



YOUTH ACTIVITES PARK
1000 Ahtanum Road
Union Gap, WA 98903
Reservation & Information

City of Union Gap
102 W. Ahtanum Road
Union Gap, WA 98903
(509) 248-0432

GROUP PICNIC RESERVATION FORM / FORMULARIO DE RESERVACIÓN

Name (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) _____

PARKED COVERED SHELTER (Área cubierta)

☐ North Shelter (Refugio Norte)

☐ Central Shelter (Refugio central)

☐ South Shelter (Refugio sur)

UNCOVERED AREA (Área no cubierta)

☐ Central 1

☐ Central 3

☐ Dean

☐ Bachelor Creek

☐ Northeast Field

☐ North Parkway

☐ Ponderosa

☐ Carpenter

☐ South Parkway

☐ Island

☐ Sports Field Rental

I rented an Air Jumper/Water Jumper (Rente una casita inflable / inflable de agua)

☐ Yes (Sí)

☐ No (No)

Company renting from: _____

I will be having a Tent / Canopy (Tendre una carpa para fiestas)

☐ Yes (Sí)

☐ No (No)

Event Open to the Public (Evento Abierto al Public)

☐ Yes (Sí)

☐ No (No)

Banquet Permit (Permiso de Banquete)

☐ Yes (Sí)

☐ No (No)

If yes, (Sí) Date of Birth (Fecha de Nacimiento) ____/____/____

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

- Special services (Servicios Especiales) _____

**Fees / Charges (Cuotas/cargos) – FEE NON-REFUNDABLE AND NON TRANSFERABLE
(TARIFAS NO REEMBOLSABLE Y NO TRANSFERIBLE)**

Signature (Firma) _____

Date (Fecha) _____

RULES SUMMARY: Respect your neighbor, keep noise level low. Alcohol beverages prohibited without prior arrangements. Day use only – 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!

RESUME DE REGLAS: Respect sus vecinos, guarde el nivel de audio bajo. Las bebidas del alcohol prohibidas sin arreglos previos. Uso del día solo – NO ACAMPAR. Estacionamiento en las áreas designadas. Limite de velocidad 10 M.P.H. Los animals deben estar de una correa. Los fuegos artificiales prohibidos. Por favor ayude matender nuestros parrques limpios. ¡Gracias!



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ACKNOWLEDGEMENT:

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

1. Reservations are on a "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 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 event's 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 the use of any park facility to any individual or group.
10. I understand that if I bring 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 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 may apply. All tents require approval before the 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, it's 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 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.

Printed name

Signature

Date



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AREA DESCRIPTIONS

Area & Occupancy	FEE	# of Tables	Electricity	Most areas have BBQ's and allow inflatable jumpers Additional Information
North Shelter (100)	\$102	12	✓	Capacity: 50 under shelter +50; Large BBQ, Handicap accessible, inflatable jumpers allowed.
Central Shelter (200)	\$174	18-20	✓	Large BBQ; Handicap accessible, inflatable jumpers allowed. Including the area to the NW; also half way between Carpenter and the horseshoe pits. Across from the Tot Lot; near the drinking fountain.
South Shelter (100)	\$102	8	✓	Capacity: 50 under shelter +50; near the soccer & softball fields; large BBQ; amplified music allowed; handicap accessible; inflatable jumper allowed.
Central 1 (200)	\$150	10-14	✓	Plenty of shade; near restrooms; handicap accessible; BBQ and inflatable jumpers allowed.
Central 3 (100)	\$102	10-12	✓	Plenty of shade; near restrooms; handicap accessible; BBQ and inflatable jumpers allowed.
Dean (100)	\$102	4-5		Good Shade; near restrooms; inflatable jumpers allowed. *Electricity is 90 feet away at the backside of the restrooms.
South Parkway (200+)	\$150	14-20		Good shade; by the water tower, near the soccer fields and drinking fountain; BBQ and inflatable allowed. *Electricity is 100+ feet away from the pump house.
Bachelor Creek (50)	\$78	4-5		Some shade; BBQ and inflatable jumpers allowed.
North Parkway (100)	\$102	6		Plenty of shade; across from the Tot Lot, near the horseshoe pits; handicap accessible; BBQ and inflatable allowed.
Northeast Field (200)	\$150	12		Some shade; near the Tot lot, remote area; BBQ and inflatable jumpers allowed. Across from the Master Gardener's display.
Ponderosa (100)	\$102	4-6		Good shade; near the soccer field; BBQ and inflatable jumper allowed.
Carpenter (200)	\$150	6-8		Some shade; near drinking fountain; open area great for volleyball; BBQ and inflatable jumpers allowed.
Island (50)	\$78	6-8		Some shade; near basketball courts, tennis courts & horseshoe pits; BBQ and inflatable jumpers allowed. NO ALCOHOL ALLOWED

- It is highly recommended that renters provide an alternate source of power



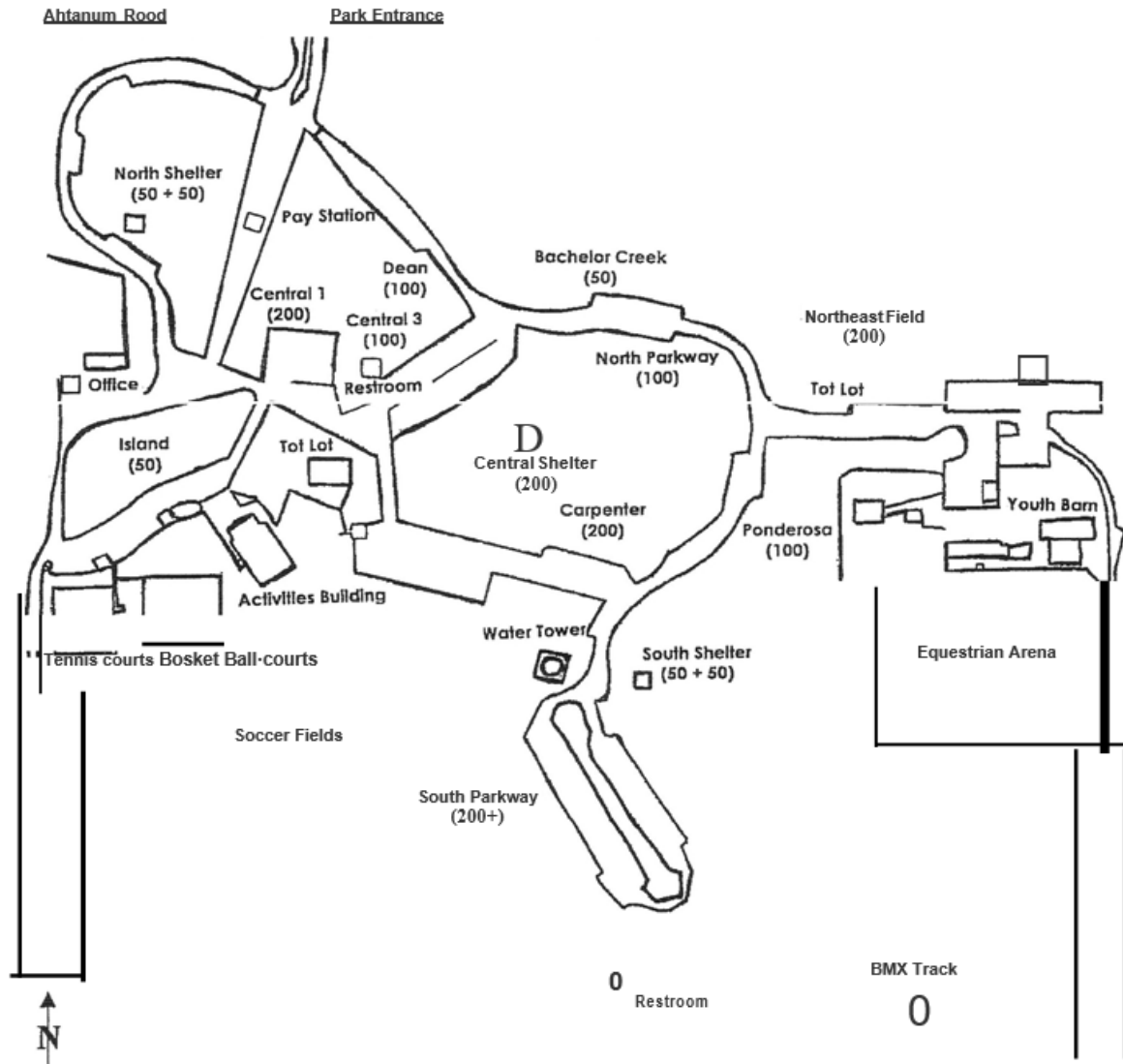
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DRIVING DIRECTIONS

Directions from I-82 to the Youth Activities Park: Take Exit #36 (Valley Mall Boulevard). Drive west on Valley Mall Boulevard for approximately 1.5 miles. Turn south (left) on South 3rd Avenue; continue to Ahtanum Road. Turn west (right) and continue for approximately ½ miles. The park entrance/exit is located on the south side of the road.





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SPECIAL PERMIT TO CONSUME LIQUOR APPLICATION

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

1. Complete a "Special Permit to Consume Liquor" application.
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 presented to the reservation clerk. Processing by the City of Union Gap Parks Department and Police Department takes an average of **three (3) weeks**. Without prior approval, consumption of alcoholic beverages will not be permitted at the scheduled events, or be allowed on City property.
3. Once your application is approved, and final payment for the rental has been received, the City will provide a Banquet Permit Authorization letter.
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.

As the Authorized Group representative, control of your group is your responsibility, the City of Union Gap requires you to abide by the following regulations, as well as any requirements set by the Washington State Liquor Control Board.

1. At all times, alcoholic beverages must remain inside the park, reserved area, buildings, roped-off area, and/or designated area provided for your group. Absolutely no walking around with park with alcoholic beverages.
2. The shelter itself is the designated area for all shelter rentals.
3. All rules and regulations regarding the 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, or disturb or interfere with the use of the park by other citizens.
6. Applicants shall remove or dispose of in garbage receptacles all empty alcohol containers, thrash, and garbage – per the "Clean-Up & Damages" section of the Building Rental and Building Use Policies or Picnic Reservation Fee, 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 the Washington State Liquor Control Board and the City of Union Gap.

Print Name

Signature

Date



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PICNIC RESERVATION

General Information	<p>Reservations are on a “first served” basis at any time of the year. Reservations must be made at least three (3) weeks prior 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” & “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>*On-Call Number - 509-728-1919 or Secondary Number - Operations Manager 509-731-6748</p>	
Group Picnic Area – Reservations (except picnic shelters)	Per site; unless otherwise noted herein. For over two hundred (200+) <i>(please see the Special Use Area section)</i>	
	50 People	\$78.00
	100 People	\$102.00
	150 People	\$114.00
	200 People	\$150.00
	200 or more – Special use area rate	*see below
Picnic Shelter Area	North Shelter and South Shelter – Capacity (100) 50 under roof, and 50 additional	\$102.00
	Central Shelter – Capacity (200)	\$174.00
Extra Service Fee	Clean-up and / or damage repair (actual cost of services / to be determined)	TBD
	Banquet Permit - alcohol service at the event requires a Banquet Permit Authorization processing fee, as well as liability Insurance coverage <i>(please see Banquet Permit Application and Liability Insurance Requirement section)</i>	\$36.00
	Portable barbecue (4 units available / fee for each)	\$5.00
	Extra tables(for park use only – each)	\$2.00
	Serving tables (4 units available – fee for each)	\$2.00
	Moving fee (for moving park/equipment or property, i.e., picnic tables and garbage receptacles, etc.) – one-hour minimum	TBD
	Inflatables and Amusement Rides (see Inflatables and Amusement Rides Policy's)	\$25.00
THE PARKS DEPARTMENT DOES NOT RENT BBQ, TABLES, BLEACHERS, ETC. FOR USE OUTSIDE OF THE PARK		
Special Use Area (Open Events)	Fee, plus requested extra services and actual cost of required items. 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 service 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.	\$150.00
Commercial Use	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
Equestrian Area	Events require a written agreement with the City; per day fee	\$55.00
	Non-event per hour fee	\$6.00



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PICNIC RESERVATION CONTINUED

Concession	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. The concessionaire must remain in the assigned area at all times; each area is 30'X30'; movement and soliciting throughout the park is not permitted. Set-up and takedown are 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 (\$25); 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/licenses	\$36.00
Sports Field Rental	Athletic fields and other athletic surfaces. *Per hour fee. Organized youth athletic groups which offer team fee scholarships, grants, waivers, and other benefits to the underprivileged, disadvantaged youths from the city and surrounding areas. *Per hour fee.	\$6.00 \$1.50
Payment Option	For your convenience, the City accepts the following methods of payment: Cash, Debit, Personal/Business Checks, Money Orders, and Visa & Master Cards	
Clean-Up & Damages	The deposit is fully refundable if all conditions are satisfied upon 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 clean beyond normal routine cleaning, the City will deduct the actual repair cost associated with the repair/cleaning from the deposit. If the cost exceeds 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.	
Youth Group Discounts and Senior Citizen Discount	Organized non-profit youth groups, with more than 50% of the youth under seventeen (17) years of age; and senior citizens, with more than 50% of the participants aged sixty - (60) years of age, and over, may subtract 10% from the total reservation fee of one hundred dollars (\$100.00) or more.	
Banquet Permit Application	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 . The process will begin once evidence of the 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. <i>Absolutely no exception – will be strictly enforced.</i> The City reserves the right to cancel, shut down, or end your event if alcohol is served without prior approval by the City. 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 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 license must be posted on the day of your event and all alcohol must be kept in designated areas only.	
Liability Insurance Requirements	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. <i>Liability insurance coverage with the City of Union Gap and the City's Officers, employees, and agents named as additional insured parties; and affording death, personal injury, and property damage liability coverage in the amount of not less than one million dollars (\$1,000,000). 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> You may also call 1.877.434.6247 or go to http://app.gatherguard.com where you may obtain further information and apply for the necessary insurance; listed below are the "Facility/Venue/Entity IDs, which you will need for the above-listed website. Youth Barn 0465-505; Activities Building 0465-505; or Shelter and Picnic Reservation 0465-504. The application shall be filed with the reservation clerk, no later than three (3) weeks prior to the event , with evidence of the required certificate of liability insurance.	
NOTE: All fees receipted are non-refundable and non-transferable unless otherwise noted herein		