



KITSAP COUNTY PARKS AND RECREATION

Return to: 1200 NW Fairgrounds Rd, Bremerton, WA 98311

Phone: (360) 337-5350, Fax: (360) 337-5385, Email: parks@co.kitsap.wa.us

Office Hours: Monday – Thursday 8:30 a.m. to 5:00 p.m., Closed Fridays, Weekends, & Holidays

FACILITY RENTAL REQUEST APPLICATION

PLEASE READ CAREFULLY AND COMPLETELY

This is a **request** for facility reservation. **Please complete all information. Incomplete information will result in a delay in the review of your application.** The following information is requested to assist in the review & consideration of your request to rent a County facility. Completion of this application is not a legal or binding commitment between the parties until a facility reservation contract has been executed and payment is received. Once approved, a Facility Reservation Contract will be mailed to you confirming your request. *Failure to return the signed Facilities Reservation Contract and down payment before the contract expiration date will result in the reservation being canceled.* **DO NOT SEND PAYMENT AT THIS TIME.** All requests are on a first come – first served basis. **NO DATE(S) WILL BE HELD UNTIL THE DEPARTMENT APPROVES THIS RENTAL REQUEST.**

➤ Renter Information

- Contact Name: *(signing contract)* _____ Organization Name: *(event host)* _____
- Mailing Address: *(to mail contract/receipt)* _____
- City: _____ State: _____ Zip Code: _____
- Daytime Phone: _____ Evening Phone: _____ Email: _____

➤ Event Information

- Event Name: _____ Event Description: _____
- Requested Date(s): _____ Number of Attendees: _____
- Requested Time to First Enter Facility: _____ Requested Time to Exit Facility: _____
- Paid Admission Event? Yes No Event Open to the Public? Yes No
- Registered 501(c) Non-Profit within the State of Washington? Yes No
- Non-Profit Name: _____ Tax ID#: _____
- Will Food Be Served? Yes No If yes, please describe *(coffee, snacks, etc):* _____
- Will Alcohol Be Served/Consumed? Yes No If yes, how long will alcohol be served/consumed: _____

See below – Additional Fee, Insurance & State Permit Required

➤ Room(s) Requested: *(Please mark all the requested rooms)*

PARK COMMUNITY ROOMS	CAPACITY	COST
<input type="checkbox"/> Island Lake Community Room (Access Code Required) * Summer Rates: (May – Sept.) Mon. – Thurs. \$35.00/hr; Fri. – Sun. \$550.00/day * Winter Rates: (Oct. – April) Mon. – Thurs. \$35.00/hr; Fri. – Sun. \$35.00/hr 0-4 hrs; \$550.00/day 4+ hrs	100	\$35.00/hr \$550.00/day
<input type="checkbox"/> Long Lake Community Room (Access Code Required)	75	\$35.00/hr
FAIRGROUNDS & EVENTS CENTER	CAPACITY	COST
<input type="checkbox"/> Eagle's Nest (Key Card Required)	106	\$35.00/hr
<input type="checkbox"/> Training Center (Classroom set-up only) (Key Card Required)	40	\$30.00/hr
<input type="checkbox"/> Kitsap Sun Pavilion Conference Room (Key Card Required)	30	\$25.00/hr
SILVERDALE COMMUNITY CENTER	CAPACITY	COST
<input type="checkbox"/> Evergreen Room with Kitchen (Key Card Required)	150	\$35.00/hr
<input type="checkbox"/> Poplar Room (Key Card Required)	50	\$30.00/hr
<input type="checkbox"/> Orca Room (Key Card Required)	12	\$25.00/hr
KINGSTON COMMUNITY CENTER	CAPACITY	COST
<input type="checkbox"/> Kingston Room (Key Card Required)	150	\$30.00/hr
<input type="checkbox"/> Apple Tree Room (Key Card Required)	75	\$25.00/hr
<input type="checkbox"/> Indianola Room (Key Card Required)	12	\$20.00/hr

DEPOSITS: A Cleaning/Damage Deposit may be required. Providing there is no damage and the facility is left clean, deposits will be refunded within **20 business days** following the event. Failure to perform all necessary clean up will result in the forfeit of the deposit and the charge of additional fees.

PAYMENT: All payments are due in accordance with the schedule included in the Reservation Contract. Failure to adhere to the payment schedule will result in the reservation being canceled. **A \$25.00 administrative fee will be assessed for reservations canceled by the facility renter.**

ALCOHOL: An additional fee of \$250.00 (non-refundable) & liquor liability insurance is required for events where alcohol will be served or consumed. A WA State Liquor Control Board Banquet Permit, Special Occasion Permit or other licensing may be required. Contact the WA State Liquor Control Board in Olympia at (360) 664-1600 or visit a State Liquor Store for permitting requirements. Permits can take up to 45 days to be issued. **Apply early!**

KEY CARDS: If required for entry, a \$15.00 deposit will be assessed for each key card issued and will be refunded when returned to the Parks Office.

I understand the restrictions listed above

Signature Required: _____