



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. (\$20)
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 \$20.00 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. In case of an emergency, you can contact staff at 260-7819
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 \$20.00 = _____

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)

Facility	Daily	½ Day or Hourly	Daily Non-Profit	Hourly Non-Profit
Depot Park	\$200	\$100/ ½ day	\$150	\$75/ ½ day
Baker Park Riverside Park Soroptimist Park Mt. Trails Park Memorial Park Dave Olseth Skate Park City Beach (am only)	\$100 (ALL)	\$50 ½ day (ALL)	\$80 (ALL)	\$40 ½ day (ALL)
Kay Beller Park	\$50	\$25 ½ day	\$40	\$20 ½ day
City Beach Gazebos Depot Park Gazebo		\$40 ½ day		\$35 ½ day
Baker Park Gazebo		\$30 ½ day		\$25 ½ day
Soroptimist Gazebo		\$20 ½ day		\$15 ½ day
Roy Duff Armory Building	\$250	\$40 hourly	\$200	\$25 hourly
Grouse Mtn. Tennis Cts Grouse Mtn. Fields	\$100 per field/court	\$25 hourly per field/court	\$80 per field/court	\$20 hourly per field/court
Memorial Pk. Pickleball Cts. Memorial Pk. Basketball Cts.	\$75 per field/court	\$20 hourly per field/court	\$65 per field/court	\$15 hourly per field/court
Armory Softball Fields Armory Lacrosse Fields Riverside Tennis Courts	\$60 per field/court	\$15 hourly per field/court	\$40 per field/court	\$10 hourly per field/court