



Parks & Recreation Department
912 E. Main Street, Battle Ground, WA 98604
(360) 342-5380
parksandrec@cityofbg.org

FACILITY RENTAL APPLICATION

Event Name (e.g., Smith & Jones Wedding): _____

Type: ☐ Meeting ☐ Wedding/Reception ☐ Fundraiser ☐ Party ☐ Memorial

Other: _____

Expected Attendance: _____

Public Event? ☐ Yes ☐ No

Date: _____

Rental Time (including all set up and clean up): _____

Room Requested: ☐ Battle Ground Event Center – *entire building* (400 capacity)

☐ Lewis River Hall (250 capacity)

☐ Moulton Falls Room (70 capacity)

☐ Woodin Creek Room (35 capacity)

☐ Senior Center – *entire building* (75 capacity)

Organization Name (if applicable): _____

Non-Profit? ☐ Yes ☐ No

Primary Contact: _____

Phone: _____

Email: _____

Full Mailing Address: _____

Additional Contact Person (optional): _____

Phone: _____

Email: _____

Collecting Fees? ☐ Yes ☐ No

Donations? ☐ Yes ☐ No

Serving Food? ☐ Yes ☐ No

If Yes, Catered? ☐ Yes ☐ No

Selling Food? ☐ Yes ☐ No

Selling Goods? ☐ Yes ☐ No

Serving Alcohol? ☐ Yes ☐ No

Selling Alcohol? ☐ Yes ☐ No

Equipment Requested (*equipment available may differ based on room requested*):

☐ 60" Round Tables

☐ 6'x2.5' Rectangle Tables

☐ 24" Bistro Tables

☐ Projector/Monitor

☐ Microphone

☐ Podium

Statement of Responsibility, Risk Assumptions, Releases & Indemnification

The person completing the Facility Rental Application for use of City of Battle Ground facilities or equipment described herein (collectively “the Facilities”) certifies that the information given in the Facility Rental Application is current and correct. The undersigned further states that they have the authority to make this application for the applicant or organization and agrees that the applicant will observe all Facility Policies listed in the Facility Rental Guide.

By initial next to each item, the applicant warrants and agrees to the following:

_____ I agree to all the terms of the Battle Ground Facility Rental Guide, including the listed Facility Policies therein, for use for the Battle Ground Event Center or Senior Center, and I accept FULL LEAGAL LIABILITY for the above-described event and will exercise due care in the use of the facility.

_____ I am aware of and expressly assume all the various risks of property damage, including the damage, loss, or destruction of any property left at the facility outside of the specific rental reservation period as provided for herein, and all injury and/or death associated with or arising out of the use of the Facilities.

_____ In consideration for granting this request and being fully aware of all the risks, I hereby RELEASE the City of Battle Ground and its officials, employees, volunteers and agents (“Released Parties”) and AGREE TO WAIVE ANY RIGHT OF RECOVERY THAT I AND/OR THE ORGANIZATION, AS APPLICABLE, MAY HAVE, including the right to bring a legal claim, cause of action, or lawsuit for any property damage, bodily injury, death or other harmful consequences in any way arising out of use of the Facilities. I understand that this release extends to all claims of any kind and every nature, known, unknown, suspected or unsuspected, in any way arising out of or related to use of the Facilities.

_____ I agree to defend, indemnify and hold harmless the Released Parties from and against any and all claims, suits, actions, or liabilities for injury or death of any person or for loss or damage to property, which arises out of the use of the facilities or from any activity, work or thing done, permitted or suffered by Applicant in or about the Facilities, except only such injury or damage as shall have been occasioned by the sole negligence of the Released Parties.

Applicant Name (Printed)

Signature

Date

This institution is an equal opportunity provider and employer. Information is available in the following languages by request to cityclerk.info@cityofbg.org. **SPANISH:** Información será traducida al español a petición de cityclerk.info@cityofbg.org; **RUSSIAN:** Информация имеется на русском языке по запросу на cityclerk.info@cityofbg.org; **VIETNAMESE:** Gửi yêu cầu nhận thông tin sẵn có bằng tiếng Việt đến cityclerk.info@cityofbg.org; **SERBO-CROATION:** Za informacije na bosanskom jeziku obratite se na adresu cityclerk.info@cityofbg.org; **TAGALOG:** Ang impormasyon ay makukuha sa Tagalog sa pamamagitan ng kahilingan sa cityclerk.info@cityofbg.org; **CHINESE:** 如需相关信息的中文版本, 请来函索取: cityclerk.info@cityofbg.org