



# Historical Park & Pioneer Park Shelter Reservation

Office Only:

Date: \_\_\_\_\_

Rcpt #: \_\_\_\_\_

Res Cal: \_\_\_\_\_

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
(if applicable)

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Check Time of Use:  9am - 2pm  3 - 8pm  9am - 8pm

Shelter:  Historical Park  Pioneer Park

Type of Event: \_\_\_\_\_

Approximate Attendance: \_\_\_\_\_ (The parks can accommodate groups of up to 100 people.)

## 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 understand that by signing this form, I am responsible for the state in which the Historical Park or Pioneer Park is left. I agree to leave the facility in a neat and clean condition. I also understand that parking is limited and every effort should be made to carpool. I acknowledge that I have read, understand, and agree to the reservation rules listed above and on the reverse side of this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Reservation Options:

Reservations are not confirmed until completed form and fee have been received. Online reservations do not require completion of this reservation form.

### **In Person:**

Parks & Recreation  
Department,  
555 Israel Rd SW,  
Mon - Fri, 8am to 5pm

### **By Fax:**

Fax form to (360) 754-4166 &  
call (360) 754-4160 with Visa,  
MasterCard or Discover  
information.

### **By Mail:**

Mail form & payment to  
Tumwater Parks & Recreation  
555 Israel Rd SW  
Tumwater WA 98501

### **Email:**

Email completed form to  
[tumwaterparks@ci.tumwater.wa.us](mailto:tumwaterparks@ci.tumwater.wa.us)  
& call (360) 754-4160 with Visa,  
MasterCard or Discover information.

### **Online:**

Visit [www.ci.tumwater.wa.us/parks](http://www.ci.tumwater.wa.us/parks)

**Online reservations do not require completion of this reservation form.**

**Please see second page for Park Shelter policies**

# Historical Park and Pioneer Park Shelter Policies



## Reservations:

- **Shelter reservation fees for private party use:**

9:00am to 2:00pm     \$50

3:00pm to 8:00pm     \$50

9:00am to 8:00pm     \$75

- Shelters are available to reserve 365 days in advance.
- Reservations are not confirmed until completed form and fee have been received. **Online reservations do not require completion of paper reservation form.**
- To check availability, call Tumwater Parks & Recreation at (360) 754-4160 or visit [www.ci.tumwater.wa.us/online-registration](http://www.ci.tumwater.wa.us/online-registration).
- **Large Group/Public Events:** For all events larger than 100 people and/or open to the public, a special event permit application must be completed and approved. No person shall use a city park for a public event without a special event permit.

## Cancellations:

- Reservation fees are refundable minus a \$10 cancellation fee.
- Cancellations must be made at least 14 days prior to the reservation to be eligible for a refund.
- Cancellations are not available through the online registration system; they must be requested by contacting office staff.
- No refunds will be made due to inclement weather.

## Amenities/Hours:

- Parking space is limited. Carpooling recommended.
- The parks can accommodate groups of up to 100 people.
- Parks are opened at sunrise and gates are locked at sunset.
- **Historical Park Shelter:** Accommodates 80 people. 3 power outlets, each providing 20 amps max, barbecue grill and 1 water source.
- **Pioneer Park Shelter:** Accommodates 50 people. 2 power outlets, each providing 20 amps max, 1 group grill and 1 water source.

## Renter Responsibilities:

- Full disclosure of event is required, including estimated attendance, nature of the event, set-up and equipment use.
- Renter must provide general adult supervision and control over all activities to prevent injury or damage.
- Renter is responsible for general clean-up of rental site, including removal of all trash which exceeds the capacity of the trash cans provided. Damage to city property or failure to clean up the shelter after use may cause any future reservation privileges to be revoked.

## Facility Use Guidelines:

- All Tumwater city ordinances apply to, and are in full force and effect within, the public parks.
- Bounce houses, tents or any other temporary structures that require ground anchoring must receive prior approval from Tumwater Parks & Recreation.
- Alcoholic beverages and controlled substances of any kind are not allowed in any park space, including picnic shelters, restrooms, and parking lots.
- Decorations/signs are restricted to the covered shelter area and must be affixed with tape or string only. Nails, staples, bungee cords, etc. are not permitted.
- Reservation area consists of covered picnic area and adjacent barbecue. It does not include surrounding grass area, etc. You may not restrict public access to any area outside the shelter.
- Vehicles may not be driven or parked on sidewalks, paths, or grass, except to load and unload, which time may not exceed 15 minutes.

**Please complete information on first page**