



152 West Cedar Street
 Sequim WA 98382
 360-683-4908

Facility Rental Application
 See [SMC 3.68](#) Rates and Fees for Current Fees and Deposits, Including Nonprofit and In-City Discounts
 (all fees except Cleaning Fee waived for Clallam County government agencies)
 Events May Require a Special Event or Temporary Activity Permit in Addition to this Application

<p>Ballfields at Carrie Blake Park 144 N. Blake Avenue</p> <p><input type="checkbox"/> East ballfields <input type="checkbox"/> West ballfields</p>	<p>Guy Cole Event Center 144 N. Blake Avenue</p> <p><input type="checkbox"/> Main Hall <input type="checkbox"/> Kitchen</p>	<p>Centennial Place 104 E. Washington Street</p> <p><input type="checkbox"/> Contact City regarding availability and requirements</p>
<p>Band Shell at Water Reuse Demonstration Site 506 N. Blake Avenue</p> <p><input type="checkbox"/> James Center for Performing Arts</p>	<p>If you select the Guy Cole Event Center, please download or obtain from City staff the Guidelines for Use for that facility. The cleanup checklist included in the Guidelines must be completed, signed, and returned to the City after your Event in order to process any refund you may be entitled to.</p>	<p>Civic Center 152 W. Cedar Street</p> <p><input type="checkbox"/> Civic Center Chambers <input type="checkbox"/> Civic Center Plaza <input type="checkbox"/> Burkett Community Room <input type="checkbox"/> With audiovisual needs</p>

Applicant Information (Please print legibly if not using fillable form)

Applicant Name(s): _____

(Only persons listed above will have authority to receive keys or access codes without a written permission slip from you [Applicant])

Organization/Entity/Agency (if any): _____

Email Address: _____

Mailing Address: _____

City/State/ZIP: _____

Phone No.: _____

Event Details (Leave no blanks)

Date(s) of Event: _____

Description of Event: _____

Will Event be open to the public? _____

Will admission/entrance fee be charged? _____

Total rental hours (including setup, dismantling and cleanup): _____

Time setup begins: _____ Time Event begins: _____

Time Event ends: _____ Time cleanup ends: _____

Expected number of attendees/participants: _____

Estimated number of attendees/participants traveling over 50 miles: _____

The following aspects of your Event may require special permits, licenses, or insurance in addition to this Application. It is the City's expectation that Applicant will acquire and timely submit all requested documentation before the specified deadlines. For more information, please refer to the City's "Facility Rental Procedures and Rules" located on our website (www.sequimwa.gov) or available on request from City staff.

Will items be offered for sale *by a for-profit entity*? (business license may be required) _____

Will Event involve athletic participation? (enhanced insurance is required if attendees will register for or pay an entrance fee to participate in an athletic activity, including but not limited to biking, running, walking, or engaging in any sport) _____

Will Event involve alcohol? _____

If yes: Will alcohol be: served at no charge (banquet license required; must be displayed during Event)

OR

available for purchase (special occasion permit required; must be displayed during Event)

Will Event involve food? _____

If yes:

Is the Event being professionally catered? (caterer must be licensed/permitted)

Is food being prepared or served on-site by Applicant or non-professional group? (temporary food service permit required)

Is the rented facility's kitchen to be used for cooking? (permit, licenses, and enhanced insurance may be required)

Applicant has obtained or will obtain prior to Event all required permits, licenses and enhanced insurance coverage checked above. This provision specifically includes all licenses and permits that may be required by other agencies. Initial _____

GUIDELINES FOR FACILITY USE AND CLEANUP CHECKLIST

The City has prepared "Guidelines for Use" for certain facilities. The Guidelines include special instructions you will need to know about access to and use of the facility. Some Guidelines include checklists to fill out at the conclusion of your Event which must be returned to the City before a refund of your deposit can be processed.

DECORATIONS AND EQUIPMENT

In the box below, please list all decorations and equipment you plan to have at your Event. Refer to the "Facility Rental Procedures and Rules" to make sure your plans comply with City policy. Some common decorations such as glitter or candles are *prohibited* or *strictly regulated*. Applications will be rejected if this section is not completely filled out.

LIABILITY INSURANCE

Liability insurance is required for all rentals of City facilities unless the City agrees to waive the requirement. **No waivers are available if alcohol, site-cooked food, or athletic participation is involved in the Event.**

Proof of liability insurance coverage must be presented to the City for review by the Sequim City Attorney within 10 business days of submission of this Application. Documentation must include a Certificate of Liability and appropriate Endorsements naming “City of Sequim” as an Additional Insured, or covering the City through a blanket additional insured endorsement. Please contact the City Attorney’s Office at 360.681.6611 for questions and additional information.

Applicants may seek liability insurance coverage for their Event through the City’s risk pool, Washington Cities Insurance Authority (WCIA). For details visit www.wciapool.org/insurances/tulip or call 1-800-507-8414 (OneBeacon Customer Service). Applicant may use any insurance provider licensed to do business in the State of Washington with a current A.M. Best rating of not less than A:VII.

General Liability policies must name or cover the City of Sequim as an additional insured using ISO form CG 20 11 or coverage at least as broad.

If **alcohol** is available or sold, Applicant must obtain liquor liability insurance coverage naming “City of Sequim” as an additional insured with minimum coverage of \$1,000,000/occurrence. (Host liquor liability coverage may be substituted when alcohol is consumed *but not sold* at event.)

For **athletic events** the General Liability policy must include coverage for “participant liability” with limits of not less than \$1,000,000/occurrence and be endorsed to reflect that Applicant’s insurance coverage is primary as respects the City of Sequim.

REFUNDS

Fees and deposits are determined by Sequim Municipal Code 3.68. The City has discretion on what portion of an Applicant’s fees and deposits may be refunded to Applicant, based on the specific circumstances and the City’s Facility Rental Procedures and Rules.

Refunds resulting from cancellation of an Event **may** be calculated as follows:

<u>TIMING OF CANCELLATION</u>	<u>PERCENTAGE OF REFUNDABLE FEES AND DEPOSITS</u>
More than 60 calendar days prior to Event	100%
30 to 59 calendar days prior to Event	80%
8 to 29 calendar days prior to Event	50%
Fewer than 8 calendar days prior to Event	30%

The above formula may be used whether the cancellation is by the Applicant, or the result of the City’s removal of the Event from the calendar due to Applicant’s failure to timely provide a complete Application.

Cleaning fees vary in amount depending on facility and use, and are nonrefundable to any Applicant (even local government and nonprofit) except in the case of cancellation of the Event.

A rescheduling fee may be charged if Applicant asks to reschedule an Event more than one time. Rescheduling fees may be assessed against any Applicant, including local government or nonprofit.

Disputes over fees, deposits and refunds may be appealed to the City Manager.

**STATEMENT OF RESPONSIBILITY, RISK ASSUMPTION,
RELEASE AND INDEMNIFICATION**

In addition to any required liability insurance policies and endorsements (*which must be submitted within 10 business days of this Application*), the undersigned Applicant agrees as follows:

I am authorized to submit this Application and enter this Facility Rental Agreement on behalf of myself or the above-referenced organization/entity/agency.

I have read, understand, and agree to the City of Sequim's Facility Rental Procedures and Rules and accept FULL LEGAL LIABILITY for the above-described Event, and will exercise due care in the use of the rented facility. Initial _____

I am aware of and expressly assume all of the various risks of property damage, serious injury and/or death associated with or arising out of the use of the rented facility. Initial _____

In consideration for approving this Application, and being fully aware of all of the risks, I hereby RELEASE the City of Sequim and its officials, employees, volunteers and agents ("Released Parties"), and AGREE TO WAIVE ANY RIGHT OF RECOVERY THAT I AND/OR THE ORGANIZATION/ENTITY/AGENCY, AS APPLICABLE, MAY HAVE, including the right to bring a legal claim, cause of action, or lawsuit for any property damage, bodily injury, death or other harmful consequences in any way arising out of use of the facility. 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 rented facility. Initial _____

I agree to defend, indemnify and hold harmless the Released Parties 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 the facility or from any activity, work or thing done, permitted, or suffered by Applicant in or about the facility, except only such injury or damage as has been occasioned by the sole negligence of the Released Parties. Initial _____

I have read the rules and regulations above, attached, and incorporated by reference and agree to be jointly and severally bound to all of the terms and conditions set forth, on my own behalf and on behalf of the Organization/ Entity/ Agency as applicable.

<p><i>Signed under penalty of perjury under the laws of the State of Washington on the date and at the place below.</i></p> <p>APPLICANT SIGNATURE(S)</p> <p>_____</p> <p>Date signed: _____</p> <p>Place (city/state) signed:</p> <p>_____</p>	<p><i>This box for City use only.</i></p> <p>Application reviewed on (date): _____</p> <p>Insurance requirement waived? _____</p> <p>Amount paid with Application: \$ _____</p> <p>_____</p> <p>Signature of Authorized City Official/Designee</p>
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