL Applicant understands that Bounce Houses have additional requirements that must be met and it is their responsibility to make sure that they confirm with the City two weeks prior.

INITIAL Applicant understands that they must obtain a special alcohol permit (fee) from the City and the Liquor and Cannabis Control Board. Additional liquor insurance must also be included.

INITIAL Applicant is responsible for set-up and clean-up, including garbage and pet waste removal from the site. Pets must be kept on a leash. (You are responsible for cleaning up after your use of a city facility.) You will be charged a clean-up fee if garbage or trash created from your event (decorations, piñatas, balloons, games, food waste, etc.) is left in and around the event area. Garbage cans are located near your reservation for your convenience. Additional dumpsters may be required.

INITIAL If staff has to clean after your rental, you will be charged for the hourly cost of cleanup, and it may affect your ability to schedule activities in the future.

INITIAL Applicant understands that vehicles may not be driven or parked on the grass.

INITIAL Applicant understands that there are **NO refunds** on cancellations less than 30 days of reservation date or due to weather conditions.

RELEASE, INDEMNIFICATION AND HOLD HARMLESS

The undersigned, as an authorized representative, hereby applies to the City of Lakewood for use of the above facilities and certifies the information is correct and, furthermore, agrees to abide by all ordinances, policies and rules and regulations which may apply. The undersigned further states that he/she has the authority to make this application for the Applicant and agrees that the Applicant will observe all rules and regulations.

INITIAL The Applicant further agrees to reimburse the City of Lakewood for any damages arising from the Applicant's use of said Facilities. Any accident involving injury to participants or damages to the Facilities occurring during the use of the Facilities will be reported to the City immediately.

INITIAL The applicant shall indemnify, defend and hold harmless the City of Lakewood, its elected and appointed officials, its employees, volunteers 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 sustained by applicant or any other persons which arise from and in any manner grow out of any act or mission on or about said facility by applicant, its agents, guests or employees in the execution of this rental agreement including any and all expenses, legal or otherwise incurred by the City or its representatives in the defense of any suit or claim. Such indemnity shall not include claims arising as a result of the sole negligence of the City of Lakewood, its elected and appointed officials, its employees and agents.

INITIAL In consideration for granting this request, and being fully aware of all of the risks, I hereby RELEASE the City of Lakewood and its officials, employees, volunteers and agents ("the Released Parties"), and AGREE TO WAIVE ANY RIGHT OF RECOVERY THAT I AND/OR THE ORGANIZATION, AS APPLICABLE, MAY HAVE, including the right to bring a legal claim, cause of action, or lawsuit for any bodily injury, death or other harmful consequences in any way arising out of use of the Facilities. I understand that this release extends to all claims of any kind and every nature, known, unknown, suspected or unsuspected, in any way arising out of or related to use of the Facilities.

Insurance

The Applicant is required to procure and maintain for the duration of the use or rental period, insurance against claims for injuries to persons or damage to property which may arise from or occur in connection with the use of the Facilities and the activities of the Applicant and his or her guests, representatives, volunteers and employees.

Accordingly, the Applicant shall provide proof of general liability insurance, with minimum limits of \$2,000,000 per occurrence and \$2,000,000 aggregate, and name City of Lakewood as an additional insured by using ISO endorsement CG 20 11 on said policy. The insurance policy shall contain, or be endorsed to reflect, that the Applicant's insurance coverage shall be primary insurance as respects the City of Lakewood. Any insurance, self-insurance, or self-insured pool coverage maintained by the City of Lakewood shall be excess of the applicant's insurance and shall not contribute with it. For athletic events, the General Liability insurance shall include coverage for participant liability with limits of not less than \$1,000,000 per occurrence. The City reserves the right to require additional insurance depending on risk.

You may choose your own insurance or use GatherGuard <https://app.gatherguard.com/?v=0465-247>

This application will be processed in the order received and is subject to approval following the City's guidelines.

I have read the above information, understand it and agree to comply with the conditions set forth on behalf of myself and the group I represent.

Applicant Name/Title Printed

Applicant's Signature

Today's Date

Your application is not finalized until all conditions are met, payment is received, and a permit is issued.

- **This form will be submitted to the department after you fill in all required fields, initial, sign and click the sign now button at the bottom of the web form.**
- **You will be required to enter your email address.**
- **You must confirm your email in order to complete the form.**
- **You will receive a completed copy of this application in your email at the same time the department receives it.**
- **When you receive it you may call to provide a credit card payment over the phone or pay in person at Lakewood City Hall.**

Return completed applications and supporting documents (via E-mail or mail) to:

**City of Lakewood C/O Parks
6000 Main St SW, Lakewood, WA 98499**

**City of Lakewood Phone: 253.983.7887
E-Mail: parks@cityoflakewood.us**

Revised 12/2024