



PARK RESERVATION FORM

Date of use: _____ **From:** _____ **am/pm** **To:** _____ **am/pm**

Organization/ Person Responsible: _____

Address: _____ **Phone Number(s):** _____

Type of Event: _____ **Est. Attendance:** _____ **Woodway resident:** **o Yes** **o No**

RENTAL FEES (**Proof of residence required**):			
<u>PAVILIONS (all parks)</u>		<u>GAZEBO (Poage Park)</u>	
First three (3) hours (minimum rental period):		First three (3) hours (minimum rental period):	
Woodway residents:	\$50.00	Woodway residents:	\$25.00
Non-Woodway residents:	\$60.00	Non-Woodway residents:	\$35.00
Additional hours :		\$15.00 per hour	
Use of water and/or electricity:		\$5.00 each	
Fees for excessive usage:			
Water (for water slides, etc.):		\$30.00 one-time charge	
Electricity (overloading circuits):		At cost of repair- for City staff & electrician	

POAGE	Large Pavilion (capacity: 100 people):	Total Hours Rented: _____	Water <input type="checkbox"/>	Electricity <input type="checkbox"/>
	Small Gazebo (capacity: 10-15 people):	Total Hours Rented: _____		Electricity <input type="checkbox"/>
WHITEHALL	Large Pavilion (capacity: 100 people):	Total Hours Rented: _____	Water <input type="checkbox"/>	Electricity <input type="checkbox"/>
	Activity Park Pavilion (capacity: 50 people):	Total Hours Rented: _____		Electricity <input type="checkbox"/>
WOODWAY	Lakeside Park Pavilion - near the lake (capacity: 50 people)	Total Hours Rented: _____		Electricity <input type="checkbox"/>

For City Staff Use Only

Received by: _____	Date: _____	FEES TO BE PAID	
		Rental fees:	\$
		Water :	\$
		Electricity:	\$
		Extra Water Usage:	\$
Receipt #: _____	Posted to calendar by: _____	TOTAL FEES:	\$



Park Reservation Rules and Information

The City of Woodway would like to thank you for choosing our facility for your event. Below is information and a list of rules designed to ensure the facilities remain in excellent form.

1. No reservation shall be valid unless advance payment is received in the Community Services office prior to 1:00 pm on the last regular work day preceding the date of the reservation. The fee is refundable at the rate of 50% or can be rescheduled (1) time at no charge as long as the request is received at least 48 hours prior to the reservation time. If for some reason you are unable to have your party due to weather conditions, you will only receive a refund of 50% or a (1) time reschedule at no charge.
2. The City reserves the right to charge and collect an additional cleaning deposit, as determined by the City Manager or his designee. This fee is refundable after favorable inspection of the pavilion to ensure facilities are left clean and undamaged.
3. Set-up and clean-up time for the event is included in the reservation time. Reservations are scheduled with one (1) hour in between; this time is used by our parks crew to empty trash receptacles, etc. in preparation for the next event. Decorating, setting up chairs/tables and the ***removal of such** must be done during the time reserved. Please vacate the pavilion or facility promptly when your reservation is concluded. (*** PLEASE DO NOT leave streamers, balloons, signs, etc. tied to anything in the park including the trees.**)
4. **Alcoholic beverages are strictly prohibited at Poage and Whitehall Park!** Activity Park and Lakeside Park are owned by the Corp. of Engineers; therefore, the City does not have the authority to prohibit Alcohol at these locations.
5. If any equipment is used that requires electricity please make sure to mark the box on the front of the reservation form. The electricity will not be made available unless it is requested by doing so. The parks can support minimal electrical needs:
 - ❖ Poage Park – has a total of eight (8) electrical outlets which are all connected to one (1) 20 amp breaker.
 - ❖ Whitehall Park – has one (1) electrical outlet which is connected to one (1) 20 amp breaker
 - ❖ Activity Park – has electricity
 - ❖ Lakeside Park – has a total of six (6) electrical outlets which are all connected to one (1) 20 amp breaker
6. Please check with Code Enforcement regarding noise ordinances if you plan to use a radio, loud speaker or disc jockey. Any complaints about excessive noise could result in closure of the event.
7. Reservation is for the pavilion, gazebo or sheltered areas only and not for the entire park; therefore, others may also use the park during the time you have scheduled your reservation.
8. **If any problems or emergencies arise please contact: Community Services at: 772-4050.**
After hours, on weekends or holidays please contact: Woodway Public- Safety at: 772-4470.

Signature indicates applicant has received, read, understands and agrees to comply with ALL rules and regulations governing Park Facility Use. Per Woodway City Ordinances, reservation fees shall be paid in advance and are refundable at a rate of 50% if cancellation is received in writing at least 48 hours prior to event date/time. Paid reservation dates may be rescheduled one (1) time without forfeiting any part of the fee, if requested at least 48 hours prior to event date/time. Applicant acknowledges that the City of Woodway is not responsible for any actions that may take place during, or resulting from this event and the City is immune from liability for any cause of action which may arise as a result of negligence of the City of Woodway, any person involved with or attending this event, or any person present at the public park. Applicant also agrees to indemnify and hold the City of Woodway harmless from all liability for the foregoing.

PLEASE READ BEFORE SIGNING - A COPY WILL BE PROVIDED TO YOU.

Applicant's Signature

Date