2024 Esther Short Park Rentals Rates and Regulations

All park rentals are subject to the approval of City of Vancouver Event Review Team. Event organizers are advised not to announce, advertise or promote this event until it has been pre-approved by Special Events Staff. Use of the City of Vancouver logo is strictly prohibited unless written permission is obtained.

Rate 1	Rate 2	Rate 3	Rate 4
Free Public Events	**Public Events that Generate Sales/Donations**	**Open to Public with Gated Entry**	**Exclusive/Private Events**
• No sales • No admission • No registration • No entry fees • No donations • No pledges • No fence	• Sales • Admission Fees • Registration Fees • Entry fees • Donations • Pledges • No fence	• Sales • Admission • Registration • Entry fees • Fence • May have alcohol	• With or without fence • May have alcohol

Rates: Half day rate for events lasting 4 hours or less. Full day rate for events over 4 hours. Rental rates increase 2% annually, effective January 1 of each year and apply to all events held during that calendar year. The rental area is restricted to Propstra Square/Pavilion Stage from October through March.

Rental Area	Rate 1	Rate 2	Rate 3	Rate 4
Entire Park/Pavilion Stage Capacity 6,500	$572/Full Day $650 Deposit	$1,063/Full Day $1,300 Deposit	$1,724/Full Day $2,800 Deposit	$2,395/ Full Day $2,800 Deposit
Propstra Square Only Capacity 2,000	$159/Half Day $317/Full Day $650 Deposit	$444/Full Day $650 Deposit	$862/Full Day $1,300 Deposit	$1,145/Full Day $1,300 Deposit

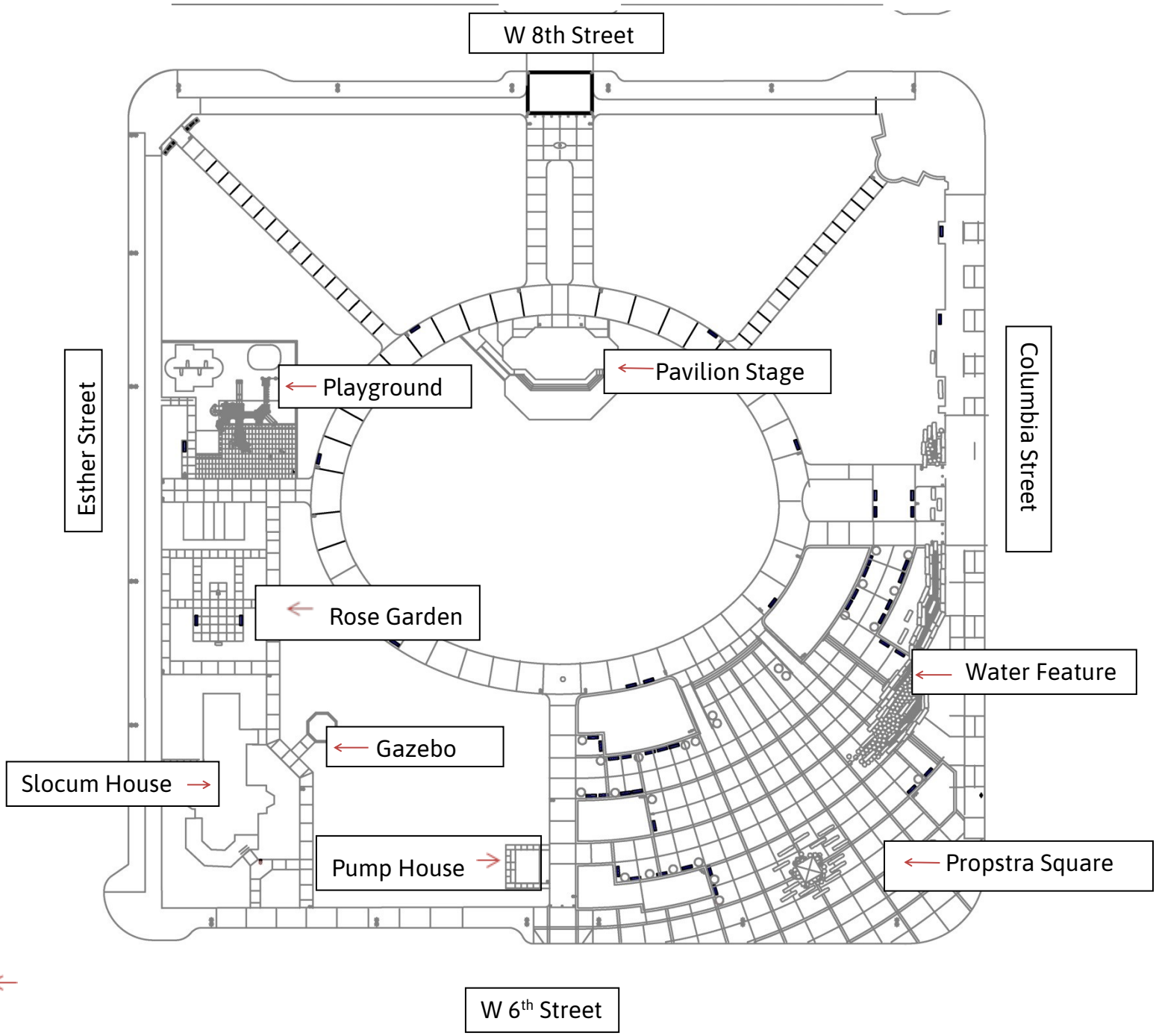
Load-in/Load-out Rate: Events that load-in the day before/load-out the day after the actual event will be charged accordingly. Event organizers must provide security to supervise any equipment left in the park overnight; equipment may not be left unsupervised.

Additional Fees:

***Park Attendant**	$20/hour; 3 hour minimum
Pre & Post-Event Prep Fees	Hourly labor rates
Noise Fee	$250 fine if permittee/their sub-contractors are non-responsive to direction from park staff/security to modify amplified sound and/or fail to reduce sound produced during load-in and load-out, fee charged against deposit.
Unauthorized Vehicles on Grass	$250 fine per vehicle/per day
Spider Box Rental	$25 each per day
Garbage/Recycle Dumpsters	$75 Enclosure usage fee

**Event Manager determines the number of attendants needed. Two attendants may be required during setup and strike, depending on size of event. Fees increase 2% annually, effective January 1 of each year and apply to all events held during the current year.*

ESTHER SHORT PARK



The Playground, Rose Garden, Pump House and Water Feature cannot be reserved and will remain open to the public and City Staff during your event.

Esther Short Park Reservation Form

Rental requests must be received at least six months prior for events with street closures or use of public ROW, and 60 days prior to the requested date(s) for events without street closures or use of public ROW.

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.

All rental fees will be forfeited if event is canceled less than 14 days before event.

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 Special Events 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
- ☐ Whole Park Use – **excluding playground, water feature, rose garden and pump house**
- ☐ Pavilion Stage Area Only (Oct.-March)
- ☐ Propstra Square Area Only – (Oct.-March) **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 and recycling cans may be available upon request.

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

Email of Contact Person

Website of Organization (if applicable)

Estimated Attendance

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, playground, rose garden, pumphouse and garbage enclosure 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

- Facilities must be reserved at least 60 days in advance, 6 months in advance for events with street closures or use of public rights-of-way.
- A non-refundable deposit of 25% of the rental fee is required to hold any date. The date is still available for rent until the deposit is paid.
- The balance of the rental and the damage deposit are due 30 days before the event.
- All rental fees will be forfeited if canceled with less than 14 days before 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 Special Events at 360-487-8303.

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.
- 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 Indemnitor 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 NOTICFICATION 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**

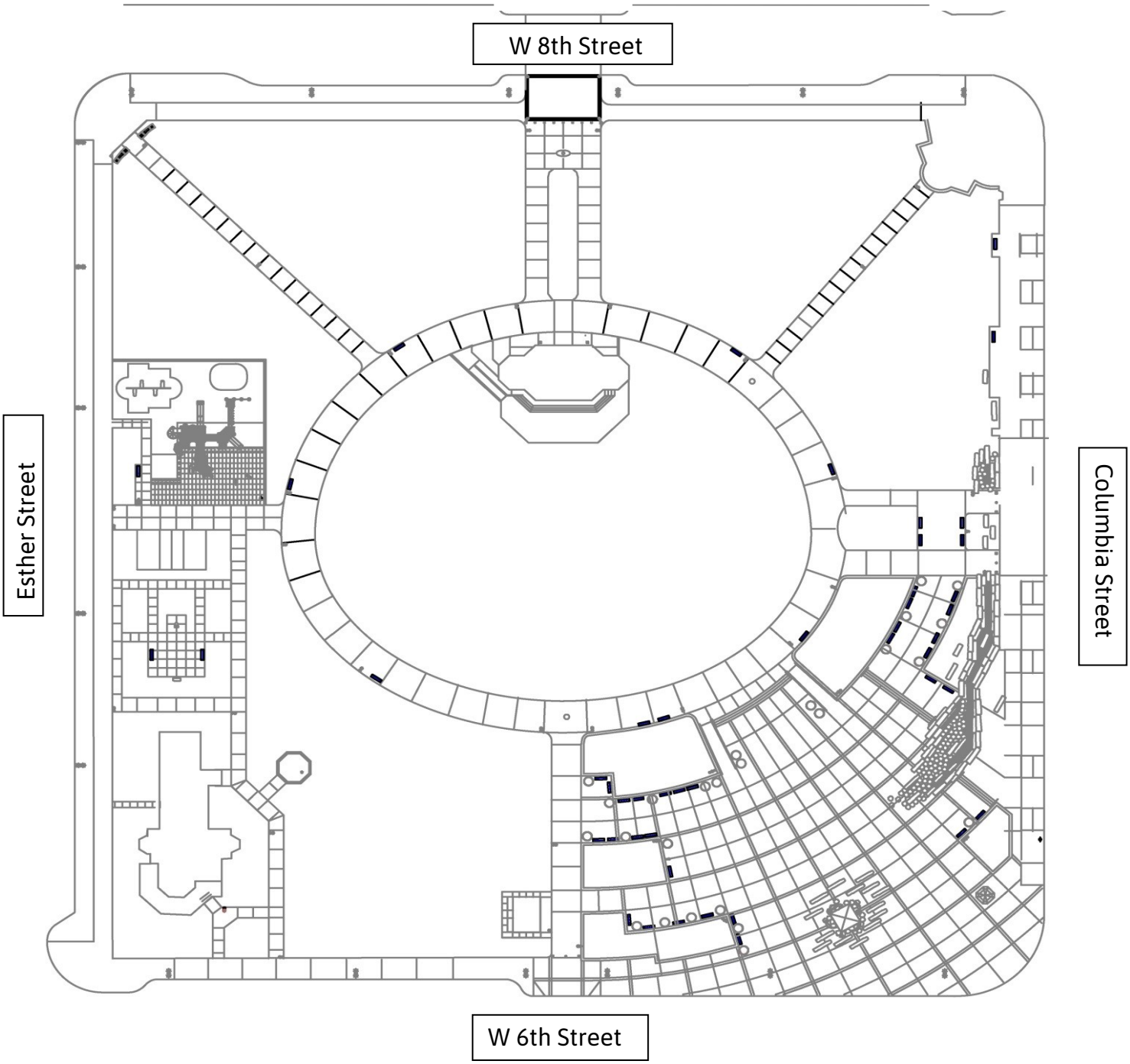
SIGNATURE OF APPLICANT:

_____ _____

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.

ESTHER SHORT PARK



A detailed site map is required for the overall event layout as well as any separately fenced areas (beer/wine gardens. Site map must include: booths, canopies/tents, cooking areas, fencing areas, number and dimension of entrances/exits, toilets, etc.) Please be sure to include this map with your submission.