



# PARKS & RECREATION

680 LEBO BOULEVARD • BREMERTON, WA 98310-5841

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## PARK AND SHELTER RESERVATION FORM

DATE SUBMITTED: \_\_\_\_/\_\_\_\_/\_\_\_\_

Rental Date(s): \_\_\_\_\_ Day(s): SU M TU W TH F SA From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

Organization/Group: \_\_\_\_\_ Activity Type: \_\_\_\_\_ Est. Attendance: \_\_\_\_\_

Representative/Person in Charge: \_\_\_\_\_ Phone Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Will you be selling merchandise or services or collecting fees? Yes / No If yes, for what purpose? \_\_\_\_\_

Will you be using amusement rides such as bounce houses, etc.? Yes / No If yes, insurance may be required.

### SHELTER(S) REQUESTED (Please check all that apply):

#### Evergreen Rotary Park (1500 Park Ave.)

- Shelter 1 (Max. 100)
- Shelter 2 (Max. 25)
- Shelter 3 (Max. 30)
- Shelter 5 (Max. 40)
- Shelter 6 (Max. 40)
- Amphitheatre (100+)

#### Lions Park (251 Lebo Blvd.)

- Shelter 1 (Max. 65)
- Shelter 2 (Max. 35)

#### Bataan Park (1827 Sylvan Way)

- Shelter (Max. 35)

#### Blueberry Park (737 Sylvan Way)

- Shelter (Max. 50)

#### Kiwanis Park (1701 5<sup>th</sup> Street)

- Shelter (Max. 35)

#### Bachmann Park (206 Shore Dr.)

- Shelter (Max. 20)

#### Lent Landing (425 Lebo Blvd.)

- Shelter (Max. 20)

#### Matan Park (2220 Anderson St.)

- Shelter (Max. 25)

#### N.A.D. Soroptomist Park (6002 Kitsap Way)

- Shelter (Max. 25)

### PARK FACILITY REQUESTS (Please check all that apply):

- East Park (Schley & Homer Jones Dr.)
- Forest Ridge Park (110 Summit Ave.)
- Haddon Park (15<sup>th</sup> & Lafayette Ave.)
- Kitsap Lake Park (picnic area, 1978 Price Rd.)
- Kiwanis Park (excluding shelter)
- Lions Park (excluding shelters)
- Manette Playfield (1136 Nipsic Ave.)
- Warren Avenue Playfield (1017 Warren Ave.)
- Louis Mentor Boardwalk (2<sup>nd</sup> & Washington Ave.)
- Boardwalk Stage & Tent (20'x24' stage w/tent)
- Harborside Fountain Park (251 1<sup>st</sup> St.)
- Other: \_\_\_\_\_

### PARK AND SHELTER RESERVATIONS

Reservations are accepted for parks and shelters beginning January 1<sup>st</sup> and may be made no less than five (5) working days prior to the event. Reservations requested within five days are handled on a case by case basis. Some events may require a Special Event Permit available from City Hall (e.g. dances, fundraisers, walks/runs, religious or political events). Special Event permitting requires additional fees and may take 3-4 weeks to process. For more information, contact City of Bremerton Tax & Licensing Office at (360) 473-5311.

The City may place additional requirements on the applicant, such as security, traffic and parking control, waste control, portable toilets, etc.

A completed reservation form and full payment are required to confirm your reservation date, time and location. Reservations are first come, first served. Reservation may be completed by phone. Phone reservations require payment by credit card and a completed, signed form to be processed. Forms may be faxed to (360) 473-5882 or emailed to [parks@ci.bremerton.wa.us](mailto:parks@ci.bremerton.wa.us).

A deposit may be required depending on the type and size of activity or event.

The person completing the Park and Shelter Reservation Form must be at least 21 years of age and must be present during the event. The applicant must provide adequate supervision at all times.

Cancellations of reservations made 30 or more days prior to the event date receive an 80% refund. Cancellations made 29 days or less prior to the event date receive a 50% refund. Failure to give notice of cancellation forfeits all reservation fees. No refunds are made for cancellation due to inclement weather.

City and Parks & Recreation Department existing and future special events and programs have priority use.

**(PLEASE READ AND COMPLETE ALL PAGES OF THIS FORM)**

# **RULES AND REGULATIONS FOR USE OF CITY PARKS AND SHELTERS**

## **All City of Bremerton ordinances and policies are enforced in City Parks.**

### **Chapter 13.04 Park Code, City of Bremerton Municipal Code**

**13.04.020 DEFINITIONS.** The following terms, phrases, words and their derivations will have the meaning given herein, unless inconsistent with the context. Words using the present tense include the future. Words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is always mandatory and not merely directive:

- (1) "Superintendent" is the person immediately in charge of all park areas and their activities, and to whom all park attendants of any area are responsible.
- (2) "Park" is a park, playground, beach, recreation center, or any other area in the city owned or used by the city and devoted to active or passive recreation.
- (3) "Person" is any person, firm, partnership, association, corporation, company or organization of any kind. (Ord. 2191 §102, 1956)

**13.04.030 SIGNS, BILLBOARDS, ETC.** It is unlawful to use, place or erect any signboard, sign, billboard, bulletin board, post, pole or device of any kind for advertising in any park; or to attach any notice, bill, poster, sign, wire, rod or cord to any tree, shrub, railing, post or structure within any park; or without the written consent of the superintendent, to place or erect in any park, a structure of any kind; provided, that the superintendent may permit the erection of temporary directional signs or decorations on occasions of public celebration and picnics. (Ord. 2191 §103, 1956)

**13.04.040 DESTROYING PARK PROPERTY.** It is unlawful to remove, destroy, mutilate or deface any structure, monument, statue, vase, fountain, wall, fence, railing, vehicle, bench, shrub, tree, fern, plant, flower, lighting system, or sprinkling system or other property lawfully in any park. (Ord. 2191 §104, 1956)

**13.04.050 ANIMALS AT LARGE.** It is unlawful to allow or permit any animal to run at large in any park, or enter any lake, pond, fountain or stream therein, except that unleashed dogs are allowed in designated dog park areas within the City of Bremerton park system. (Ord. 4952 §3, 2005: Ord. 2191 §105, 1956)

**13.04.060 DISCHARGING FIREARMS OR EXPLOSIVES.** It is unlawful to shoot, fire or explode any firearm, fireworks, firecracker, torpedo or explosive of any kind or to shoot or fire any air gun, bows and arrows, BB gun or use any slingshot in any park, except the superintendent may authorize archery, and the firing of small bore arms and fireworks at designated times and places suitable for their use. (Ord. 5067 §1, 2008: Ord. 2191 §106, 1956)

**13.04.070 TREATMENT OF ANIMALS AND BIRDS.** It is unlawful in any manner to tease, annoy, disturb, molest, catch, injure or kill or to throw any stone or missile of any kind at or strike with any stick or weapon any animal, bird or fowl. (Ord. 2191 §107, 1956)

**13.04.080 SOLICITING AND PEDDLING.** No person shall solicit alms or contributions for any purpose, whether public or private, nor expose or offer for sale any article or thing, nor shall any person station or place any stand, cart or vehicle for the transportation, sale or display of any such article or thing, except the licensed concessionaire acting by and under the authority of the superintendent. (Ord. 2191 §108, 1956)

#### **13.04.100 RIDING MOTOR VEHICLES, NON-MOTORIZED VEHICLES AND HORSES.**

- (a) It is unlawful to ride or drive any bicycle, tricycle, skateboard, horse or pony over or through any park except within and upon the park drives, parkway, park boulevards and bicycle paths designated for such use, or at a speed in excess of fifteen (15) miles per hour, except as otherwise authorized by the Director of Parks and Recreation.
- (b) It is unlawful to park, ride or drive any motorcycle or motor vehicle upon, over or through any park except within and upon park drives, parkways, park boulevards, rights-of-way or parking lots located within a park and designated for such use, except as otherwise authorized by the Director of Parks and Recreation. (Ord. 4915 §3, 2004; Ord. 4267 §1, 1990; Ord. 2191 §110, 1956)

**13.04.110 GAMES AND SPORTS.** It is unlawful to practice or play golf, baseball, cricket, lacrosse, polo, archery, hockey, tennis, badminton, or other games of like character or to hurl or propel any airborne or other missile except at places set apart for such purposes by the superintendent. (Ord. 2191 §111, 1956)

**13.04.120 POLLUTING WATERS.** No person in a park shall throw, discharge, or otherwise place or cause to be placed in the waters of any fountain, pond, bay or other body of water in or adjacent to any park or storm sewer, or drain flowing into such waters, any substance, matter or thing, liquid or solid, which will or may result in the pollution of the waters. No person in a park shall have brought in or shall dump, deposit, or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage, or refuse, or other trash. No such refuse or trash shall be placed in any waters in or contiguous to any park, or left anywhere on the grounds thereof, but shall be placed in the proper receptacles where they are provided; where receptacles are not so provided, all such rubbish or waste shall be carried away from the park by the person responsible for its presence, and properly disposed of elsewhere. (Ord. 2191 §112, 1956)

**13.04.130 FIRES.** It is unlawful to build any fires in any park except in areas designated by the superintendent. (Ord. 2191 §113, 1956)

**13.04.140 LIQUOR.** It is unlawful to serve or consume, within any City park, any liquor as defined in RCW [66.04.010](#)(25), as enacted and hereinafter amended, except the service and consumption of liquor is authorized in the following circumstances:

- (a) Harborside Fountain Park and Louis Mentor Boardwalk. Within the boundaries of the Harborside Fountain Park and the Louis Mentor Boardwalk, when: (1) Permitted by the Washington State Liquor Control Board; and (2) Such service of liquor is administered by the operator of the Kitsap Conference Center at Bremerton Harborside; or (3) The service of liquor is administered during an event or activity which is (i) licensed by the City as a special event pursuant to Chapter [5.36](#) BMC, or (ii) pursuant to a license agreement approved by City Council, and (iii) such service and consumption of liquor is limited to beer and wine.
- (b) Pendergast Regional Park - Indoor Soccer Center. Within the mezzanine food service area of the Olympic Soccer and Sports Center ("Indoor Soccer Center") located within Pendergast Regional Park when: (1) Permitted by the Washington State Liquor Control Board; (2) Such service of liquor is administered by the operator of the Indoor Soccer Center; and (3) Such service and consumption is limited to beer and wine.
- (c) Eastpark - Bremerton Ice Arena. Within the building of the Bremerton Ice Arena facility ("Ice Arena") located within Eastpark when: (1) Permitted by the Washington State Liquor Control Board; (2) Such service of liquor is administered by the operator of the Ice Arena; (3) Such service and consumption is limited to beer and wine; (4) Such service and consumption, when in the viewing stands area, is limited to private functions, not public events; however, service and consumption of liquor is prohibited on the field of play; and (5) Required approval has been granted by the National Parks Service, on behalf of the Secretary of the Interior, pursuant to the deed conveying the property to the City. For purposes of this section, the authorized service and consumption of liquor includes any related sale of liquor. (Ord. 5183 §1, 2012: Ord. 5166 §1, 2011: Ord. 5060 §1, 2008: Ord. 5005 §3, 2007: Ord. 2191 §114, 1956)

**13.04.150 HOURS.** Except for unusual and unforeseen emergencies, parks shall be open to the public every day of the year during designated hours. The opening and closing hours for each individual park shall be posted therein for public information. Any section or part of any park may be declared closed to the public by the superintendent at any time and for any interval of time, either temporarily or at regular and intervals (daily or otherwise) and either entirely or merely to certain uses, as the superintendent shall find reasonably necessary. (Ord. 2191 §115, 1956)

#### **PARK HOURS: Sunday through Saturday - 8:00 AM to dusk (Unless posted otherwise)**

**13.04.160 NONCOMPLIANCE - EJECTION FROM PARK.** It is unlawful to violate or fail to comply with any park rule or regulation duly posted by the superintendent, and the superintendent or any park attendant shall have the authority to eject from a park, any person acting in violation of this chapter. (Ord. 2191 §116, 1956)

**13.04.170 PROCEEDING AGAINST VIOLATORS.** Anyone concerned in the violation of this chapter, whether directly or indirectly committing the thing that constitutes the offense, or who aids or abets the same, and whether present or absent; and anyone who directly or indirectly counsels, encourages, hires, commands, induces, or otherwise procures another to commit such offense, is and shall be a principal under the terms of this chapter and shall be proceeded against and prosecuted as such. (Ord. 2191 §117, 1956)

**13.04.180 PENALTY FOR VIOLATIONS.** Violation of or failure to comply with the provisions of this chapter shall constitute a misdemeanor and, upon conviction thereof, be subject to the provisions of Chapter [1.12](#) BMC. (Ord. 4733, Reaffirmed, 11/30/2000; Ord. 4680, Amended, 12/17/1999; Ord. 2191 §118, 1956)

**RULES AND REGULATIONS FOR USE OF CITY PARK SITES AND SHELTERS (Continued)**

Car parking at Evergreen Park: The middle row of parking (designated stalls) is reserved for vehicles with boat trailers only. All others will be cited and/or towed at the owner's expense. (BMC 10.11.010-H)

The noise level in the facility and surrounding area shall be in compliance with BMC 6.32.110. Failure to comply immediately ends the rental. (Basically, sound from audio equipment operated at a volume so as to be audible greater than 50 feet from the source is too loud.)

Use of the Evergreen Rotary Park amphitheater requires a \$100.00 non-refundable fee for access to power due upon submission and approval of park reservation request.

No smoking is allowed in the facilities.

Groups are not allowed to conduct religious or political meetings or other assemblies in a park without first obtaining a permit from the City of Bremerton. Failure to comply could lead to immediate termination of the rental.

Bremerton Parks and Recreation will make every effort to see that the facility is in good condition for the renter. However, due to circumstances including vandalism and previous rentals, it cannot guarantee the facility's condition. The rental group is responsible for leaving parks and shelters in the same (or better) condition than found. Garbage is to be placed inside garbage cans.

Bremerton Parks and Recreation is not responsible for any items left or lost by the rental party.

The misuse of Bremerton Parks and Recreation facilities or non-conformance with the rules and regulations justifies forfeiture of the deposit and denial of future use.

**WAVIER OF LIABILITY AND HOLD HARMLESS AGREEMENT**

I certify that I am the authorized representative of the organization or group named herein. I agree on behalf of myself and the organization or group to supervise all activity on the premises and to fully comply with and enforce the City rules and regulations during the time allocated for use by the organization or group. This agreement may be immediately terminated if the organization or group fails to comply with and/or enforce City rules and regulations.

In consideration for the acceptance of this application, the organization or group named herein hereby waives, releases and agrees to hold harmless the City of Bremerton, its officers, officials, employees, agents and volunteers including class instructors from any and all claims of injuries, damages, losses or suits, including all legal costs and attorney's fees, arising out of or in connection with the participation in this agreement and the rental of this City facility by the organization or group named herein.

**I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS AGREEMENT BEFORE SIGNING IT.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Organization/Group

\_\_\_\_\_  
Official Capacity with Organization/Group

**IMPORTANT: BRING A COPY OF YOUR RECEIPT AND APPROVED PARK AND SHELTER RENTAL FORM TO THE PARK ON THE DAY OF YOUR EVENT.**

**FOR OFFICE USE ONLY**

Approved  Denied By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Fee:\$ \_\_\_\_\_  Cash  Check# \_\_\_\_\_  Credit Card Receipt# \_\_\_\_\_

Comments: \_\_\_\_\_

Deposit:\$ \_\_\_\_\_  Cash  Check# \_\_\_\_\_  Credit Card Receipt# \_\_\_\_\_

Deposit Refund Approved/ Processed By: \_\_\_\_\_ (Note: Refund may take 10-14 days to process and will be sent to payee.)

Refund Sent To: \_\_\_\_\_ Voucher #: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_