



# Parks and Recreation Department Armory Softball Fields Private Event Use Application

Day/Date of requested use: \_\_\_\_\_

Time of use: \_\_\_\_\_

(include any prep and clean up time)

(Please Print)

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of the event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated attendance: \_\_\_\_\_

\_\_\_\_ 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. 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. 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.
7. 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: \_\_\_\_\_

**\*\*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)

**Public Works** \_\_\_\_\_

**Non-Profit**

<b><u>Facility</u></b>	<b><u>Daily</u></b>	<b><u>Hourly</u></b>	<b><u>Daily</u></b>	<b><u>Hourly</u></b>
<b><i>Armory Softball Fields</i></b>	\$60 per field	\$15 hourly per field	\$40 per field	\$10 hourly per field