



Historical Park Shelter Reservation

Office Only:
Date: _____
Rcpt #: _____
GW: _____

Please note: Reservations are not confirmed until completed form and fee have been received.

Name: _____ Organization: _____
(if applicable)

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Date of Shelter Use: _____ Time of Use: _____ to _____

Type of Event: _____

Approximate Attendance: _____ (Park will not accommodate groups over 100)

If paying with Visa or MasterCard and you are mailing or faxing this form, please complete payment info below:

Visa/MC: _____ - _____ - _____ Exp: _____ Month / Year
Signature: _____ Verification code (3 digits): _____

Release of Liability

I agree to hold harmless, indemnify, and defend the City of Tumwater from all claims that might be filed against the Parks & Recreation Department and/or the City of Tumwater, its hired or contracted employees, volunteers or agents, for any and all injuries or losses that may be suffered because of my/our use of city property, facilities, and equipment in consideration of permission granted by the city for use. I also understand that parking is limited and every effort should be made to carpool. I agree to leave the facility in a neat and clean manner.

I understand that by signing this form, I am responsible for the state in which the Historical Park is left. I have read, understand, and agree to the reservation rules listed above and on the reverse side of this form.

Signature: _____ Date: _____

Please see reverse side for Historical Park policies →

Historical Park Policies

- Shelter reservation fees (Non-refundable unless date is taken by another party):
 - 1 to 4 hours: \$25
 - Over 4 hours: \$50
- Shelter reservations are accepted annually on a first-come, first-served basis. Reservations for each year open on the first business day of the calendar year. **Mailed reservation forms will not be accepted if postmarked before the first business day of the year.**
- **Reservations are not confirmed until completed form and fee have been received.**
- **Reservations are for the shelter only.** Historical Park Shelter reservation does not guarantee or reserve any additional park space or parking space. Parking is limited and carpooling is encouraged. There are 67 parking spaces; 3 handicapped parking spaces.
- Shelter has 2 power outlets that each provide 20 amps maximum.
- Shelter can accommodate 50 to 60 people.
- Park will not comfortably accommodate groups of 100 or more.
- Group representative is required to check with the Tumwater Police Department to see if a special events permit is required for their gathering prior to making a reservation with Parks & Recreation.
- No person shall use a city park for a public event without a permit.
- Park hours: the park is opened at sunrise and gates are locked at sunset.
- Damage to city property, or failure to clean up the shelter after use may cause any future reservation privileges to be revoked.
- All Tumwater city ordinances shall apply to and be in full force and effect within the public parks.
- Alcoholic beverages are not allowed in city parks.
- No person is allowed to cut, remove or damage any flowers, trees, shrubs, or turf.
- No open fires are allowed within any public park.
- Dogs are not allowed to run at large and must be kept on a leash at all times.
- Horses are not allowed in city parks except on paved areas.
- Overnight parking or camping is not allowed.
- Motor vehicles may park only in designated areas.
- All trash must be disposed of in trash receptacles.
- Please call Tumwater Parks & Recreation for date availability.

Mail form & payment to:

Tumwater Parks & Recreation

555 Israel Rd SW
Tumwater, WA 98501
Phone: 360-754-4160
Fax: 360-754-4166

Tumwater Historical Park - physical address*:

777 Simmons Rd SW
Tumwater, WA 98501

***For directions, please call 360-754-4160 or visit our website:
www.ci.tumwater.wa.us**

Please complete information on reverse side 