



DEPOT MARKET SQUARE RENTAL APPLICATION

Contract #: _____

Bellingham Parks & Recreation
 210 Lottie Street, Bellingham, WA 98225
 PH: (360) 778-7000 FAX: (360) 778-7001
 Office Hours: 8:00 am–5:00 pm M-F

ACTIVITY INFORMATION

Name of Organization:																							
Contact Name:		Contact Phone:																					
Mailing Address:		City/State/Zip:																					
E-mail Address:		Estimated Number of Attendees:																					
Event Date:	Day of Week:	Rental Time (including set up/clean up):																					
Event Type:		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Days</th> <th colspan="2">Per Hour</th> <th colspan="2">All Day</th> </tr> <tr> <th>Building</th> <th>W/Courtyard</th> <th>Building</th> <th>W/Courtyard</th> </tr> </thead> <tbody> <tr> <td>Non - Commercial</td> <td>\$100</td> <td>\$130</td> <td>\$1000</td> <td>\$1300</td> </tr> <tr> <td>Commercial</td> <td>\$150</td> <td>\$195</td> <td>\$1500</td> <td>\$1950</td> </tr> </tbody> </table> <p style="text-align: center;"><i>(circle requested fee above)</i></p> <p>Facility Hours: 8am- 12 midnight (includes setup and cleanup) Minimum Hours: 4 hours (includes setup and cleanup) Music: Sunday-Thursday must be shut down by 10pm and out by midnight; Friday-Saturday must be shut down by 11pm and out by midnight Farmers' Market Days: Facility not available before 5pm Courtyard: Cannot be rented separately and cannot be rented on weekdays Back to Back Rentals: Will have 1 hour in between rentals</p>			Days	Per Hour		All Day		Building	W/Courtyard	Building	W/Courtyard	Non - Commercial	\$100	\$130	\$1000	\$1300	Commercial	\$150	\$195	\$1500	\$1950
Days	Per Hour					All Day																	
	Building				W/Courtyard	Building	W/Courtyard																
Non - Commercial	\$100				\$130	\$1000	\$1300																
Commercial	\$150	\$195	\$1500	\$1950																			
Description of event:																							
Event open to the public?	Yes	No																					
Admission collected/solicited?	Yes	No																					
Concessions sold?	Yes	No																					
Food Truck?	Yes	No																					
Will a caterer be used?	Yes	No																					
Will alcohol be served?	Yes	No																					
Additional permits needed i.e. Fire, Street Right of Way	Yes	No																					

USER SIGNATURE AND INDEMNIFICATION AGREEMENT

_____ I certify that I am a duly authorized agent of the applicant. I understand that it is my responsibility to read and abide by the Policies and Procedures governing the use of this facility. Further, the applicant and I do hereby agree to release, hold harmless, defend and indemnify the City of Bellingham, its elected officials, employees and agents from and against any and all liability, claims, demands, and actions arising out of or related to any loss, damage, or injury, including death, to persons or property that may be sustained during my use or rental of the facility. This expressly includes my own claims, demands, and actions as well as any third party claims, demands, and actions brought for property damage or personal injury that may arise directly or indirectly from my use or rental of the facility.

_____ I understand that my use of the facility involves inherent risks of injury including tripping, falling, stumbling, and other such incidents that may result in such things as sprains, fractures, broken bones, bruises, cuts, scrapes, and other physical injuries. I voluntarily assume all the risks associated with my use of the facility and waive any claims, demands, or actions that may arise therefrom, known or unknown.

_____ RESPONSIBILITY FOR CONDUCT OF INVITEES AND VENDORS. I agree that I shall provide adequate security and crowd control and further assume full responsibility for the conduct of persons at the facility by my consent or invitation, including vendors.

Documentation verifying insurance coverage must be submitted at least 20 days prior to the event date. Please reference the reverse side for facility use requirements. By signing this document, I indicate my understanding that the terms included herein are legally binding and not a mere recital.

SIGNATURE:

DATE::

OFFICE USE ONLY

ADVANCE FEES		EVENT END	
		ADDITIONAL UNSCHEDULED TIME:	
	\$	@ \$100/hr x _____ hrs	\$
	\$	@ \$150/hr x _____ hrs	\$
RENTAL FEE	\$	OTHER FEES	\$
TOTAL DUE	\$	REFUND DUE (LESS ABOVE CHARGES)	\$

NOTES:

STAFF INITIAL:	DATE:	STAFF INITIAL:	DATE:
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Depot Market Square Facility Use Summary

1. **FACILITY** – Depot Market Square rentals are granted on a first-come, first-serve basis in accordance with the rate table on the reverse of this summary. The City reserves the right to cancel any scheduled use in the event of an emergency or other City requirement.
2. **USER/CONTRACTING PARTY** – The person applying must be of legal age to be responsible for payment of fees, losses caused by damage or theft, and for obtaining additional required local, state or federal permits. In all instances, the person accepting responsibility for use of the site must be available at event close for the final walk-through.
3. **RESERVATIONS** – The facility can be reserved up to 12 months in advance subject to annual rate increases. Applications must be made a minimum of 10 days in advance; others will be considered on a case-by-case basis.
4. **SCHEDULING** – Scheduling must be confirmed by Parks Department staff. All other fees and submittals are due within 20 days of reservation. We accept cash, check or VISA/MasterCard/AMEX/Discover. Make checks payable to Bellingham Parks & Recreation.
5. **CATERER/FOOD TRUCK** – Renters can use any caterer, but caterers must complete, sign and submit a Catering and Food Service form (that will be provided) at least 20 days prior to providing services at the facility. Location and electrical needs of food truck must be approved.
6. **SMOKING/ALCOHOL** – Smoking is prohibited in all City facilities. Applicants who plan to serve alcohol must obtain permission from the City and adequate insurance coverage. Prior to use, applicants will also be required to obtain a Banquet Permit in accordance with State Liquor Control Board requirements and provide a copy to the City.
7. **INSURANCE** – For events serving alcohol, the City requires a Certificate of Insurance providing \$1 million coverage per occurrence and with the contracting party listed as the insured. The insurance must name the City of Bellingham as an additional insured, be primary and noncontributory with any other insurance for which the City is a named insured, and include endorsement forms showing this coverage. Alcohol service/provision must be specifically stated on the policy. The Certificate of Insurance and endorsements must be submitted at least 20 days prior to the event date. Reference the City's website at <http://www.cob.org/services/business/Pages/purchasing-insurance-endorsement.aspx> for endorsement information.
8. **PARKING/COURTYARD USE** – **Monday through Friday, from 7:30 AM to 5:30 PM parking within the lot is by permit only**, and from 9:00 AM to 5:00 PM paid parking is available at on-street meters and within the public lot near La Fiamma Restaurant. At other times, all parking is first-come, first-serve. Exterior covered shelters and paved areas may only be included in your rental to provide additional space for event-related activities, such as vendor booths, display space, stage areas, etc. The courtyard cannot be rented to provide event parking and users cannot block or reserve any parking spaces within the facility or public right-of-way for their use.
9. **EQUIPMENT** – Applicants are responsible for providing or making arrangements for all special needs or equipment required, including tables and chairs. All set up, deliveries, clean up, and equipment removal must be done within the rental timeframe or additional charges will apply.
10. **CLEAN UP** – Use of the facility is conditioned upon the return of the premises to a neat, clean and undamaged condition. **Glitter, confetti, uncooked rice and birdseed are not permitted.** To avoid additional charges, **clean up must be completed within the time block. Overages for any reason shall be charged to the user in full hour increments.**
11. **ADDITIONAL FEES** – To avoid additional fees, users should:
 - Vacate the facility on time.
 - Properly dispose of all trash, litter and/or debris and remove all materials/equipment.
 - Remove all decorations and/or signs including balloons, weights, tacky gum, tape, wire, strings, etc.
 - Clean up any spills or food waste.
12. **CONDUCT** – All activities shall be conducted in a civil manner consistent with community standards. Individuals or groups providing false or misleading information to reserve the facility, being disruptive, or causing damage may be asked to leave and/or denied subsequent use of the facility. With the exception of certified assistance animals, animals are not permitted in any portion of the facility without express written permission of the City.
13. **SECURITY** – Applicants are responsible for the security of all personal items of all persons affiliated with the event. The City is not responsible for security of the applicant's attendees and may require the applicant to obtain security acceptable to the City, depending upon the type of event. Costs incurred to acquire security services are the responsibility of the applicant.
14. **CANCELLATION** – There is a \$20 refund fee. No refunds will be issued for cancellations within 5 days of the reservation. A voicemail or email is sufficient if our office is not open.

Policies are explained in detail in the Depot Market Handbook. Failure to adhere to the provisions may result in denial of future applications for use. If you have further questions, please contact the Parks Office at (360)778-7000 or e-mail parks@cob.org. Thank you for your interest in using this facility. We wish you a safe and successful event.

~Parks & Recreation Staff