



**Parks and Recreation Department
Armory Building
Private Event Use Application**

Day/Date of requested use: _____ Time of use: _____

Name: _____ Organization: _____

Address: _____

City: _____ State: _____ Zip: _____ Anticipated attendance: _____

Phone Number: _____ Email: _____

Description of the event: _____

- Beer and/or wine will be consumed. (\$10)
- Beer and/or wine will be sold (additional forms and fees are required)
- Beer and/or wine will not be consumed.

If beer and/or wine will be consumed at the event, the applicant, by initialing below, agrees and certifies that:

- (Initial) _____ Applicant will pay a \$10.00 beer and/or wine consumption fee.
- (Initial) _____ Applicant will ensure that all participants comply with all laws and ordinance regulating the consumption of beer/wine.
- (Initial) _____ No underage person will be allowed to consume beer/wine.
- (Initial) _____ Anyone who appears legally intoxicated will be refused further beer/wine and will be immediately furnished transportation home.
- (Initial) _____ All beer/wine containers will be properly disposed of.
- (Initial) _____ Applicant will protect the City from any liability resulting from the breach of this agreement or from the consumption of beer/wine on City property.
- (Initial) _____ Applicant acknowledges this permit may be revoked for failure to comply with its terms.

Policies & Regulations

1. A facility use application must be completed 5 working days in advance per special event & group function and can only be processed one year prior to event.
2. The City of Whitefish discourages consecutive group functions & special events.
3. Please see city ordinances for regulations regarding amplified sound, tents, signs, or posters in city parks. Information may be requested from City Clerks office. For irrigation purposes, please do not stake anything into ground.
4. Refunds will not be given for poor weather conditions.
5. Reservations must be canceled at least 48 hours in advance to receive a partial refund. A 20% administration fee will be charged for all refunds.
6. It is the responsibility of the applicant to pay for all costs of damages that may occur during their function. If the Parks & Recreation staff is required to clean the facility after your event, the cost will be \$25.00 per hour for maintenance. If there is a cleanliness issue or noticeable damage prior to your event, please report it to the Parks office @ 863-2470. Brooms and mops are located in the kitchen cabinet behind the door. You must take any garbage that does not fit in the trash cans. Facilities **MUST** be cleaned before you leave.
7. Keys must be returned the next working day. The applicant will be billed if keys are not returned.
8. Only persons 18 years of age and older may rent public facilities. To complete the application process, park staff must verify age of applicant via visual inspection of a photo ID or obtain a copy of photo ID.
9. All facilities close at 11 pm.

Waiver of Liability

I hereby certify that I have read and understand the policies and procedures regarding the use of public facilities. I further agree to hold the City of Whitefish, its governing board, the individual members thereof and all officers, agents and employees free and harmless of any loss, damage, liability cost or expense that may arise during or be caused in any such use or occupancy of City property.

Applicant's signature: _____ Date: _____

Key Returned _____

****Office Use Only****

Applicant Age Verification: Employees Initials _____

Non Profit verification: Initials _____

Daily _____ = _____

Hourly _____ x _____ = _____

Beer/wine \$10.00 = _____

Total _____

Deposit/Payment Information: Batch # _____ Check # _____

MC/Visa _____

Account No. _____

Exp/Date: _____ cvc#: _____ Name on Card: _____

Parks Director _____ Police Dept. _____

Fire Dept _____
(Signatures for Occupancy of 50 or more)

Public Works _____

2015 Fee Schedule

City of Whitefish Department of Parks and Recreation

Non-Profit

<u>Facility</u>	<u>Daily</u>	<u>Hourly</u>	<u>Daily</u>	<u>Hourly</u>
<i>Roy Duff Armory Bldg.</i>	\$220.00	\$30.00	\$175.00	\$25.00
<i>Saddle Club</i>	\$85.00	\$20.00	\$65.00	\$15.00
<i>Stumptown Ice Den</i>	\$540.00	\$55.00	\$430.00	\$40.00
<i>Gazebos</i>	\$40.00		\$35.00	
<i>Tennis Courts</i>	\$60.00	\$15.00	\$50.00	\$10.00
<i>Jack Zerr BB Flds</i>	\$55.00	\$12.00	\$45.00	\$10.00
<i>Armory Athletic Fields</i>	\$55.00	\$12.00	\$45.00	\$10.00
<i>Soccer Fields (per field)</i>	\$60.00	\$15.00	\$50.00	\$15.00
	<u>Daily</u>	<u>1/2 Days</u>	<u>Daily Non Profit</u>	<u>1/2 Day Non Profit</u>
<i>Depot Park</i>	\$200.00	\$100.00	\$150.00	\$75.00
<i>Baker Park</i>	\$100.00	\$50.00	\$75.00	\$40.00
<i>Riverside Park</i>	\$100.00	\$50.00	\$75.00	\$40.00
<i>Kay Beller Park</i>	\$50.00	\$25.00	\$40.00	\$20.00
<i>Soroptomist Park</i>	\$50.00	\$25.00	\$40.00	\$20.00