

CITY OF TUMWATER
NEIGHBORHOOD GRANTS PROGRAM
Neighborhood Party Kit Reservation Application and Use Agreement

The Neighborhood Party Kit, hereinafter referred to as "Kit," is made available free of charge to any neighborhood group within the City of Tumwater for the purpose of promoting and hosting an event that builds connections among neighbors. The Kit may be used alone or in conjunction with a Neighborhood Event Grant (separate application required). The kit is available on a first-come, first-served basis.

- The Kit can be reserved in whole or in part. Please select the items to be included with your reservation.
- The Kit must be picked up in person at Tumwater City Hall, 555 Israel Rd SW, and returned during regular business hours of 8:00 a.m. to 5:00 p.m. Monday-Friday. A staff member must be present to check it in and out.

To check availability, please contact City of Tumwater Volunteer Coordinator at volunteer@ci.tumwater.wa.us or call (360) 252-5424.

As my neighborhood group designee, I agree to the following:

- A neighborhood group designee will serve as the responsible party for the reservation. This designee must provide: 1) a valid driver's license or other proof of Tumwater residency; 2) information about the neighborhood event including date, time, and location of event (permit, if necessary); 3) information about our neighborhood; and 4) waiver of liability to City for use of Kit; and 5) commitment to return all items in clean and proper condition within 48 hours after the event.
- The group is responsible to transport, set up, take down, clean, and re-pack the contents of the Kit.
- Group will be responsible for repair or replacement of damaged or missing items, other than normal wear and tear. Failure to return the kit contents will render the group ineligible to apply for neighborhood grants and/or may result in reduction of group's Event Grant reimbursement by the cost of damages to the kit.
- If event is located on public property, a permit must be submitted to the Tumwater Police Department (Ref. City Ordinance 12.08.010 Public Events). Special Event Permit form can be found at <https://www.ci.tumwater.wa.us/departments/police/services/special-events-permit>
- The group agrees to follow all applicable laws and ordinances relevant to hosting a neighborhood event.
- Use of the kit is subject to terms of the Community Matching Fund
- Minimum of three (3) people within the neighborhood must participate in planning/hosting event as part of the volunteer component.
- Event must seek to be inclusive of all neighbors.
- I agree to notify the City volunteer coordinator to cancel or change the reservation at least 48 hours in advance of scheduled pick-up date.

About Your Neighborhood: *(Location and names of at least three neighbors who will assist in hosting/planning this event)*

Neighborhood Event Location: _____

Date of Event _____ **Time of Event** _____ **Expected Attendance** _____

____ **Approval letter from Private Property Owner or Event Permit Attached**

Neighborhood Group Designee (Name Printed): _____

Phone (____) _____ Email _____

The City of Tumwater assumes no liability for neighborhood events, use of or suitability of equipment, or any injury arising from any such activity as a condition of its use.

Release of Liability:

I agree to hold harmless, indemnify, and defend the City of Tumwater from all claims that might be filed against the City, 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.

My signature on this form is acknowledgement that I have read, understand, and agree to the reservation requirements for the Neighborhood Party Kit.

NEIGHBORHOOD PARTY KIT RESERVATION APPLICATION AND USE AGREEMENT

(Shaded Areas Below - For Office Use Only-to be completed by City Staff at time of check-out/in)

Requested Check-out Date _____ Return Date _____

Select item(s) to be reserved below.

SUPPLIES	ITEMS YOU REQUEST (✓ each)	Date and Initials of STAFF CHECK OUT	Date and Signature of Group Designee Receiving Item*	Date and Initials of STAFF CHECK-IN
Tent with two (2) bag weights (use sand or brick)				
Cooler				
5' folding table				
2 folding chairs				
Lawn Game - Bowling				
Rolling Cart				
Tent sign				
Trash bags and recycling bin				

*Condition of items has been inspected at check-out and all items are clean, working condition unless noted below in comments.

I agree to the terms of use and conditions stated in the Neighborhood Party Kit Reservation Form, Release of Liability and Use Agreement.

Neighborhood Group Designee:

Submit Reservation Form and Use Agreement (Kits are picked up from and returned to):

Name (Printed) _____

Volunteer Coordinator

Signature _____

Tumwater City Hall

555 Israel Road SW

volunteer@ci.tumwater.wa.us

RESERVATION APPROVAL

For Office Use Only:

DATE APPROVED: _____

DATE NOTIFIED: _____

DATE PICKED UP: _____

___ Valid Driver's License/State ID or other documentation of Tumwater residency (reviewed at check-out)

___ Event Permit (if on public property) or approval letter from property owner attached

___ Copy of Approved Application attached to kit items for pick-up, Original Application placed in notebook

DATE CITY STAFF NOTIFIED OF INTENT AND COPY OF AGREEMENT: _____

DATE RETURNED: _____

Name and Signature of City Staff Check-in

NOTE any exceptions below: