



# TOWN OF TWISP

## TOWN FACILITIES RESERVATION APPLICATION

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

### RESERVATION INFORMATION

- Reservation For:  Park (Band Shell Side) (up to 1 day)  Town Hall  
 (Check all that apply)  Park (Webb Shelter/River Side) (up to 1 day)  Basketball Court  
 Pool  Commons Park

Number of Attendees \_\_\_\_\_

Parties in excess of 50 people require a portable toilet to be provided by applicant

Parties in excess of 200 people require the Town to determine # of toilets needed

Reservation Date \_\_\_\_\_

Reservation Time \_\_\_\_\_

Type & Length of Activity or Event \_\_\_\_\_

**\*\*The Town reserves the right to refuse to rent any Town facility; renters need to know and follow any rules of operation. A damage deposit will be collected at the time of reservation.**

**If alcohol will be part of this event, please complete the following:**

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

The appropriate license/permit must be issued from the State prior to approval of this event permit. Please check which license/permit will be obtained.

\_\_\_\_\_ **Banquet Permit (WAC 314-18):**

- \*Event will be held in a public place
- \*Beer and/or wine will not be sold
- \*Event will not be open to the public

\_\_\_\_\_ **Special Occasion License (WAC 314-05):**

- \*Event will be held in a public place
- \*Beer and/or wine will be sold
- \*General Public is invited to the event
- \*For Non-profit organizations only. Please attach proof of non-profit status.

**Alcohol is not allowed at the pool.**

**A \$500.00 refundable damage deposit must be paid to the Town of Twisp with this application, payable upon final approval of event.**

Additional requirements are as follows:

- Permit/license must be posted on site of event.
  - Licensees must place solid barriers around areas that are classified as off-limits to minors. The barriers must clearly separate restricted areas and must be at least 42 inches high. "Minor Prohibited" signs, as required by WAC 314-11-060, must be posted at each entrance to restricted areas (WAC 314-02-025).
  - I.D. checks are required to prevent use or sale of beer and/or wine to a minor.
  - “Beer Gardens” with an expected occupancy of more than 100 people shall require additional security provided by the Town’s recognized law enforcement authority.
- The fee for added security to be paid to the Town of Twisp by the hosting organization will be at a rate of \$50.00 per hour for each officer.

**RESERVATION FEES\***

**Park**                    **\$25.00 Basketball Court (used only for basketball)**  
**Park**                    **\$25.00 Band Shell Side**  
**Park**                    **\$25.00 Webb Shelter/River Side**  
**Pool**                    **As shown in the Fee Schedule (Plus current hourly rate for Town Lifeguards- # to be determined)**  
**Town Hall**            **\$50.00 Council Chambers (a day or any portion thereof)**

*\*All reservation fees are non-refundable.*  
*\*Non-Profit organizations that can provide documentation of non-profit status will be afforded an exemption of the reservation fees, with exception of the Wagner Memorial Pool.*  
*\*A \$50.00 Refundable damage deposit is required of all reservations.*  
*\*Parties in excess of 200 people will be required to pay an additional \$100.00 deposit.*  
*\*It is unlawful to attach any notice, bill, poster, sign, wire, rod or cord to any tree or scrub within any park. All permitted signs as described above, shall be removed immediately following the completion of your event.*

**I/We certify the above is accurate and true to the best of my/our knowledge.**

\_\_\_\_\_  
 Individual or Authorized Representative of Organization

\_\_\_\_\_  
 Date

**Rental Fee**                    \_\_\_\_\_  
**Tax (8.2%)**                    \_\_\_\_\_  
**Sub-Total**                    \_\_\_\_\_  
**Security Deposit**            \_\_\_\_\_  
**Total**                        \_\_\_\_\_

<i>For office use only</i>	
Date Paid _____	
Amount _____	
Cash _____	Check # _____

**Town of Twisp  
 Park/Pool Reservation Indemnification Agreement**

I \_\_\_\_\_ (Organization name) agree to indemnify and hold harmless the Town of Twisp, its officers, employees, elected officials and agents from and against any claims, damages or lawsuits, including any attorneys' fees incurred by the Town, on account of personal injury or property damage that occurred to any person or entity as a result of \_\_\_\_\_ (Organization name), its officers, directors, employees, agents, or volunteers' use of Town property, or property controlled by the Town, and as set forth in this Town Facilities Reservation form.

I \_\_\_\_\_ acknowledge that I am required to supply a \$50.00 refundable damage deposit for parties under 200 and a \$150.00 refundable damage deposit for parties in excess of 200. In the event that damage shall occur due to an event for which this application for reservation is being made the applicant shall be responsible for any and all damages. I understand that if my party is over 50 people I must provide one or more Portable Toilet(s) and that no motorized vehicles may be on the Twisp Town Park Grounds.

The Town of Twisp agrees that no person shall on the grounds of race, color, national origin, or sex, be discriminated against in the programs or activities of the Town.

**\*\*In accordance with RCW 66.44.100 it is illegal to open or consume liquor in a public place\*\***

\_\_\_\_\_  
 Individual or Authorized Representative of Organization

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Town Clerk

\_\_\_\_\_  
 Date