City of Bothell™

PARKS & RECREATION

Blyth Park Reservation Request

Phone 425.486.7430 Fax: 425.483-8962

The facilities which you will be using belong to the citizens of Bothell and are under the supervision of the City of Bothell Parks & Recreation. To preserve the rights of the public for the use of a public recreation facility, a few rules and regulations are necessary and we ask you and your group to cooperate. The rules are listed on the bottom of this form and will also be provided with your finalized reservation form. Enjoy yourselves, and please feel free to make any suggestions regarding the park.

PLEASE NOTE: YOUR RESERVATION ENTITLES YOU TO USE THE AREA YOU HAVE RESERVED.
THE PARK REMAINS OPEN TO THE GENERAL PUBLIC AT ALL TIMES.

PLEASE COMPLETE ALL OF THE INFORMATION BELOW AND SIGN.
APPLICATIONS WILL NOT BE PROCESSED IF WAIVER HAS NOT BEEN SIGNED.

Contact Name:	Organization:	
Street Address:	City/State:	Zip:
Day Time Phone:	Evening/Weekend Phone:	E-mail Address:
Date of Event:	Start Time of Event: Remember to leave sufficient set up time.	End Time of Event: Remember to leave sufficient clean up time.
Type of Event:	Estimated number of persons attending:	

FACILITY REQUESTED:

☐ Blyth Park Large Shelter ☐ Blyth Park Small Shelter (15 or less persons) NOTE: If group is 100 or more, both shelters must be reserved. If group is over 200 or more, a representative will be required to meet with City Parks and Recreation Staff to discuss parking plans and other needs at least 60 days prior to the event. It is the event contact's responsibility to schedule this meeting by calling 425.486.7430. Failure to schedule the meeting could result in the cancellation of reservation.

Please check if your group plans to use any of the following items:

☐ Amplified Sound*

☐ Inflatable Amusements/Dunk Tanks*

☐ Caterer*

☐ Other (please describe)*

_____
_____
_____

*You must contact the Parks & Recreation staff at 425.486.7430 at least 30 days prior to your event to discuss your plans.

FEES:

Large Shelter $_____
Small Shelter $_____
Electricity $_____
Total Due with Reservation $_____

Refundable Damage Deposit $_____
(due 48 hours prior to event)

See fee chart to determine fees.

SUMMARY OF RULES FOR USE OF BLYTH PARK (See Bothell Municipal Code 8.60 for full rules & regulations)

1. City parks are open from 8:00 AM to dusk.
2. No alcohol permitted.
3. Amplified sound (music, microphones, etc.) shall not be audible over 75 ft. from the source without prior permission of the Parks & Recreation Division (as permitted in Bothell Municipal Code 8.60.370).
4. Groups that plan to bring amusement devices such as dunk tanks and moon walks, must receive prior approval from the Public Works Superintendent or designee. No generators may be used with inflatable devices. Amusement operator must provide a certificate of insurance naming the city as an additional insured with limits of liability of $1,000,000. This certificate of insurance must be received no less than 48 hours prior to the event.
5. The small shelter has a limit of 15 persons.
6. Groups of 100 or more shall reserve both the large and small shelters.
7. Groups of 200 or more using Blyth Park:
    a. Both the large and small shelter must be reserved.
    b. Due to limitations, including parking, groups anticipating 400 or more participants will not be permitted.
    c. Group representative(s) shall meet with the Staff at least 60 days prior to the event.
    d. A refundable damage deposit of $100.00 must be paid at least 48 hours prior to the event.
    e. The group representative shall provide a written plan for parking (including carpooling and use of the 102nd St. Parking Lot) and any special requests, to staff thirty (30) days prior to the event.
8. Independent party planners must provide the name of the company that will be using the park and a letter of authorization from that company at the time of reservation.

WAIVER OF LIABILITY

The undersigned hereby requests, of the City of Bothell Parks & Recreation, use of the facilities described on the park reservation form and certifies that the information in its request is correct. The undersigned agrees to exercise the utmost care in the use of these facilities and property and by signing below applicant hereby agrees to indemnify, defend and hold harmless the City, its elected and appointed officials and employees while acting within the scope of their duties, from any and all claims, demands and causes of action of any kind or character, foreseen or unforeseen, for damages including but not limited to personal injury, death or property damage as well as the cost of defense costs, court costs, witness and attorneys' fees, in any way arising out of the granting of this permit or arising out of the applicant's use of the public area or other premises permitted by this permit, except for damages arising out of the City's sole negligence. Applicant expressly waives his/her immunity under title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to his/her employees and agrees that the obligation to indemnify, defend and hold harmless provided for in this paragraph extends to any claim brought by or on behalf of any employee of the applicant.

I have read the above rules and regulations for City of Bothell Parks & Recreation and agree to abide by them. I understand that park reservations are non-refundable, but may be rescheduled with 30 days notice and are non-transferable.

Signed: _____ Date: _____
(person signing form must be same as person whose name appears above)

Printed Name: _____

CREDIT CARD INFORMATION: The City of Bothell accepts credit card charges for Park Reservations in person or via fax. No phone in reservations will be accepted.

Card No._____Exp._____Visa _____or Mastercard_____