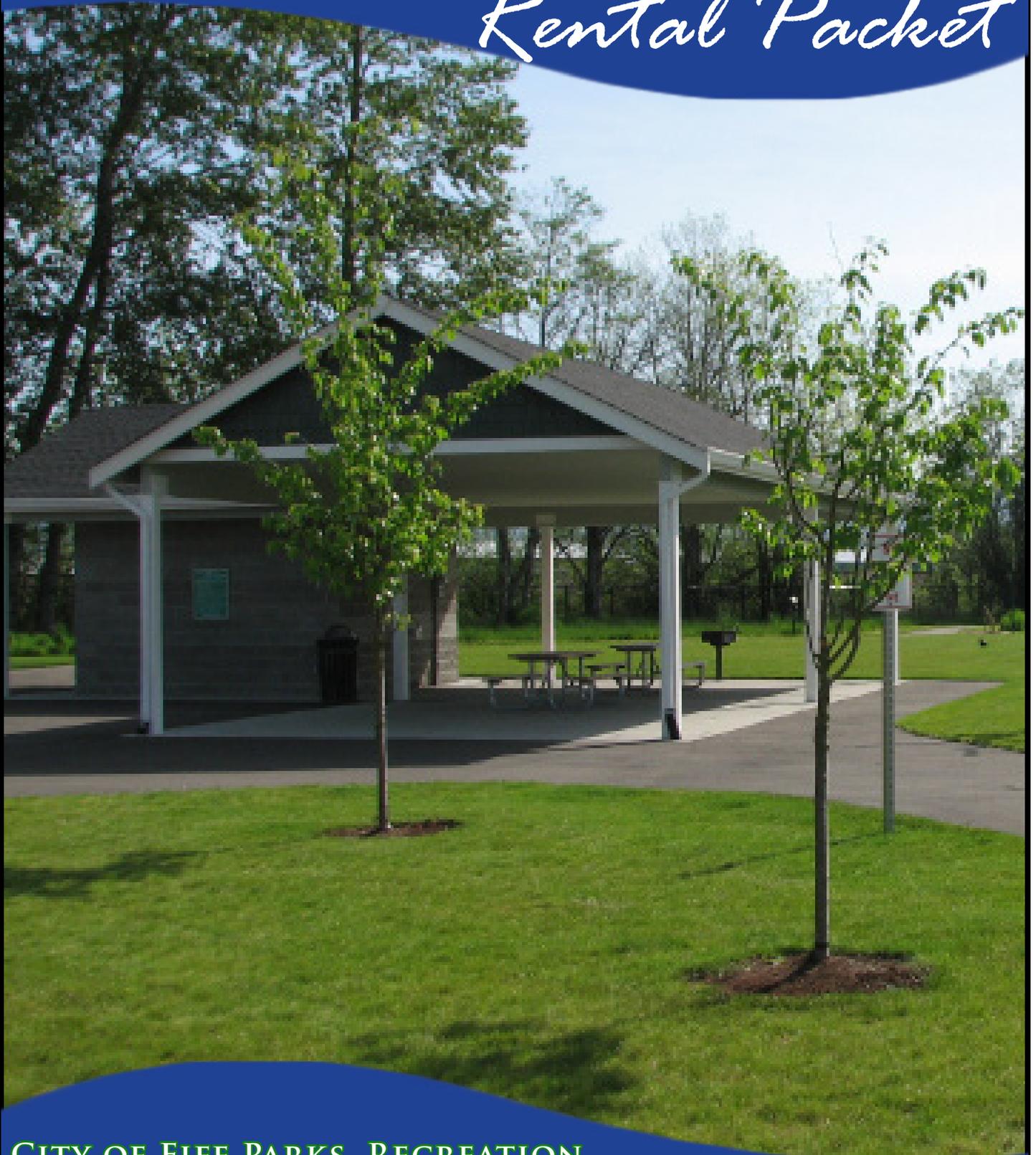




PICNIC SHELTER

Rental Packet



**CITY OF FIFE PARKS, RECREATION
& COMMUNITY SERVICES**
Building a Healthier Community

253-922-0900
WWW.CITYOFFIFE.ORG

5 Acre Park Picnic Shelter Rentals

2111 54th Avenue East
Fife, WA 98424
(253) 922-0900
(253) 896-8655 (Fax)



Picnic Permits and Special Use Permits

This information serves to outline the City of Fife's policies for picnic reservation permits. All individuals and groups are required to follow these policies to conduct an outdoor picnic or special use of an outdoor facility. We ask that you assist us in our commitment to provide safe and clean park sites by observing the following policies, which will ensure that your experience is enjoyable.

Application Procedure

1. Applications are accepted on a first-come, first-serve basis. Applicants must be at least 18 years of age.
2. Applications will be accepted beginning the first business day in January, for rentals held May 1 to October 31 of that calendar year.
3. Picnic reservation fees and deposits are due at the time of application. Payment may be made by check, cash or credit card.
4. In order to better accommodate your group, we ask that picnic permits be made at least two weeks prior to the event.
5. Applicants must designate a person in charge to be present during the entire event. That person assumes full responsibility for the picnic, including supervision to prevent injury to individuals or damage to the facility. In addition, that individual is responsible for site cleanup.
6. A certificate showing commercial general liability insurance coverage may be required prior to approval of the permit. Certificate of insurance must show a combined limit of not less than \$1,000,000 for bodily injury and property damage liability and must list the City of Fife as additional insured. The City reserves the right to make any adjustments in required coverage based on the usage.
7. It is the responsibility of the Applicant to obtain all other necessary permits and licenses required for use of the outdoor site.
8. Due to unforeseen circumstances, the City of Fife reserves the right to reschedule and/or cancel a permit. We will provide as much advance notification as possible.

Fees and Charges

1. Department fees and charges are reviewed annually and are effective January 1 for each calendar year. Renters can rent for four hours from 10 a.m.-2 p.m. or from 3-7 p.m., or for 9 hours from 10 a.m. - 7 p.m.

	<i>Weekday Rate</i>	<i>Weekend Rate</i>
<i>Resident</i>	\$30 for 4 hrs., each additional hr \$7.50 \$45 for 9 hrs.	\$40 for 4 hrs., each additional hr. \$10 \$60 for 9 hrs.
<i>Non Resident</i>	\$40 for 4 hrs., each additional hr \$10 \$60 for 9 hrs.	\$60 for 4 hrs., each additional hr. \$15 \$90 for 9 hrs.

All fees due at time of reservation.

2. A \$100 damage deposit is required for your picnic permit. Deposits are due at the time of application. Some or all of the damage deposit may be forfeited if the individual or group using the site causes damage or does not clean up the site appropriately. By law, all deposit payments are deposited in the bank the day they are received. Refunds are issued following the picnic barring any assessed charges. Please allow 2 to 4 weeks to process your refund.
3. There is a \$25.00 service charge for all returned checks.

Cancellations

All rescheduling or refund requests must be made in writing.

1. In the event of cancellation, refunds will be granted on the following basis:

30 or more calendar days in advance of event	= 100% refund
14-29 calendar days in advance of event	= 50% refund
0-13 calendar days in advance of event	= 0% refund
2. There is a \$10 cancellation fee.
3. Refunds take approximately two-four weeks to process and mail.
4. Refunds will not be made due to inclement weather.
5. Rescheduling your picnic reservation may be done with a minimum of 14 calendar day's prior notice.

5 Acre Park Picnic Shelter Rentals

General Information and Policies

1. The Shelter has four picnic tables, two BBQ, and has a capacity of 50 people.
2. Parking is limited. We encourage your group to car pool.
3. Alcoholic beverages are strictly prohibited in all City of Fife Parks.
4. Plans for decorations and use of signs, (balloons, crepe paper, signs, banners), must be approved at the time of application. Only free-standing decorations and decorations using tape may be used. Nails, thumbtacks or other materials may not be used in any shelter or on any tree.
5. Any use of amplified music that can be heard at a distance of over 50 feet requires a permit issued by the PRCS Director.
6. All pets must be on a leash. Pets are not allowed in any restroom or children's play areas. Please clean up after your pets.
7. Vehicles are not allowed on grass areas or any unauthorized paved areas in the park. When a permit is issued, you are responsible for insuring that no damage to turf, vegetation, or facilities occurs. Applicant will be assessed fees for any damage that occurs as a result of cars parking in non-designated parking areas or use of unauthorized equipment.
8. Drawing on pavements in parks, picnic pads, roads or tables with chalk, paint or markers is not allowed.
9. It is the responsibility of the Applicant to ensure that the outdoor site is left in the same condition you found it. Please clean up the area by collecting and depositing trash in receptacles, cleaning off tables and picnic pads.
10. All picnics and special use groups must be out of the park one half hour after sunset.
11. The City reserves the right to cancel a picnic or special use during the activity if the group poses a safety risk or does not comply with City policies. Refunds will not be issued.
12. Inflatable play equipment may be allowed when the following stipulations are met:
 - A professional inflatable play equipment company must own, set up, operate and supervise all inflatable equipment at all times.
 - The professional inflatable play equipment company must have current inspection stickers attached to their inflatables to operate amusement rides on public property.
 - The professional inflatable play equipment company must have Commercial General Liability insurance coverage with limits no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate, with the City of Fife named as additional insured. A Certificate of Insurance and additional insured endorsement must be provided to the City at least five days before rental date.
 - The inflatables are anchored with sand bags and not staked into the ground.
13. This use of slip and slides is prohibited.

Thank you for your interest in renting our picnic shelter. Should you need assistance while using the park, please feel free to contact a parks staff person. Our office is open Monday - Friday from 8:30 a.m. to 5:00 p.m. and may also be contacted by calling 253-922-0900 if assistance is needed.

