

Cirque Park Picnic Shelter

7250 Cirque Drive West, University Place WA 98466
University Place Parks & Recreation
253.460.2530 | Fax 253.460.5416



3715 Bridgeport Way W
University Place, WA 98466
PH: 253.566.5656 FAX: 253.460.2541

Hourly Rates	Resident	Non-Resident
Picnic Shelter	\$50 for 4 hours	\$70 for 4 hours
<i>(All fees effective January 1, 2015)</i>		

All rentals are rain or shine, no refunds issued due to inclement weather conditions additional fees apply to all rescheduled dates

100% of rental fee is due upon application in order to retain the date of choice

Cirque Park Picnic Area & Park Amenities

Covered picnic area, three bbq's, seven picnic tables includes ADA tables, power and water, tot-lot, skateboard park, trails, restrooms

Park Amenities

27 acres, two baseball fields, one multi-purpose field, one sand volleyball court (separate rental application required for athletic fields & court)

Parking: Plenty of on-site parking

Picnic shelter is reserved in four hour time slots; available for use from 9 a.m. – dusk. Rental applications may be obtained at the Parks & Recreation Office, 3715 Bridgeport Way West, or you may call 253.460.2530 and request an application be mailed to you.

Please do your part in obeying park rules

- Dogs are required to be on a leash when in the park and owner is responsible to scoop after their dog
- Fireworks are not permitted in any park
- Open fires are not permitted at any park
- Violence of any kind is not permitted in any park
- Weapons are not permitted in any park except firearms as constitutionally allowed so long as it's not concealed without a valid permit or not aimed or discharged in, into or across any park
- Alcohol is prohibited at any City park
- Public vending, peddling, sales and advertising is prohibited in City parks with exception to contracted City sponsored events
- Insurance is required for the following: bouncer, tent, canopy larger than 12x12

Insurance/Special Event Permit Requirements

Certificate of Insurance: A Certificate of insurance is required for the following; bouncer/tent/canopy larger than 12 x12. The certificate must provide insurance coverage of at least \$1,000,000 for bodily injury/property damage. City of University Place must be named as additional insured, and have a copy of the insurance certificate on file prior to the event.

Special Event Permit: Special events i.e. walks/runs, festivals, concerts, stage performances or large public/private events are required to obtain special event permit and pay additional fees; permit(s) available through the City of University Place Development Services Permit Counter, 253.566.5656.

Rental application must be signed and approved by the Recreation Specialist before the rental is guaranteed. This form is NOT an application or a binding agreement.

Cirque Park Picnic Shelter Rental Application

University Place Parks & Recreation
253.460.2530 | Fax 253.460.5416



3715 Bridgeport Way W
University Place, WA 98466
PH: 253.566.5656 FAX: 253.460.2541

This application will not be processed nor will the facilities be reserved until this form has been completed and approved by Parks & Recreation for the City of University Place, and **all fees are paid in full.**

Application Information

Date Submitted _____
Main Contact _____ League Organization _____
Mailing Address _____ City _____ Zip _____
Phone _____
Home Work Fax Cell
Email _____ Tournament/Group Sponsor _____
Does Applicant/Group carry comprehensive liability insurance? ___ Yes ___ No
Amount \$ _____ Insurance Co. _____ Policy # _____

Picnic Shelter Application

Cirque Park, 7250 Cirque Drive West, University Place WA 98466

Shelter Amenities: Three bar-b-que's, nine picnic tables

Park Amenities: 27 acres, two baseball fields, one soccer field, tot-lot, skateboard park, trails, Sani-can

Rental Date _____

Start Setup Time _____ Start Event Time _____ End Cleanup Time _____ Total Hours Combined

Function

Social Party Baseball Game/Party Other _____ Est. # of guests ___ Adults ___ Minors

Clean Up: The following person has agreed to supervise the cleanup

Name _____ Phone _____

Insurance is required for the following special equipment:

Bouncer/inflatable Tent/Canopy 12x12 Other (Please specify below)

Other conditions specific to rental: (Check with Rental Coordinator for specific agreements pertaining to your rental not addressed in this application.)

Acknowledgement

The undersigned Applicant hereby makes application for use of the facilities described above and certifies that the information on the application is correct. The applicant agrees to adhere to all applicable rules, regulations, laws and ordinances and the rules provided in the attached City of University Place Facility Usage form of which Applicant hereby acknowledges receipt. The applicant/renter shall indemnify and hold harmless the City of University Place, its employees, agents and volunteers from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury, death or property damage arising from, or connected with the applicant/renter's use of the premises. **Fees and Deposits are subject to change at any time.**

By signing, Applicant hereby acknowledges that the Applicant has reviewed the information on both sides of this Agreement.

Applicant's Signature _____ Date _____ Approved by _____ Date _____

Official Use Only

Date Application Received _____ By _____ Amount Paid _____ Receipt # _____

Approved By _____ Date _____

Routing: Parks/Custodians _____ Police _____ Other _____

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Picnic Shelter Usage Guidelines

1. NO CHECKS ACCEPTED 15 DAYS PRIOR TO EVENT; CREDIT CARD OR CASH PAYMENT ONLY.

2. Rental Payment - 100% of the rental fee is due at the time of application. **Application will not be accepted without rental fee paid in full.** Personal identification must be provided before rental will be approved. Make checks payable to the *City of University Place*.

3. Requests for Cancellation/Changes of facility permits must be received in writing. When notice is received 30 days or more prior to the scheduled rental date, less administrative fee, will be refunded. No refunds will be made when notice of cancellation is received 15 days or less prior to the rental date. (All rentals are rain or shine, no refunds issued due to inclement weather conditions.)

4. Decorations/Signs: Decorations are allowed and must be affixed with tape or string. Decorations must be removed upon event closing.

5. Setup and cleanup: Rental groups are responsible for setup and cleanup. Cleanup includes removal of garbage, decorations, and signage. Grills must be wiped clean while still warm and coals must be extinguished. Above listed will be responsible for cleaning and leaving the facility in the condition received.

6. Tents & canopies: Tents or canopies less than 12x12 are allowed. If canopies or tents are used, they must be weighted down, and not staked. Digging into the ground is prohibited.

7. Use of facility: The renter is responsible for posting the Picnic Reservation at the rental site on the day of their rental. When your reservation has ended, please cleanup and respect other groups that may have the shelter reserved.

8. Baseball field can be reserved for an additional fee. Please inquire about reservation and rental fee.

9. Please do your part in obeying park rules

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16. Amplified Sound The issuance of a facility rental or reservation, or special event permit by the City allows the applicant's event to exceed the base volume limits in the University Place Park Code for no more than four hours total (either consecutive, or with breaks) between the hours of 10:00 a.m. and 9:00 p.m. The City, in its sole discretion, retains the right to determine if the volume generated by an event is so excessive that it constitutes a public disturbance and may require a reduction in volume and in the event of non-compliance by the applicant may terminate the reservation, rental or permit and the event.

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Signature _____ Title _____ Date _____