



**FULLBRIGHT PARK**  
4508 MAIN STREET  
UNION GAP, WA 98903  
RESERVATION & INFORMATION  
(509) 248 - 0432

CITY OF UNION GAP  
102 W. Ahtanum Road  
Union Gap, WA 98903

**GROUP PICNIC RESERVATION FORM / FORMULARIO DE RESERVACION**

Name of Person in Charge (Nombre): \_\_\_\_\_

Phone Number (Teléfono): ( ) \_\_\_\_\_

Address (Dirección ): \_\_\_\_\_

City (Ciudad): \_\_\_\_\_ Zip Code (Código Postal): \_\_\_\_\_

Event Name (Nombre del evento) \_\_\_\_\_

Date of event (Fecha del evento) \_\_\_\_\_

Number of People (Número de personas) \_\_\_\_\_

Email Address: \_\_\_\_\_

Reservation Fee: \_\_\_\_\_

Banquet Fee: \_\_\_\_\_

Special Service Fee: \_\_\_\_\_

**Total:** \_\_\_\_\_

**PARK COVERED SHELTER** (Area Cubierta)

☐ Shelter Stage (Refugio/ Escenario)

**UNCOVERED AREAS** (Areas no Cubiertas)

☐ North Field (Campo Norte)

☐ Corral Area (Area de Corral)

☐ Entire Park (Parquet Entero)

☐ RV-Tent

I rented an Air Jumper/Water Jumper (Rente una Casita Inflable/Inflables de Agua)

\_\_\_ Yes (si) \_\_\_ No (No) Company Renting From \_\_\_\_\_

I will be having a Tent / Canopy (Tendré una Carpa para fiestas) \_\_\_ Yes (Si) \_\_\_ No (No)

Event Open to the Public (Evento abierto al public) \_\_\_ Yes (Si) \_\_\_ No (No)

Banquet Permit (Permiso de Banquete) \_\_\_ Yes (Si) \_\_\_ No (No)

Date of Birth (Fecha de Banquete) \_\_\_ / \_\_\_ / \_\_\_

(Liability Insurance required: alcohol in designated areas only (Póliza de seguro requerida; alcohol en el área designada solamente)

\*Special service (servicios especiales) \_\_\_\_\_

**Fees / Charges (Cuotas/Cargos) -- (FEE NON-REFUNDABLE AND NON TRANSFERABLE-  
TARIFA NO REEMBOLSABLE Y NO TRANSFERIBLE)**

Signature (Firma) \_\_\_\_\_ Date (Fecha) \_\_\_\_\_

**RULESSUMMARY:** Respect your neighbors, keep noise level low. Alcohol beverages prohibited without prior arrangements. Day use-NO CAMPING. Parking in designated areas only. Speed limit 10 M.P.H. Animals must be on a leash. Fireworks prohibited. Please help keep our parks clean. Thank you!

**RESUMEN DE REGLAS:** Respete a sus vecinos, guarde el nivel de ruido bajo. Las bebidas de alcohólicas se prohíben sin (arreglos) previos. Usos del día solo-NO ACAMPAR. Estacionamiento en las áreas designadas. Limite de velocidad 10 M.P.H. Los animales deben estar de una correa. Los Fuegos artificiales prohibidos. Por favor, ayúdenos a mantener limpios nuestros parques. ¡Gracias!

## ACKNOWLEDGEMENT:

Once the date, time and availability have been determined, the reservation process will take approximately forty-five (45) minutes.

1. Reservations are on the "first come, first served" basis and may be made, at City Hall, at any time of the year. Reservation must be made at least three (3) weeks prior to the reservation date if alcohol will be served.
2. Reservations are taken Monday through Thursday from 7:00 a.m. to 5:00 p.m.
3. The person making the reservation must be at least twenty-one (21) years of age and made in person at Union Gap City Hall.
4. The applicant who signs, as the "Authorized Group Representative" on the Rental Form, must be the individual whose name is on the Liability Insurance, and the Banquet Permit Application (if applicable).
5. The individual personally signing the Rental Form as the "Authorized Group Representative" and on behalf of the group, accepts any and all responsibility or liability for the care or use of the facilities rented, the conduct of the participants and spectator of the event at the event at the facilities rented; and for the occurrence of damages and will be billed accordingly.
6. The signature of the "Authorized Group Representative" indicates that all policies and regulations for rental and use of facilities are understood.
7. To ensure your events rental is processed properly ALL required documents MUST be submitted to the clerk NO LATER THAN three **(3) weeks** prior to the rental date.
8. All fees and charges are due at the time reservations are made; fees are non-refundable.
9. The City of Union Gap reserves the right to refuse, or deny, use of any park facility to any individual or group.
10. I understand that if bringing in an inflatable jumper toy, I am required to bring my own source of electricity. I understand that the electricity provided at the park is only 10 amps and is not strong enough to manage the power it takes to run a jumper toy. I also understand that it is my job to let City Hall know that I will be having a jumper **PRIOR** to my event. The City requires an L&I Operating Permit, Certificate of Inspection, and Certificate of Liability Insurance from all vendors.
11. Tents 400 square feet or more require a plan review by the Fire Marshall. Site Plans must be submitted three (3) weeks **PRIOR** to the event. Additional fees apply. All tents require approval before event.

## HOLD HARMLESS AGREEMENT:

In consideration of the approval of this application, the applicant and applicant's agents, heirs, marital community, if any, and legal representative hereby release, promises to defend, indemnify, and agree(s) to protect, save, and otherwise hold harmless the City of Union Gap, its boards, elected and appointed officials and employees, and agents from and against all claims, demands and causes of action of any kind or nature, including the cost of defense, or liability arising from or relating to this application, the grant of the reservation, or any use of the City Park or its facilities related to the reservation and/or actions in connection with this rental including but not limited to personal injury, property damage or death, unless caused solely by the negligence of the City.

By signing below, I acknowledge I have read and understand the information contained in the "Picnic Reservation Fee, Charges and Information" packet.

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*Printed name*

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*Signature*

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*Date*

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**SPECIAL PERMIT TO CONSUME LIQUOR APPLICATION:**

The City of Union Gap, and the Washington State Liquor Control Board, requires prior approval to purchase a Banquet Permit for consumption of alcoholic beverages at City facilities.

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- Step 1: Complete a "Special Permit to Consume Liquor" application.
- Step 2: Provide evidence of the certificate of liability insurance, and an agreement for Uniformed Security Officer services, as required. Processing will begin once the documentation is present to the reservation clerk. Processing by the City of Union Gap's Park Department, City Attorney, and Police Department, takes an average of three (3) weeks. Without prior approved, consumption of alcoholic beverages will not be permitted at the scheduled event and not be allowed on City property.
- Step 3: Once your application is approved, and final payment for the rental has been received, the City will provide a Banquet Permit Authorization letter.
- Step 4: The Authorized Group Representative must log on to <https://portal.lcb.wa.gov/s/apply-for-a-permit> to purchase a Banquet Permit (approx. \$10). The Washington State Liquor Control Board will provide instructions for use at the scheduled event. The Banquet Permit must be posted on the day of your event.
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As the Authorized Group Representative, control of your group is your responsibility; the City of Union Gap requires you abide by the following regulation, as well as any requirements set by the Washington State Liquor Control Board.

- I. At all times, alcoholic beverages must remain inside the: park, reserved area, buildings, roped off area, and/or the designated area provided for your group. Absolutely no walking around the park with alcoholic beverages.
2. The shelter itself is the designated area for all shelter rentals.
3. All rules and regulations regarding use of alcoholic beverages must be strictly adhered to by ALL members attending your event.
4. All roadways must be kept open, at all times, for safety and emergency purposes.
5. Applicants shall not engage in rowdy or boisterous behavior that disturbs or interferes with the use of the park by other citizens.
6. Applicants shall remove or dispose in garbage receptacles all empty alcohol containers, trash and garbage - per the "Clean-Up & Damages" section of the *Building Rental and Building Use Policies or Picnic Reservation Fees, Charges & information*.
7. Permits shall be for specified times only and shall be extended or renewed only by the Mayor or City Council.
8. Failure to comply with the rules and regulations will be sufficient cause for termination of your event and/or removal from the park facility.
9. No exceptions will be allowed; violations shall be a misdemeanor.

I hereby certify that I have read all the above rules and regulations and hereby agree to fully comply with all permit requirements of Washington State Liquor Control Board and the City of Union Gap.

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**Printed Name**

**Event Location**

**Event Date**

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**Signature**

**Date**

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**FOR OFFICE USE ONLY**

**Reservation Issue#**

**Banquet Permit File#** \_\_\_\_\_

**Date Insurance Approved**

**Police Chief Approval Date**

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|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>General Information:</b>                                                                               | <p>Reservations are on a "first served" basis any time of the year. Reservations must be made at least three <b>(3) weeks prior</b> to the reservation date if alcohol will be served.</p> <p>Parties of fifty (50) or more must reserve their area. All fees receipted are non - refundable and non-transferable, unless otherwise noted herein.</p> <p>Most "Group picnic Areas" &amp; "Picnic Shelter" include a charcoal barbecue. Although electricity is available near certain locations (please see Area Description section), it is highly recommended that renters provide an alternate source of power, Inflatable jumpers are allowed in most park areas.</p> <p><b>*On-Call Number - 509-728-1919 or Secondary Number - Operations Manager 509-731-6748</b></p>                                                                                          |          |
| <b>Group Picnic Areas:</b>                                                                                | Per site, unless otherwise noted herein. Over two hundred (200+) (Please see <i>Special Use Area</i> section)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$200.00 |
| <b>Picnic Shelter Area:</b>                                                                               | Shelter / Stage (200+) Shelter includes built-in picnic tables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$175.00 |
| <b>Extra Service Fees:</b>                                                                                | A Clean-Up / Damage deposit may be required at the City's discretion depending on the type of event (please see <i>Clean-up and damage</i> section) (actual cost of services / to be determined)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | TBD      |
|                                                                                                           | Alcohol served at any event requires a Banquet Permit Authorization processing fee; as well as Liability Insurance coverage (please see <i>Banquet Permit Application</i> and <i>Liability Insurance Requirement</i> section)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$50.00  |
|                                                                                                           | Moving fee (for moving park equipment or property, i.e., picnic tables and garbage receptacles, etc.,) – Per hour fee / one hour minimum. Mowing fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | TBD      |
|                                                                                                           | Inflatables and Amusement Rides (see inflatables and Amusement Rides Policy's)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$35.00  |
|                                                                                                           | Overnight Reservations Fee (Fulbright Park Only); large events only; per tent / per night                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | \$5.00   |
|                                                                                                           | Overnight Reservation Fee (Fulbright Park Only) ; large events only; per RV/per night                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$10.00  |
| <b>NOTE:</b> All fees receipted are non-refundable and non-transferable unless otherwise noted herein.    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |
| <b>The Parks Department does not rent barbecues, tables, bleachers, etc. For use outside of the park.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |
| <b>Special Use Area: (Open Events)</b>                                                                    | <p>Fee, plus requested extra services and actual cost of required items.</p> <p>An open event, with more than two hundred (200) people, is required to complete a Special Use Area Application. If determined necessary, by the parks department, a Special Use Area may require a written agreement. Cost will be negotiated based on actual cost of services and they are required. Groups must comply with requirements and laws appropriate to the event. Open Events are not allowed to charge entrance fees, must be a free event; the only exception is for specifically planned fundraising or donation events</p>                                                                                                                                                                                                                                            | \$200.00 |
| <b>Overnight Camping :</b>                                                                                | <p>If overnight camping at Fulbright Park, a completed application must be filed with the city at least two <b>(2) months prior</b> to the reservation date. Camping is not allowed at any other City parks.</p> <p>All fees and deposits must be paid at least one (1) month in advance and proof of insurance filed at least three <b>(3) weeks in advance</b>. Overnight camping and/or use of recreational vehicles; limited to a minimum of twelve (12) units , for a maximum of five (5) days. Only dry land camping is available.</p> <p>This application is for a reservation only and is not a substitution for a Parade/ Special Event Permit, Banquet Permit, or other permit, which may be required for your event. Neither this application, nor issuance of a reservation, creates any ownership of leasehold rights in any persons(s) or entities.</p> |          |
| <b>Commercial Use:</b>                                                                                    | Private non- profit organizations may use the facilities during the course of fundraising events, with the prior approval of the City. Commercial use of any facility is prohibited                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$150.00 |



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|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <b>Concessions:</b>                             | Basic fee, per day; included electricity, if needed. A non-refundable and non- transferable payment is due, for all dates reserved, at the time reservations are made. Concessionaire must remain in the assigned area at all times; each area is 30' x 30'; movement and soliciting throughout the park is not permitted. Set-up and takedown is required, unless fees are paid for consecutive days, the City is not responsible for equipment/vehicles. Concessionaire must have a current City of Union Gap Business License; a current WA State Department of Health Food Handlers Permit for all who will be working; proof of Liability Insurance; and all other required permits/license.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$50.00 |
| <b>Payment Option:</b>                          | For your convenience, the City accepts the following methods of payment: Cash, Debit, Personal/Business Checks, Money Orders, and Visa & Master Cards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |         |
| <b>Clean-Up &amp; Damages:</b>                  | The deposit is fully refundable if all conditions are satisfied up the City's inspection. Everything brought into the reservation area, must leave the area immediately following the event. The facilities must be left in a clean, orderly condition; trash must be picked up and placed in the garbage bin. In the event the City is required to repair damages, provide excessive cleaning, or cleaning beyond normal routine cleaning, the City will deduct the actual repair cost associated with the repair / cleaning from the deposit. If the costs exceed the deposit amount, an extra cleaning fee may be billed to the person whose signature is on the rental form/application. Any remaining (if applicable) will be refunded.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |         |
| <b>Youth Group and Senior Citizen Discount:</b> | No Youth Group and Senior Citizen Discounts Offered for Fullbright Park.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |
| <b>Banquet Permit Application:</b>              | <p>No Alcoholic beverages are allowed in the City parks, without prior approval. If you plan to serve alcohol during your event, completion of a "Special Permit to Consume Liquor" (Banquet Permit) application, prior approval, and evidence of the required Certificate of Liability Insurance is required. Processing, to be granted authorization to serve alcohol, takes an average of three (3) weeks.</p> <p>The Process will begin once evidence of the required Certificate of Liability Insurance is presented to the reservation clerk. Without the approved required documents, events will not be allowed to have alcohol on City property. <b><u>Absolutely no exception - will be strictly enforced.</u></b> The City reserves the right to cancel, shut down, or end your event if alcohol is served without prior approval by the city.</p> <p>Once your application has been approved, and final payment for the rental has been received, the City will provide a Banquet Permit Authorization letter. The Authorized Group Representative must log onto <a href="https://portal.lcb.wa.gov/s/apply-for-a-permit">https://portal.lcb.wa.gov/s/apply-for-a-permit</a> to purchase a Banquet Permit (approx. \$ 10). The Washington State Liquor Control Board will provide instructions for use at the scheduled event. The license must be posted on the day of your event and all alcohol must be kept in designated areas only.</p>                                                           |         |
| <b>Liability Insurance Requirements:</b>        | <p>Liability Insurance is required if alcohol will be consumed. In order to obtain the required coverage, and prevent any delays, please contact your insurance agent and inform them of the following requirements.</p> <p><i>Liability insurance, written on an occurrence basis, with the City of Union Gap and the City's Officers, officials, employees, and agents named as additional insureds, affording death, personal injury, and property damage liability coverage in the amount of not less than two million dollars (\$2,000,000) per occurrence. Proof of insurance, including the certificate of insurance and the additional insured endorsement, must be provided no later than three (3) weeks prior to the event. Additional endorsement for host liquor liability and/or product liability is required in the event food, beverages and/or alcoholic beverages are to be dispensed.</i></p> <p>You may also call 1.844.747.6240 or go to <a href="http://app.gatherguard.com">http://app.gatherguard.com</a> where you may obtain further information and apply for the necessary insurance; listed below are the " Facility / Venue / Entity ID's ", which you will need for the above listed website. Youth Barn 0465-505; Activities Building 0465-505; or shelter and Picnic Reservation 0465-504.</p> <p>The application shall file with the reservation clerk, <b>no later than three (3) weeks prior to the event</b>, evidence of the required Certificate of Liability Insurance</p> |         |

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### AREA DESCRIPTIONS:

| Area & Occupancy       | Fee      | Number of Tables | *Electricity | Most areas have BBQ's and allow Inflatable Jumpers<br>Additional Information                                                                                                                                              |
|------------------------|----------|------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Shelter / Stage (200+) | \$175.00 | 10               | Yes          | Capacity: 100 under the shelter; 100 in the stage area; plus a large open area for additional guest; amplified music allowed; near drinking fountain; restrooms and the playground equipment; inflatable jumpers allowed. |
| Corral Area (50)       | \$80.00  | 5                | No           | Plenty of shade, next to the creek; near the restrooms, drinking fountain and playground equipment; inflatable jumpers allowed.                                                                                           |
| North Field            | \$125.00 | 0                | No           | thirty acre open field; no overhanging power lines. Generally used for campers, overflow parking, car shows, etc. Inflatable jumpers allowed.                                                                             |
| Entire Fullbright Park | \$350.00 |                  |              | All of the above.                                                                                                                                                                                                         |

Directions from US-97: Take Exit #25 Take Main Street. Take 1<sup>st</sup> Right. (Museum Entrance)

Directions from I-82: Take Exit #36 onto Rudkin Road. Continue on Rudkin Rd to Main Street. Follow Main Street. Left turn on Main Street. Take 2<sup>nd</sup> Right. (Museum Entrance)

