

SKAMANIA COUNTY FACILITIES & RECREATION

Po Box 790 Stevenson, WA 98648
509-427-3980 Phone 866-295-9879 Fax

PERMIT FOR USE OF COUNTY FACILITIES FOR EVENT(S)

Pursuant to the regulations governing use of the county facilities mentioned herein, the applicant listed below does hereby enter into an agreement with Skamania County Facilities & Recreation for use of the following facilities and/or equipment:

ROCK CREEK HEGEWALD CENTER (EAST)

- All
- Auditorium & Kitchen
- Meeting Room

SKAMANIA COUNTY FAIRGROUNDS

- All
- Horse Barn
- Small Animal Barn
- Grandstands/Arena
- Ballfield Camping
- Exhibit Hall
- Stock Barn
- Timber Pen
- Covered Arena
- Midway

ROCK CREEK HEGEWALD CENTER (WEST)

- All (Meeting Rooms)
- Meeting Room

PICNIC SHELTERS/GROUP CAMPGROUND

- Home Valley
- Prindle Park
- Big Cedars (Group Campsite)

UNDERWOOD CENTER

- All

EVENT: _____

Agency/Individual Renting Facility: _____

Mailing Address: _____ City _____ State _____ Zip _____

Physical Address: _____ City _____ State _____ Zip _____

Phone Number: Day _____ Evening/Cell _____

Date Requested For Use: _____ Time of Event _____

List Actual EVENT Dates Here

Time Needing Access for Set Up & Time Anticipated For Cleared Building

Date Requested for Set Up: _____ Clean Up: _____

Type of Event: _____

Estimated # of Participants: _____ Admission Collected: Yes No

Will Alcohol Be Served or Permitted? Yes No (NOTE INSURANCE & PERMIT/LICENSE REQUIRMENTS!)

OTHER PROVISIONS OR SPECIAL INSTRUCTIONS: _____

RENTER/USER AGREES TO THE FOLLOWING TERMS AND CONDITIONS

PAYMENT OF FEES

Security Deposits are due a minimum of 6 months prior to the event date. Fees for rental of facilities or equipment, and fees for service(s) provided are due 30 days prior to the start of the event, or occupancy of the facilities being used.

INSURANCE

Renter(s) are required to provide proof of liability insurance for the minimum amounts set forth as follows **AND** that names the following as additional insured: *“Skamania County, its elected and appointed officials, employees, agents and volunteers.* Minimum limits are: \$250,000/each occurrence and \$1,000,000 general aggregate. Renter(s) that will be serving, permitting, distributing or allowing alcohol consumption in any quantity shall be required to provide general liability insurance **AND** liquor liability at a minimum of \$1,000,000/per occurrence. Proof of insurance must be received by the county at least 30 days prior to the start of the event, or occupancy of the facilities being used. The county shall have the sole authority to determine if the insurance submitted by the applicant provides adequate coverage for the event. Applicant must provide at least ten (10) days written notice of policy cancellation. Failure to provide these items may result in cancelation of the event or require the renter to purchase insurance through the county’s Special Events Insurance Program.

SECURITY

Upon request of the county, renter(s) may be required to provide security services for events. One (1) security person is required for the first 100 in attendance, plus one (1) additional security person for each additional 100 persons in attendance. Approved security service providers are available through the Facilities & Recreation office. Scheduled use and fees for services must be arranged in advance.

SERVICE REQUESTS FOR SET UP/EVENT MAINTENANCE

Labor charges for set up, maintenance and clean up of events are born by the renter(s). Charges are calculated per hour/per staff member working on event set up or clean up. Other associated fees are charged according to the fee schedule adopted by the Board of County Commissioners. Renter(s) must contact Office or Events Manager in advance of event to facilitate scheduling for service needs. Requests for service, set up, maintenance and clean up are due and must be finalized thirty (30) days prior to start of event or occupancy of facilities.

PERMITS AND REPORTING

Renter(s) is responsible for all applicable local, state and federal permits and reports required for event purposes, including but not limited to: business licenses, liquor licenses, vendor sales permits (concession/novelty sales), health permits, electrical permits, revenue/sales reports (Dept. of Revenue), etc.

RULES FOR USE & INDEMNIFICATION

Renter shall: 1) Inspect facility before use, and clean, inspect and secure facility after use; 2) Provide supervision, crowd control, and adherence to county policy on smoking, food and beverage consumption; 3) Prevent smoking within 50’ of facility entrances; 4) Be bound by the regulations policies and fees/charges described in the regulations governing the use of the facilities described above. Renter further certifies that they are the authorized representative for the agency or organization listed/referenced in this contract and that they are authorized to enter into such agreement. Renter agrees to protect, indemnify, and hold harmless Skamania County, its elected and appointed officials, employees, agents and volunteers from any liability, damages or rights of action directly or indirectly resulting from the use of these facilities covered by this contract. In the event that a suit or action is brought on this user, I agree to pay all costs in enforcing any provisions of this allowed use of any other costs incident thereto.

When signed by both parties, provided all required payments are made, this becomes a valid permit for uses, locations, dates and times indicated on this application. County reserves the right to cancel event prior to start or in progress, should circumstances warrant it.

X _____
Signature of Applicant or Agency Representative

X _____
Date

X _____
Print Name of Applicant or Agency Representative

X _____
Date

OFFICE USE ONLY

INSURANCE REQUIRED? Yes or No

SECURITY REQUIRED? Yes or No

Approved By: _____ Date: _____

UPDATED: 12/31/09