



CITY OF PORT ANGELES PARKS & RECREATION DEPARTMENT

VERN BURTON GYM RESERVATION FORM

308 East 4th Street



Please complete **all of the enclosed forms** and return to the City of Port Angeles Parks & Recreation office. A deposit will be required at the time the reservation is made and you will be billed for the remainder due after your event. Once the forms and deposit are received, you will be placed in the reservation book for the dates and times requested, unless the facility is already reserved. Reservations are processed in the order they are received.

COVID-19 INFORMATION: Event organizers are required to follow the guidelines provided by the Washington State Department of Health (DOH) and Clallam County Department of Health and Human Services. For the latest information, please visit the DOH (<https://www.doh.wa.gov/Emergencies/COVID19>) and Clallam County (<http://www.clallam.net/Coronavirus/>) websites.

Applicant Name(s)	Organization Name		
	Is this a 501(c)(3) Non-Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Phone	Mailing Address		
Office: Home/Cell:			
Event Name/Description	Estimated Attendance		
Event Date(s)	Event Time(s)		
Setup Date(s):	Setup Time	From:	To:
Actual Event Date(s):	Actual Time(s) of Event	Begin:	End:
Cleanup Date(s):	Cleanup Time	From:	To:
Special Requests or Needs (may be subject to additional fees)			

AMENITIES REQUESTED: (available free of charge)

- PA System
 Atrium Use
 Coat Racks
 12'x12' Screen
 Whiteboards
 Projector
 Podium
 Remove Basketball Hoops

AVAILABLE AMENITIES: (individual charges apply)

- Mats on Entire Floor
 Mats on 1/2 Floor
 Mats w/Dance Floor
 Facility Staff Setup (hourly)
 Risers (\$100) _____
 Riser Skirting (free)
 Trash (\$25/300lb. bin)
 Facility Staff Cleanup (hourly)

OTHER ROOMS NEEDED: (additional deposit & rental fees apply)

- Council Chambers
 Meeting Rooms
 Commercial Kitchen

Phone: 360-417-4523 | Fax: 360-417-4559

www.cityofpa.us | rmerritt@cityofpa.us | facebook.com/portangelesparksandrec

308 East Fourth Street | Port Angeles, WA 98362-0217



HOLD HARMLESS AGREEMENT

In consideration of the previously described use and premises of the City of Port Angeles, the undersigned on behalf of himself, his principal, and his agents, shall defend, indemnify, and hold harmless the City, its officers, officials, employees, and volunteers 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 Premises or from any activity, work, or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City. The undersigned hereby agrees to be responsible for any and all taxes or charges due to any sales of goods or services that may occur on the premises during the times listed above. Music Copyright Notice applicable with event includes a public performance or use of copyright material including music, plays, or other protected material. Undersigned will defend, indemnify, and hold harmless the City from and against any claims for copyright infringement or violation. The undersigned warrants that all material processes, or other protected rights to be used in the performance are either original work of the undersigned or have been duly licensed or authorized by the appropriate parties for such use. All persons using City facilities must adhere to all Washington State Department of Labor & Industries safety standards when using machinery and equipment such as ladders or scissor lifts. The undersigned applicant hereby certifies to be at least 18 years old and authorized to sign on behalf of the organization.

Applicant's Name	Today's Date
Applicant Signature	

SPECIAL EVENT INSURANCE REQUIREMENTS

A final confirmation of your request will not be given until all forms are completed and accepted. The event may be canceled if a satisfactory insurance certificate and amendatory endorsement(s) are not provided as required.

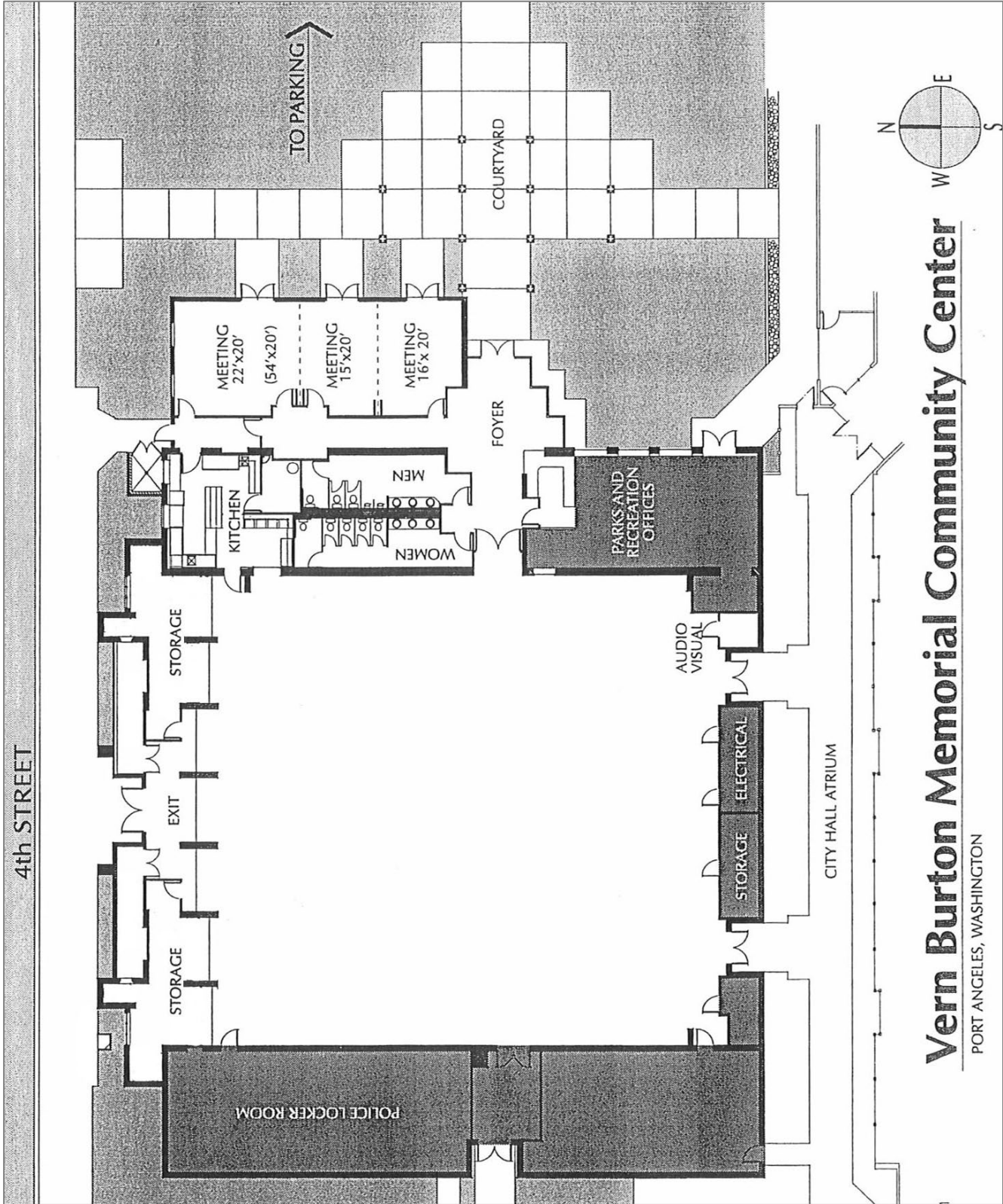
All special events held on City property or in a City facility shall be required to have **Commercial General Liability Insurance** naming the City, its officials, employees, and agents as additional insured with coverage at least as broad as ISO additional insured endorsement from CG 20 16, from and against claims, demands, causes or action, expenses, costs or liability for injury to or death of persons, or damage to or loss of property arising out of or in any manner connected with the Applicant's/Organization's operation or event in the amount not less than **ONE MILLION DOLLARS (\$1,000,000)** per occurrence and **TWO MILLION DOLLARS (\$2,000,000)** general aggregate. (City may require an event to purchase a higher limit or different types of insurance, depending on the risk factor of the event.)

1. A copy of the **endorsement** that names the city as an additional insured must be attached to the Certificate of Insurance and must be attached to the application before an event is approved.
2. The Applicant shall provide the City and all additional insureds for this event with written notice of any policy cancellation within two business days of their receipt of such notice. Applicant's insurance policies shall be primary and not contributing to any other insurance or self-insurance maintained by the City.
3. The Applicant shall deliver to the Recreation office certificates of insurance and original endorsements for both the commercial general liability insurance for approval as to sufficiency and form at least **FORTY-FIVE (45) WORKING DAYS AND BEFORE AN APPLICATION IS APPROVED FOR THE EVENT.**
4. The certificates and endorsements for each insurance policy shall contain the original signature of a person authorized by the insurer to bind coverage of its behalf.
5. All modification or waiver of the insurance requirements herein shall be made with the written approval of the Parks & Recreation Director and Human Resources Manager, or their respective designees.



EVENT LAYOUT

Please provide a drawing showing the arrangement of the furniture and displays for your event below (include dance floor, main stage, round & rectangular tables).



Vern Burton Memorial Community Center

PORT ANGELES, WASHINGTON

Phone: 360-417-4523 | Fax: 360-417-4559

www.cityofpa.us | rmerritt@cityofpa.us | facebook.com/portangelesparksandrec

308 East Fourth Street | Port Angeles, WA 98362-0217



PORT ANGELES FIRE DEPARTMENT PLACE OF ASSEMBLY PERMIT

Please answer the following in regards to your event. If you answer "Yes" to any of the below questions, a PAFD Place of Assembly Permit is required (*small fee applies*). Will there be:

- Yes No More than 100 people
 Yes No Blocking of exits
 Yes No Use of decorative materials other than small table decorations (this includes drapes, banners, streamers, display booths, Christmas trees, or other materials that would increase fire hazard)
 Yes No Heating or cooking food (excluding heat lamps and crock pots)
 Yes No Open flame devices (candles, lanterns, etc.) excluding Sterno for heating of prepared foods
 Yes No Compressed gas cylinders (i.e. helium)
 Yes No Use of electrical equipment excluding up to two small portable appliances
 Yes No Use of fuel fired equipment (motors, generators, etc.)

Applicant must be familiar with the following requirements. PAFD will check off on these during inspection. Initial

1. Provide a drawing showing the arrangement of the furniture or displays within the place of assembly. The layout will need to be approved prior to the event. _____
2. Please indicate on the plan if there will be any open flame devices (i.e. Sterno cans, candles) _____
3. No blocking of exits without permission from the Fire Marshal's Office. Aisles leading to the required exits shall be free from any obstructions. _____
4. Overcrowding and admittance of persons beyond the approved capacity of the place of assembly is prohibited. (Vern Burton standing 1,334 / sitting 622) _____
5. Temporary extension cords shall be protected from physical damage (e.g. being walked on). The extension cords shall be properly grounded and only one extension cord per appliance unless an approved multi-strip adapter is used. Please secure extension cords so that they will not be tripped on or impede egress from the building. (Three prong) _____
6. Decorative material brought into the place of assembly such as drapes, hangings, curtains, drops, or other decorative material including Christmas trees that would tend to increase the fire and panic hazard shall be made from material which is not flammable or shall be treated and maintained in a flame retardant condition. _____
7. Exit doors, exit lights, fire alarm pull stations, fire sprinkler heads, and fire extinguishers shall not be concealed or obstructed by any decorative material. _____
8. Compressed gas cylinders shall be secured with one or more restraints to prevent falling. _____
9. There shall be no fueled equipment allowed in the building unless authorized by the PAFD. _____

Applicant Name	Organization/Event Name

I have read and understand the requirements of this application

Applicant Signature

FIRE DEPARTMENT USE ONLY			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Permit Issued By:	Date Issued:	Expiration Date:
Additional Comments:			



PERMIT TO SERVE ALCOHOLIC BEVERAGES IN THE VERN BURTON GYM

As per Port Angeles Municipal Code Chapter 12.08.030, the sale or use of liquor, including beer and wine, shall be permitted at activities allowed in the Vern Burton Memorial Community Center, provided that the applicant for the permit to use the facility shall furnish proof that all permits required by the Washington State Liquor and Cannabis Board have been obtained and that the provisions outlined in PAMC 12.08.050 has been complied with.

Visit <https://lcb.wa.gov/licensing/banquet-permits> for more information, or to purchase your permit online go to: <https://lcb.wa.gov/licensing/online-banquet-permit>. Applicant shall secure and maintain Liquor Liability insurance in an amount no less than \$2,000,000 and naming the City as an additional insured.

Application Date:	
<p>Approval is hereby requested for _____ to serve alcoholic beverages between the hours of _____ and _____ at the Vern Burton Community Center.</p> <p>The Applicant/Organization understands that a Banquet Permit or a Special Occasion License must be obtained from the Washington State Liquor and Cannabis Board prior to the event. The Applicant/Organization understands proof of Liquor Liability in an amount no less than \$2,000,000 with an endorsement that names the City as an additional insured must be received by the City prior to the event.</p> <p>All alcoholic beverages must remain inside the Vern Burton Community Center.</p>	

Applicant	Organization
Event	Event Date
Phone	Mailing Address
Office:	
Home/Cell:	
Comments	

FOR CITY OF PORT ANGELES USE ONLY			
Permit Granted: <input type="checkbox"/>	Permit Denied: <input type="checkbox"/>	Permit Granted: <input type="checkbox"/>	Permit Denied: <input type="checkbox"/>
Director of Parks & Recreation:		City Manager:	
Comments:			

