

City of Sammamish  
801 228th Ave SE  
Sammamish, WA 98059



Parks & Recreation Dept  
425-295-0588  
Fax: 425-295-0600

# FACILITY RENTAL APPLICATION

<b>Organization Name:</b> _____		
<b>Contact Name:</b> _____	<b>Phone:</b> _____	
<b>Alt Phone:</b> _____	<b>E-mail:</b> _____	
<b>Address:</b> _____		
<b>City:</b> _____	<b>State:</b> _____	<b>Zip:</b> _____
<b>Secondary Contact Name:</b> _____	<b>Phone:</b> _____	

**Expected Attendance:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Activity:** \_\_\_\_\_

**Facility:**

- Commons Hall                      2,000 sq ft
- Gallery                                2,515 sq ft
  
- Lodge at Beaver Lake    1,847 sq ft
- Pavilion                                2,500 sq ft
- Grass Area

If for a wedding/reception, **Couple's Names:** \_\_\_\_\_

*To assist us in serving you better, please tell us which of the following applies to your event.*

<b>Event Plans</b>	<b>Yes</b>	<b>No</b>
Advertised/Open to the Public	<input type="checkbox"/>	<input type="checkbox"/>
Athletic Event	<input type="checkbox"/>	<input type="checkbox"/>
Amplified Sound	<input type="checkbox"/>	<input type="checkbox"/>
Catering	<input type="checkbox"/>	<input type="checkbox"/>
Food Service	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol Service	<input type="checkbox"/>	<input type="checkbox"/>
Special Equipment Set Up (bouncy houses, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Sales (food, t-shirts, etc.)	<input type="checkbox"/>	<input type="checkbox"/>

**PLEASE NOTE:** If an admission or registration fee is charged on site, 10% of the gross amount will be collected by and for the City of Sammamish. If sale of goods takes place, you must apply for a concessionaire permit and 10% of the gross receipts will be collected by and for the City of Sammamish.

***Please initial the following items to acknowledge that you have read and agree to each item.***

\_\_\_\_\_ I am aware that I am responsible for my own set up and clean up. My reserved time includes sufficient time for both of these activities. I am also aware that if clean up is not complete by the end of my rental time, additional fees may be withheld from the damage deposit.

\_\_\_\_\_ I have seen the facility I am renting and am familiar with its overall condition. I am aware that due to the effects of weather, other park patrons and/or the presence of natural park residents, outdoor areas around the facility may not be as clean when I arrive as when the routine maintenance was completed.

\_\_\_\_\_ I am aware that if full payment or required insurance and certifications are not in place by their due dates it will result in the cancellation of my reservation. If my event plans change, I am responsible to notify the Facility Coordinator a minimum of 15 days in advance of my rental date.

\_\_\_\_\_ I am aware that the City of Sammamish will retain a 20% administrative fee for cancellations received 30 days in advance of the rental. Refunds will not be issued for cancellations received less than 30 days in advance of the rental date.

***The individual or organization using City of Sammamish facilities agrees to protect, defend, indemnify, and save harmless the City, their officers, employees, and agents from any and all costs, claims, judgments, and awards for damages arising out of or in any way resulting from the use of City facilities. In the event the City incurs any fees, expenses and/or costs, including attorney fees, to enforce the provisions of this article, all such fees, expenses and costs shall be recoverable from the organization.***

***I, the undersigned hereby certify that I am an individual hosting an event or the authorized and responsible representative of the petitioning organization, that the above statements are true to the best of my knowledge, and I have read all the regulations, policies, and facility use requirements governing uses of City facilities, which are enclosed with this permit. The undersigned agrees to accept any and all legal liability for damages to any or all parts of the facility and/or equipment covered in this permit and/or injuries incurred by any of all of the guest and/or group members.***

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**