



Thank you for your interest in hosting an event in the City of Ferndale! Whether you are planning a concert at our historic Pioneer Village, renting a park shelter for a family reunion or requesting to close Main Street for a festival with thousands of attendees, we are pleased that you have chosen Ferndale as your destination.

The following paperwork will help you with planning your event. Please contact Toni Segerman (360-685-2369 or ToniSegerman@cityofferndale.org) with any questions that may arise during the process. We appreciate your cooperation with our policies and want to work with you to make this event a success.

Sincerely,

Mayor Jon Mutchler

The following packet contains all the required paperwork to host a special event or rent a park facility in the City of Ferndale.

CITY OF FERNDALE SPECIAL EVENT/PARK RENTAL APPLICATION

Special Events are subject to the provisions of Chapter 12.28 of the Ferndale Municipal Code. Completed applications must be submitted **at least 45 days prior** to the event. Proof of insurance must be included.

NAME OF EVENT:

DESCRIPTION OF EVENT:

Event date(s): _____ Day(s) of Week: _____

Event Location(s): _____ Start Time: _____ End Time: _____

Person Responsible _____

Event Sponsor/Organization: _____

Address: _____ City/State/Zip _____

Email Address: _____ Phone: _____ Alt. Phone: _____

Estimated Attendance: _____

Reserving a Sports Tournament? If yes, please fill out PG. 4, 5 and 6

Reserving Park Facilities? If yes, please fill out PG. 4 and 6 – Park Facility Rentals and Rules

Serving Alcohol? If yes, please fill out PG. 7 – Alcohol Use Agreement

Seeking City Endorsement? If yes, please fill out PG. 8 – City Endorsement Request

Does your event include vendors? If yes, please list below. All vendors must comply with Whatcom County Health Department regulations.

LOCATION – Attach a map showing the locations of planned facilities, street closures and events.

NOTE: Private events requiring unlocking/locking of park gates and/or restrooms outside of normal operating hours (Monday – Friday, 7:30 a.m. – 3:00 p.m.) may be subject to a Public Works call-out fee OR need to put down a key deposit to check out a gate key.

There is no guarantee that City services or equipment will be available, and if available, there may be a charge.

If the City or applicant determine that sanitation facilities must be provided (“Port-a-potty” or hand-washing station), it must be arranged and paid for by applicant, and promptly removed after the event. Contact Sanitary Service Company at 360-398-2025 for facility options and current rental prices.

AFFIDAVIT OF APPLICANT

I, _____, do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I also certify that I have read and understand the rules and regulations governing the proposed activity, and that this application is made subject to the rules and regulations established by the City Council, the mayor or his/her designee, or the risk manager.

Signature of Applicant

INDEMNIFICATION AGREEMENT

The sponsor/permittee agrees to defend, indemnify and hold the City of Ferndale, its appointed and elected officials, employees and agents from and against any and all liability, loss, costs, damage and expense, including costs and attorney fees in defense thereof because of actions, claims, or lawsuits for damages resulting from personal or bodily injury including death at any time resulting therefore, sustained or alleged to have been sustained by any person or persons on account of damage to property, arising or alleged to have arisen directly or indirectly out of or in consequence of the permitted event.

Dated this _____ day of _____, 20_____.

Name of Sponsor/Permittee or Authorized Representative (print) _____

Signature of Sponsor/Permittee or Authorized Representative _____



CITY OF FERNDALE

Park Facilities Reservation Form

Reservations for park facilities may be made at the Parks and Recreation Office beginning the first working day of each year.

RESERVATION INFORMATION (Complete all that apply)

Facility: _____ Date Requested: _____
Hours: From: _____ a.m./p.m. To: _____ a.m./p.m.

Additional Information: _____

FACILITY INFORMATION (Hot Key: 626, BARS#007-000-000-362-40-000)

North Picnic Shelter

The North Picnic Shelter is located adjacent to the parking area and sports fields of Pioneer Park. Water and electricity is available. The capacity of the shelter is 60.

Half Day Rate (4 hours or less) \$50.00 Full Day Rate (over 4 hours) \$100.00

The Stage at Pioneer Park

The Stage in Pioneer Park has electricity and folding chairs available. It is a popular location for outdoor weddings.

Half Day Rate (4 hours or less) \$35.00 Full Day Rate (over 4 hours) \$50.00

Barr Barn

\$200 per event. May require special event police presence which incurs additional fees and proof of liability insurance.

Athletic Fields

Phillip 66 Sports Complex Fees:

Fee for the Phillip 66 Sports Complex fields are \$25 per game. There is also a non-refundable deposit of \$25.00 per field/per day for games and tournaments. There will be a minimum charge of \$100.00 for tournaments. For tournaments that require a mid-day field prep, there is an additional charge of \$50.00 per field prep required.

Soccer Field Rental Fees:

Non-refundable \$45.00 per field/per day for the Soccer Fields for games and tournaments. There will be a minimum charge of \$100.00 for tournaments.

Users are required to have a copy of the rental agreement at time of use.

Full Park Reservations

Pioneer Park and Vanderyacht Park may be reserved for large group functions or events, although the public will still have access to the park during normal hours. The per day fee for park rentals is \$200.00. A Special Event Permit is required for this type of reservation.

The City may also charge an additional key rental fee of \$15.00 if after-hours access is required and a key checkout is deemed necessary.

RENTAL TIMES

Reserved times include set up and clean up of the facility. Renters are responsible for facility set up and clean up.

TOURNAMENT FIELD RESERVATION FORM

FIELDS RESERVED: C1 _____ C2 _____ C3 _____ C4 _____

TOTAL # OF GAMES: _____ START TIME: _____ ANTICIPATED STOP TIME: _____

YOUTH _____ MEN _____ WOMEN _____ COED _____ FASTPITCH _____ OTHER _____

CHECKS MADE PAYABLE TO: "CITY OF FERNDALE"

PRE-PAYMENT FEE: Must accompany this form to confirm/hold reservations:

****All reservations must be confirmed 2 weeks prior to the event****

Total Reservation Deposit.....\$25.00 x (per field/per day requested) \$ _____

Sub Total #1: \$ _____

FINAL PAYMENT: Must be paid prior to the start of the tournament:

Adult Field Use Fee:

(\$25.00 per game with a \$100 per field, per day minimum) \$25.00 x _____ Games= \$ _____

Mid-Day Field Prep (Per Field, Per Day).....\$50.00 x _____ Fields= \$ _____

Sub Total #2: \$ _____

LESS RESERVATION DEPOSIT (Sub Total #1)\$ (_____)

TOTAL DUE:\$ _____

Signature Authorizing Tournament Official Date

Signature of Authorizing Department Personnel Date

DEPARTMENT USE ONLY - RECORD OF PAYMENT

DEPOSIT PAID \$ _____ RCPT # _____ DATE: _____

FINAL PAYMENT \$ _____ RCPT # _____ DATE: _____

CONTACT NAME OF PAYEE: _____

CITY OF FERNDALE

Park and Facilities Rules and Information

For your safety and enjoyment, please observe the following when utilizing city parks and recreation facilities:

- Initial**
- PARK RULES** (Summarized from Ferndale Municipal Code 12.26)
- _____ 1. Dogs must be under direct control of owner or authorized person, by leash, voice or signal control. Handlers are responsible for cleaning up their animal's waste deposits.
 - _____ 2. City parks are open to the public from dawn to dusk.
 - _____ 3. Litter receptacles are provided for park use only. Dumping of trash and littering is prohibited.
 - _____ 4. Discharge of firearms in City parks is prohibited.
 - _____ 5. Fireworks and overnight camping is allowed ONLY with a Special Event Permit.
 - _____ 6. Opening or consuming alcoholic beverages is prohibited, except at those events that have appropriate licensing from the State of Washington, and the City of Ferndale.
 - _____ 7. No person shall destroy, injure, deface, obscure or remove any structures, signs, equipment or vegetation.
 - _____ 8. Selling food, drink or other merchandise is permitted with a Special Event Permit or a concession sales contract with the City of Ferndale.
 - _____ 9. Skateboarding and bicycles are prohibited on any sidewalk or parking areas when being used in a manner endangering or likely to endanger the safety of persons or property.
 - _____ 10. Golfing activity and the use of metal detectors or digging is prohibited in City parks without written permission from the Recreation Coordinator or Public Works Director.

**CITY OF FERNDALE
Alcohol use Agreement**

THE CITY OF FERNDALE WILL PERMIT THE USE OF ALCOHOL ON THE FOLLOWING CONDITIONS:

Renter Agrees To:

1. Obtain a Washington State Liquor Control Board-Banquet Permit.
2. Complete two (2) copies and return one (1) copy of this Alcohol Use Agreement.
3. Post the permits in the facility during use.
4. Fully comply with and enforce among everyone present at the facility all conditions, restrictions and control requirements contained in the Banquet Permit.
5. Fully comply with and enforce among everyone present at the facility all state and local statutes, ordinances and regulations restricting the use of alcohol.
6. Abide by all facility policies and regulations.
7. Indemnify, defend and save harmless City of Ferndale and those persons who were, now are, or shall be duly elected appointed officials or members or employees thereof, against and from any loss, damage costs, charge, expense, liability claims, demand or judgements of whatsoever kind of nature, whether to persons or property arising wholly or partially out of any act, action, neglect, omission or default on the part of anyone present at the park facility during its use by "Renter" except such injury or damages as shall be brought against City of Ferndale on account of any act, action, neglect, omission or default on the part of "Renter" or anyone present at the park facility during his/her use thereof. "Renter" hereby agrees and covenants to assume the defense thereof and to pay any and all costs, charges, attorney's fees and other expenses and any and all judgements that may be incurred or obtained against City of Ferndale.

The hiring of off-duty police officers is often required as a condition of this permit, which may add to the cost of your event.

THE CITY OF FERNDALE MAY IMMEDIATELY TERMINATE THIS AGREEMENT AND WITHDRAW PERMISSION FOR ALCOHOL USE IN THE FACILITY IF ANY OF THESE CONDITIONS ARE NOT MET BY THE "RENTER".

Renter

Date

Parks and Recreation Authorized Representative

Date

City Sponsorship

Guidelines and Considerations

The City of Ferndale has a long-standing tradition of public events and celebrations. From the days of the family settlers gathering at Pioneer Park to the people of the Salish Sea gathering for Stommish, Ferndale has been a place to assemble for generations.

The City derives a broad public benefit from these events, whether that is economic through tourism and sales tax generation or societal thanks to the strengthening of community ties. As a result, the City may be inclined to co-sponsor certain public events that improve the quality of life in Ferndale. This sponsorship can include waiving rental fees for facilities, traffic and public works support before, during and after the event and publicity assistance through City channels.

Since City resources are limited, not every event can or should be supported. As a result, the City Administrator, the Mayor and/or their designee has discretion as to which events are co-sponsored and which events are not.

To assist in this decision-making process, here are the guiding principles that the City will draw upon when considering an application. **An event worthy of co-sponsorship should fulfil most, if not all, of these requirements.** Matching these principles does not guarantee sponsorship, but these are the criteria the City will use in their decision-making process.

- 1) **Open and Accessible to the Public.** A City co-sponsored event should be in an accessible place, preferably on public land, with no or minimal entrance fee.
- 2) **Presents Ferndale in a Positive Light.** A City co-sponsored event should present a positive image of our residents, community and neighbors.
- 3) **Encourages Tourism to Ferndale.** A City co-sponsored event should provide a draw to bring new people into the city to generate economic activity and support our Ferndale-based businesses.
- 4) **Makes Reasonable Effort to Reduce the Burden on City Resources.** Co-sponsorship is a partnership, and any applicant seeking co-sponsorship should work to reduce potential costs to the City.
- 5) **Public Benefit.** A City co-sponsored event should primarily confer a **public** benefit and should in no way confer a benefit on private parties in ways that might disadvantage public interests.

Please articulate how your event meets these principles, feel free to use additional pages as necessary:

OFFICE USE ONLY

Event Name: _____ Contact Person: _____

Address: _____

Phone: _____

Date Application Received: _____ Staff Member Processing Application (if not Toni) _____

Rental and Key Fees	
Cleaning Deposit	
Additional Services Charge (Security/PW/Etc)	
Total Fee for Event	

Receipt Number: _____ Date Payment Received: _____ By: _____

Deposit Returned: _____ Deposit Return Date: _____

Approvals: Public Works/Parks Police Fire City Admin

Will they need any of the following services? – Circle Answer

1. Fire: Yes/No 2. Police: Yes/No 3. Public Works: Yes/No 4. Other: Yes/No

If Yes to any of the above, please describe the services, equipment or assistance you need. If picnic tables are required, please indicate how many and their preferred location:

City Sponsorship Principles – on a scale of 1 (not at all) to 5 (best possible) how does this event meet each of the City Sponsorship principles:

- 1) **Open and Accessible to the Public.** _____
- 2) **Presents Ferndale in a Positive Light.** _____
- 3) **Encourages Tourism to Ferndale.** _____
- 4) **Makes Reasonable Effort to Reduce the Burden on City Resources.** _____
- 5) **Public Benefit.** _____

Does this qualify for City Sponsorship? Yes/No.

If Yes, what services are being extended to this event?

What is the financial value of those services (best estimate)?
