Lawson Gardens Rental Agreement

APPLICATION DATE:_____ APPLICANT'S NAME: _____

ADDRESS: _____

PHONE: (Home)_____(Work)_____(Cell)_____

NATURE OF ACTIVITY: _____NAME FOR POSTING: _____

FEE: $_____ ESTIMATED ATTENDANCE:_____

DATE OF RESERVATION: _____TIMES: ☐ 7:30-11:30am ☐ 12:00-4:00pm ☐ 4:30-8:30pm

- Wedding receptions are allowed in Lawson Gardens
- We do NOT provide staff during the time of your reservation.
- Gates within the park will NOT be unlocked without a written request for handicap access. Request must be made at least one week prior to reservation date.
- Vehicles are not allowed on the grass at any time. If you have items that need to be delivered plan on doing so with a wagon or wheeled hand-cart.
- At this time we can NOT provide public restrooms, labor or guards to watch your articles and equipment. (You may use motor homes for restrooms or rent port-a-potties, which are to be placed in the NW corner of the parking lot on the gravel).
- Power is available and extension cords may be checked out at the Parks and Rec. office at 240 SE Dexter. Please make arrangements at least one week in advance of your reservation.
- You may use chairs in the park. You are responsible for set-up and take down of chairs, within your reserved time period. (Chairs are not provided by Parks and Recreation. You may rent chairs at Sun Rental, 509 332-2444 or from other sources)
- You may place a fountain in the reflecting pond. (Different spray fountains are available at Sun Rental)
- Throwing or use of bird seed is not permitted within the park.
- We will provide signage for bridal party parking, if your reservation is for a wedding.
- If you are using any kind of staking or tents please call Varnel Williams at 509-338-3285 no less than one week prior to the event. All tents must meet fire code regulations.
- Alcohol is strictly forbidden in City Parks, unless proper permits (Washington State Liquor Control Board Banquet Permit) have been obtained and approved by the City of Pullman Mayor. A copy of the permit should be attached to this application.
- Possession or discharge of firearms, fireworks, or any type of explosive device will not be permitted in City Parks at any time. Pullman City code: 3.15.015
- If amplified music is planned sound level must not exceed 55dBA. Pullman City Code: 8.80.020. Speakers should be positioned to face the parking lot.
- PLEASE TREAT THE GARDENS WITH RESPECT! Your cooperation in not picking the flowers or walking in the flower beds is greatly appreciated.

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- **Request for use of Lawson Gardens must be submitted to the Pioneer Center located at 240 SE Dexter Street.** Reservations are first-come, first served.

- **Application**: Lawson Gardens cannot be reserved without a completed application and payment received at the time of booking.

- **Refunds:** 50% of Lawson Gardens reservation fee will be refunded for a cancellation requested from the day of the reservation up to two months prior to the event. Any cancellation made within two months of reserved date is non-refundable, unless inclement weather persists on the date of reservation. _____(initial)

- **Reservation Time:** Lawson Gardens must be booked for a minimum of four hour in the following time periods 7:30-11:30am, 12:00-4:00pm, or 4:30-8:30pm. I agree to pay additional fees for use beyond original time agreed upon. Lawson Gardens may have more than one reservation per day. I agree to be responsible for vacating the park at the end of the reservation. ____(initial)

- **Clean-up of City Property:** The Applicant is responsible for clean-up of all City of Pullman premises utilized under the terms of this Permit. Clean-up includes wiping surfaces, cleaning spills and bagging and removing garbage resulting from the Applicant's use of city properties as needed and complying with any other directions given by the staff of Parks and Recreation. I UNDERSTAND I AM RESPONSIBLE FOR MY OWN SET UP and CLEAN UP within the reserved time period. ____(initial)

- **Alcohol**: Alcohol is strictly forbidden in Lawson Gardens, unless proper permits (Washington State Liquor Control Board Banquet Permit) have been obtained and approved by the City of Pullman Mayor. A copy of the permit should be attached to this application no less than one month prior to reservation date. _____(initial)

- **Insurance:** If required by the Parks and Recreation, Applicant agrees to supply the City Finance Director with proof of Commercial General Liability Insurance in the amount of $_____ combined single limits per occurrence, prior to obtaining a Special Event Permit. A copy of the endorsement naming the City as an additional insured must be attached to the Certificate of Insurance.

- **Reimbursement**: Applicant agrees to reimburse Parks and Recreation for any damage that result in repair to Lawson Gardens resulting from the Applicant's use under the terms of the Permit. Groups are responsible for any damage or breakage of equipment at replacement cost in addition of labor cost for repair. _____(initial)

- **Emergency Access**: Applicant agrees to maintain access across city property for emergency personnel throughout period of use of premises under the permit.

- **Hold Harmless:** To the maximum extent permitted by law, Applicant agrees to defend, indemnify and save harmless the City, its appointed and elected officers, employees, agents and representatives, from and against all loss or expense, including but not limited to judgments, settlements, attorney fees, and costs for bodily injury, death or property damage, by reason of the acts of any and all agents and representatives, arising out of any act or omission under or in connection with the use of this Lawson Gardens lease agreement, except only such injury as shall have been occasioned by the sole negligence of the City, its appointed and elected officers, employees, agents or representatives. To the extent any of the damages referenced herein were caused by or resulted from the concurrent negligence of the City, its elected and appointed officers, employees, agents or representatives and the Applicant, its officers, or employees, agents or representatives, this obligation to indemnify, defend and hold harmless is valid and enforceable only to the extent of the negligence of the Applicant, its officers, employees, agents or representatives.

- **Non-Discrimination Requirement:** The Applicant agrees that, during the use of this Lawson Gardens, _____ (Name of Organization/Applicant) will not exclude anyone in participation in, deny anyone benefit of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age or handicap.

- **Certification:** The Applicant certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the Applicant and agrees that the Applicant has received and will observe the City's policies and procedures. The Applicant agrees to exercise the utmost care in the use of the facility.

Applicant_____date _____

City of Pullman_____date _____