

# Esther Short Park Event

## Event Classification

<u>Rate 1</u>	<u>Rate 2</u>	<u>Rate 3</u>	<u>Rate 4</u>	<u>Rate 5</u>	<u>Rate 6</u>
Free Public Events	Public Events that Generate Sales/ Donations	Open to Public w/ gated entry	Exclusive/Private Events	Off Season (Oct -Mar) Propstra Square only	Off Season (Oct-Mar) Propstra Square only
<b>Events with:</b> No sales No admission No registration No entry fees No donations No pledges No fence	<b>Events with:</b> Sales Admission Fees Registration Fees Entry fees Donations Pledges No fence	<b>Events with:</b> Sales Admission Registration Entry fees Fence May have alcohol	<b>Events with:</b> With or w/out fence May have alcohol	<b>Events with:</b> No sales No fence	<b>Events with:</b> Sales Fence May have alcohol

All park rentals subject to the approval of City of Vancouver Event Review Team.

## Rates (All prices based on daily, defined as 8 hours, or hourly rates.)

<u>Rental Area</u>	<u>Rate 1</u>	<u>Rate 2</u>	<u>Rate 3</u>	<u>Rate 4</u>	<u>Rate 5</u>	<u>Rate 6</u>
<b>Entire Park</b> Capacity 6,500	\$516/day \$650 deposit	\$963/day \$1,300 deposit	\$1,561/day \$2,800 deposit	\$2,081/day \$2,800 deposit	N/A	N/A
<b>Propstra Square Pavilion Stage</b> Capacity 2,000	\$90/hr \$287/day \$650 deposit	\$129/hr \$402/day \$650 deposit	\$780/day \$1,300 deposit	\$260/hr \$1,040/day \$1,300 deposit	\$204/day \$650 deposit	\$500/day \$1,300 deposit
<b>Gazebo</b> Capacity 1,500	\$90/hr \$287/day \$650 deposit	\$90/hr \$402/day \$650 deposit	\$780/day \$1,300 deposit	\$260/hr \$1,040/day \$1,300 deposit	N/A	N/A

**Day Before/After Event Load-in/Load-out Rate:** Events that load-in the day before/load-out after the actual event will be charged

## Additional Fees

*Park Attendant	\$15/hour per attendant
Pre-Event Prep Fees	Hourly Labor Rates
Post-Event Cleaning Fees	Hourly Labor Rates
Unauthorized Vehicles on Grass	\$100 fine per vehicle
Spider Box Rental	\$25/each per day
Dumpster Rental	\$50/each per day

\*Event Manager determines number of attendants needed. **Two Park Attendants may be required during set up and tear down**, depending on size of event.

## Esther Short Park Reservation Form

\_\_\_\_\_  
Name of Event

\_\_\_\_\_  
Date Requested

\_\_\_\_\_  
Set Up Date(s) and Time(s)

\_\_\_\_\_  
Strike Date(s) and Time(s)

\_\_\_\_\_  
Event Hours—Start and End Time(s)

\_\_\_\_\_  
Name of Organization/Individual

\_\_\_\_\_  
Name and Title of Contact Person

\_\_\_\_\_  
Address of the Organization/Individual

\_\_\_\_\_  
Day Telephone of Contact Person

\_\_\_\_\_  
Cell Phone of Contact Person

\_\_\_\_\_  
E-Mail of Contact Person

\_\_\_\_\_  
Website of Organization (if applicable)

\_\_\_\_\_  
Estimated Attendance

**Rental requests must be received at least 30 days prior to the requested date(s).**

Upon submission of this form, the perspective renter will be mailed a rental agreement stating the terms of the rental and the monetary charges. The date requested will be held upon receipt of a signed copy of the rental agreement and payment of the non-refundable deposit which is 25% of the total rental fee, not including the mandatory damage deposit.

The balance of the rental fee and damage deposit is due 30 days before the first day of the event.

For events estimating total attendance of over 100 people, requiring city services, or events that will be serving alcohol, a Special Events Permit is required. Please contact the City of Vancouver Event office for more details.

Please check the appropriate boxes:

- Rate 1 – Open to the Public; no sales/donations
- Rate 2 – Open to the Public; with sales/donations
- Rate 3 – Gated Entry
- Rate 4 – Exclusive Event
- Rate 5 – Off-Season - no sales; no fence
- Rate 6 – Off Season - with sales; with fence
- Whole Park Use – **excluding playground, water feature, rose garden and pump house**
- Pavilion Stage Area Only
- Propstra Square Area Only – **excluding water feature, rose garden and pump house**

Please see Rental Rate Description sheet for more details.

Esther Short Park rentals include access to electricity and water. Extra garbage, recycling cans, may be available upon request.

## **PARK RENTAL REGULATIONS**

- Event users will be billed for city services that are performed to support the event. This includes extra police patrols, fire and EMT personnel required, extra grounds and maintenance work; a parks staff person on site; electricity usage; garbage pick-up; traffic coordination; etc...
- The water feature and playground and pumphouse are excluded from the park rental.
- Non-profit organizations will pay the same rates as for-profit organizations.
- No vehicles, fires, charcoal burners are allowed in the park, unless otherwise permitted.
- If a banner needs to be hung for an event, the park user must utilize the banner hanging system installed on the Pavilion Stage. If user needs to use city ladder, an additional hold harmless agreement must be signed, available through the onsite Park Attendant. NO nails or staples are permitted to install banners.

## **EVENT FACILITY RENTALS**

### Facility Rental Payments

- Facilities must be reserved at least 30 days in advance.
- A deposit of 25% of the rental fee is needed to hold any rental date. Until this deposit is made, the date is still available for rent.
- The balance of the rental and the damage deposit are due 30 days before the event.
- Payment may be in the form of cash, check, Visa or MasterCard only. Cash transactions must be made at the Marshall Center.
- The City does not hold any checks used to cover the damage deposit, but we will issue you a refund check within 30 days of the last day of your event, less any damage charges the event incurs or park attendant fees.
- Each rental agreement requires a signature accepting the terms of the rental.
- The City of Vancouver reserves the right to determine the rental rate of any event.
- The City of Vancouver reserves the right to refuse use of any facilities if special event criteria are not met.
- Payments received after the contracted deadline will be subject to late fees.

### **Facility Rental Late Fees**

- If payment is made after the contracted deadline (30 days before the first day of your event), a late fee of 10% of the total rental fee\* may be applied.
- If payment is made within two weeks of the event start date, a late fee of 25% of the total rental fee may be applied.
- If payment is made within 48 hours of the event start date, a late fee of 50% of the total rental fee may be applied.
- If payment is not received by the event start date, the event is subject to cancellation.
- Late payments will affect the approval consideration for future events produced by the same organization/individual.
- Rental Reservation Applications received within 30 days of the event start date require payment in full immediately.
- For events requiring a Special Event Permit, you must first acquire an approved permit before making payment. These reservations are subject to the same late fee structure as outlined above.

**\*\*Damage Deposit: A damage deposit is required and must be paid with the rental balance on the first day of the month preceding the event. The deposit is refundable within 30 days of the end of the event, less any repair costs incurred by damage done during the event.**

**\*\*\*SPECIAL EVENT PERMIT: If the event draws 100 or more people, and/or requires city services, and/or will serve alcohol, a Special Event Permit is required. To obtain a permit application, please contact the City of Vancouver Program & Event Manager at 360.487.8630 or Program Assistant at 360.487.8330.**

**Park Use Disclaimer & Hold Harmless Agreement**

**By signing this document, I acknowledge and agree to the following:**

- Though I have rented a portion of Esther Short Park, I have not rented the entire park and the playground, water feature, rose garden and pump house remain open to the public during my event.
- I understand there may be noise pollution as a result of the surrounding streets, air traffic, and members of the public present in areas of the park not rented by myself.
- I understand that a City of Vancouver facilities crew will clean the park the week of my rental; however, I acknowledge that Esther Short Park is a public park and may have leaves and other plant debris in and/or around my rented area at the time of my rental.
- I understand that a City of Vancouver facilities crew will empty all park trash cans the morning of my rental, but will not manage garbage removal throughout my rental. I am responsible for coordinating garbage collection and removal throughout my event.
- I understand that by renting a space in the park, the City of Vancouver does not guarantee that the public will not interfere with my event space.
- I agree to use a City of Vancouver Fire Marshal approved fencing plan for any fencing around my rental space. Fencing is required if I am serving alcohol.

**IN CONSIDERATION OF BEING PERMITTED TO PRODUCE THIS SPECIAL EVENT OR ACTIVITY OR USE OF ANY CITY PROPERTY OR FACILITIES IN CONNECTION WITH THIS ACTIVITY, THE UNDERSIGNED APPLICANT (“INDEMNITOR”) AGREES TO THE FOLLOWING:**

1. THE INDEMNITOR HEREBY AGREES TO RELEASE, INDEMNIFY AND HOLD HARMLESS the City from any and all liability, claims, demands, causes of action, charges, expenses, and attorney fees (including attorney fees to establish the City’s right to indemnity or incurred on appeal) resulting from involvement in this event whether caused by any negligent act or omission of the City or otherwise. This agreement shall not apply to any liability resulting from the sole negligence of the City.
2. The INDEMNITOR agrees to reimburse the City for any loss, theft of, or damage to City property, equipment and/or facilities.
3. The INDEMNITOR agrees to comply with all applicable laws, statutes, ordinances, rules and requirements including, but not limited to, not admitting more attendees than designated by Fire Marshal’s office as safe for the particular event or facility.

The INDEMNITOR expressly agrees that this release and hold harmless agreement is intended to be as broad and inclusive as permitted by Washington law and that if any portion thereof is held invalid, notwithstanding, the balance shall continue in full legal force and effect.

Falsification and/or misrepresentation in completing this application may result in rate adjustment or event cancellation. I UNDERSTAND THAT CHANGES TO THE ABOVE DETAILED PROGRAM REQUIRE IMMEDIATE NOTIFICATION TO CITY EVENTS COORDINATOR.

I, the undersigned representative, have read the Special Events Application and the Policies and Procedures contained herein, and I am duly authorized by the event organization/business to submit this application on its behalf. The information herein is complete and accurate.

APPLICANT: \_\_\_\_\_

**PRINT NAME**

\_\_\_\_\_ **AUTHORIZED AGENT FOR**

SIGNATURE OF APPLICANT:

\_\_\_\_\_  
**SIGN NAME**

\_\_\_\_\_  
**DATE**

APPROVAL, DENIAL OR INCLUSION OF RESTRICTIONS OR SPECIAL CONDITIONS OF USE PERMIT IS AT THE SOLE DISCRETION OF MANAGEMENT. All applications must be reviewed and approved before a permit can be issued.

