



## **Municipal Park -PICNIC SHELTER USE APPLICATION / AGREEMENT**

ORGANIZATION/INDIVIDUAL: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_ TIME(S) REQUESTED: \_\_\_\_\_

LIST TYPE OF USE: \_\_\_\_\_

(Family Picnic/Reunion, Wedding, Party, Non-Commercial Event, Commercial Event, Special Event, Block Party, etc.)

NUMBER EXPECTED: \_\_\_\_\_ Note: Depending on the type of event listed here, you may be required to fill out the Special Events Application.

Will there be any outside vendors/or contactors such as amusements, bounce houses, etc.? yes \_\_\_ no \_\_\_ If yes, Please list the vendors on site during the event: \_\_\_\_\_

VENDORS/CONTRACTED SERVICES: Each vendor/contractor used at the event on City Property is required to provide a minimum of \$1,000,000 in general liability insurance. A current Certificate of Insurance Document naming "The City of Poquoson" as additionally insured) is required of all vendors. These documents must be provided to the Parks and Recreation Office at least 72 hours in advance of your shelter use. No vendor will be approved on to City Property until documents are received.

### **SEE REVERSE FOR PARK REGULATIONS AND DEFINITIONS**

- My signature here, indicates, that I am authorized to bind the above organization and the members thereof in this agreement for use of the picnic shelter in the Municipal Park in the City of Poquoson. The organization, the members thereof, and the undersigned shall hold harmless the City of Poquoson for any and all liability for personal injury or damage during the above noted functions(s) to be held at the above requested shelter. It is understood that if an organization is not involved, and that you are an individual hosting this gathering at the shelter, myself, my guests, and all others not limited to, spectators, volunteers, participants, and any other person associated with the activities above will not hold the City of Poquoson, and its staff liable for any incident related to activities of the facility user.

I have read the foregoing and agree to abide by all city, state, and federal laws. I further agree to abide by all regulations governing the use of the park and its facilities. I understand there is no electrical or water hook-up available at this shelter. Portable toilet facilities are available near the 3<sup>rd</sup> baseline of the baseball field only.

Additionally your signature indicates that you and your group will follow the rules listed on the opposite side of this reservation form. Note that the City of Poquoson Reserves the right to deny use to any group for any reason. Any exception to use requirements may only be made by the City of Poquoson City Manager.

Signature of Applicant: \_\_\_\_\_ DATE: \_\_\_\_\_

Approved PPR STAFF PERSON: \_\_\_\_\_ DATE: \_\_\_\_\_

Greetings Picnic Shelter User,

We're happy that you have chosen our City picnic shelter for your event. If you find another group or individual occupying, please nicely inform them that you've made a reservation for your respective day and time and present them with the copy of your reservation form showing your reservation. Should there be dispute please call Poquoson Police and present them with your reservation form approved from this department.

We would much appreciate your observation and adherence to the following regulations:

NO ALCOHOLIC BEVERAGES.

NO DOGS OR OTHER PETS without a leash. Please clean up after pets.

NO CATERED ACTIVITIES, unless the caterer will provide a Certificate of Insurance to the City of Poquoson naming the City of Poquoson as additionally insured.

NO UNAUTHORIZED AMPLIFIED MUSIC/ SOUND SYSTEMS.

TRASH: Users are to properly dispose of all trash from their respective event. A dumpster is located near the baseball field should the site trash cans not be enough for your use. This facility is able to be enjoyed by our community because we all pitch in to take of it.

VEHICLES PERMITTED IN DESIGNATED PARKING AREAS ONLY. Guests of the event will not block traffic on Municipal Dr. or Cedar Rd. All parking will be on asphalt services only. The Pool parking lot is available for parking for your event.

NO OVERNIGHT PARKING OR CAMPING ON CITY PROPERTY.

NO UNAUTHORIZED EVENTS (events expected to attract 50 or more people require a special application provided by the City 8 weeks prior to the event. Contact P&R for details 868-3580.)

NO UNAUTHORIZED COMMERCIAL ACTIVITIES / SALES OF GOODS OR SERVICES (for profit or non-profit)