



Picnic Shelter Policies



Connections Within Reach

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RENTAL CONTACT INFORMATION

**Brookville Park Picnic Shelter
Fife Community Center**
Brenda Garcia
Facilities Coordinator
2111 54th Ave. E., Fife, WA 98424
(253) 896-8662

Brookville Park Picnic Shelter
6512 Valley Ave. E.
Fife, WA 98424

PICNIC PERMITS & SPECIAL USE PERMITS

This information serves to outline the City of Fife’s policies for picnic reservation permits. All individuals and groups are required to follow these policies to conduct an outdoor picnic or special use of an outdoor facility. We ask that you assist us in our commitment to provide safe and clean park sites by observing the following policies, which will ensure that your experience is enjoyable.

FEES & CHARGES

1. Department fees and charges are reviewed annually and are effective January 1 for each calendar year. Renters can rent from 10 a.m.-7 p.m.

PICNIC SHELTER – Main Shelter Area	WEEKDAY RATE	WEEKEND RATE
Resident	\$65 / 9 hours	\$75 / hours
Non-Resident	\$75 / 9 hours	\$85 / 9 hours
Book 2 Shelters	10% Discount*	10% Discount*
Book 3 Shelters	15% Discount*	15% Discount*
Book 4 or more Shelters	20% Discount*	20% Discount*

*To receive multi-shelter discount, shelters must be reserved over the phone or in person.

**ADA Accessible Shelters receive a \$15 discount on the above stated rates as the capacity on each shelter is lower

PICNIC SHELTER – Private Shelter Area	WEEKDAY RATE	WEEKEND RATE
Resident	\$85 / 9 hours	\$95 / 9 hours
Non-Resident	\$95 / 9 hours	\$105 / 9 hours

DAMAGE DEPOSITS:

- \$100 Individual Picnic Shelter / \$200 for Hot-Shot Birthday Party Package
- \$250 ½ Picnic Shelter (3 picnic shelters)
- \$500 Full Picnic Shelter (all 6 picnic shelters)

Deposits are due at the time of application. Some or all of the damage deposit will be forfeited if the individual or group using the site violates any of the policies, causes damage or does not clean up the site appropriately. By law, all deposit payments are deposited in the bank the day they are received. Refunds are issued following the picnic barring any assessed charges. Please allow 4 to 6 weeks to process your refund.

- There is a \$25.00 service charge for all returned checks.

CANCELLATIONS

1. If the cancellation is made 90 days or more in advance of the reserved rental date, any facility rental fees paid and the full deposit will be refunded, less a \$25 administrative fee. If the cancellation is made within 90 days of the reserved rental date, only the deposit will be refunded.
2. **ALL CANCELLATIONS MUST BE RECEIVED IN WRITING or VIA EMAIL SENT TO BGARCIA@CITYOFFIFE.ORG**

PICNIC SHELTER RENTAL POLICY AND GUIDELINES

A. GENERAL POLICIES

1. Each shelter has two picnic tables with the exception of the ADA accessible shelters, which have one picnic table. Each picnic table seats 6-8 people.
2. Each shelter has access to a BBQ. No additional grills (table top, charcoal or propane) allowed.
3. Parking is limited. We encourage your group to car pool.
4. Alcoholic beverages are strictly prohibited in all City of Fife Parks.
5. Plans for decorations and use of signs, (balloons, crepe paper, signs, banners), must be approved at the time of application. Only free-standing decorations and decorations using tape may be used. Nails, thumbtacks or other materials may not be used in any shelter or on any tree.
6. Any use of amplified music that can be heard at a distance of over 50 feet requires a permit issued by the PRA Director.
7. All pets must be on a leash. Pets are not allowed in any restroom or children's play areas. Please clean up after your pets.
8. Vehicles are not allowed on grass areas, across the pedestrian bridge or any unauthorized paved areas in the park. When a permit is issued, you are responsible for insuring that no damage to turf, vegetation, or facilities occurs. Applicant will be assessed fees for any damage that occurs as a result of automobiles parking in non-designated parking areas or use of unauthorized equipment.
9. Drawing on pavements in parks, picnic pads, roads or tables with chalk, paint or markers is not allowed.
10. It is the responsibility of the Applicant to ensure that the outdoor site is left in the same condition you found it. Please clean up the area by collecting and depositing trash in receptacles, cleaning off tables and picnic pads.
11. All picnics and special use groups must be out of the park one half hour after sunset.
12. The City reserves the right to cancel a picnic or special use during the activity if the group poses a safety risk or does not comply with City policies. Refunds will not be issued.
13. Inflatable play equipment may be allowed when the following stipulations are met:
 - a. A professional inflatable play equipment company must own, set up, operate and supervise all inflatable equipment at all times.
 - b. The professional inflatable play equipment company must have current inspection stickers attached to their inflatables to operate amusement rides on public property.
 - c. The professional inflatable play equipment company must have Commercial General Liability insurance coverage with limits no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate, with the City of Fife named as additional insured. A Certificated of Insurance and additional insured endorsement must be provided to the City at least five days before rental date.
14. The use of slip and slides is prohibited.

BROOKVILLE PICNIC SHELTER VENUE RENTAL POLICIES

Thank you for your interest in renting our picnic shelter. Should you need assistance while using the park, please feel free to contact a parks staff person. Our office is open Monday - Friday from 8:30 a.m. to 5:00 p.m. and may also be contacted by calling 253-922-0900 if assistance is needed. For after-hours assistance, please email parkshelp@cityoffife.org

PICNIC SHELTER APPLICATION/AGREEMENT

Name of Organization: _____ Person in Charge: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell/Work Phone: _____ Email address: _____

Billing Address: _____ City: _____ Zip: _____

Date of Event: 1st Choice _____ 10 a.m.-7 p.m.

2nd Choice _____ 10 a.m.-7 p.m.

Type of Activity Planned: _____

Estimated Number of Persons Attending: Adult _____ Youth _____

AGREEMENT: THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING

I, the undersigned, hereby request the use of the picnic shelter as specified and agree to abide by the City of Fife Park regulations and by all other established regulations relating to park picnic shelter use and all activities taking place in the above area. I agree to keep the area in a clean and orderly condition, and assume responsibility for any and all damages incurred by my group's activities. In case of injury or damage, all claims or legal actions, financial or otherwise, are waived against the City of Fife, its elected and appointed officials and employees, unless injury or damage is caused by the sole negligence of the City of Fife. I also agree to defend and hold harmless the City of Fife, its agents and representatives, from any and all claims which may arise from personal injury, bodily injury or property damage as a result of this agreement. I also understand that the City of Fife Parks, Recreation and Aquatics Department reserves the right to change/cancel any part of this picnic reservation agreement and/or related scheduled activity. The City of Fife is

BROOKVILLE PICNIC SHELTER VENUE RENTAL POLICIES

not responsible for lost or stolen property. **Please review cancellation policy in General Policy's brochure PRIOR to making reservation. For picnic site maintenance or assistance during the rental, please call (253) 606-8877.**

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND ALL OF THE INFORMATION ON THIS FORM.

Signed By: _____ Title: _____ Date: _____

*****OFFICE USE ONLY*****

Date Received: _____

Resident/Non: _____

Date Processed: _____ Remit to:

City of Fife, 5411 23rd Street East

Attention: Picnic Reservations

Site Fee: _____ Approved by: _____ Total Fees: _____

PLEASE BRING THIS RECEIPT FOR SITE RESERVATION VERIFICATION ON DAY OF PICNIC.