

RESOLUTION # 040814

PARKS OWNED BY THE CITY OF NEWPORT PROCEDURES AND REGULATIONS

Numerous city parks are open for reservations from April 1st to October 31st. A completed application may be filed as early as January 1st of the year the event will be held. The application must be received no later than thirty (30) days prior to the event. Sixty (60) days is better in case the City requires additional information.

All City parks are closed from Dusk to Dawn. The hours that events may be held are Sunday – Thursday from 9:00 am to 8:00 pm and Friday & Saturday from Dawn to Dusk. Please keep in mind that all clean up must be completed by the end of the final day of the event unless otherwise approved by City Administration.

City of Newport Parks

The following parks are available for reservation: City Park, Cowboy Campground, McNeil Field, Little People's Park, and Gazebo.

TJ Kelly Park, Fred G. Anderson Veterans Memorial Park, Newport Spray Park, and the playground areas are NOT available for reservation.

Insurance

Small events will not be required to provide insurance. The front office staff is authorized to determine whether an event is considered a small event or a special event. Typically, weddings, birthday parties, graduation parties, and family reunions are considered small events. However, if alcohol/liquor will be present, a Special Event Application will be required along with a Certificate of Liability Insurance including Liquor Liability naming the City of Newport as an additionally named insured.

Reservations

The daily reservation fee for small events is \$35.00 without the use of electrical outlets. Be advised that all City Parks are public property and nothing in this agreement precludes the public from using the park during a reservation.

A cleaning and damage deposit for small events of \$50.00 is required of all applicants reserving the City Park. The City of Newport reserves the right to assess additional costs to the applicant should the City Park and/or restrooms be damaged during the rental or if excess garbage is left behind.

Reservations will be accepted on a first come written application basis only. Telephone inquiries are welcome. For information, call (509) 447-5611.

The rental date is not confirmed until a written rental application has been completed and approved by the City of Newport and the rental fees and deposit have been paid.

Cancellations must be made no later than 7 days prior to the reserved date or 50% of the reservation fee will be retained.

The person signing the rental agreement must be 21 years of age or older and will be considered the responsible party in case of damage, theft or disturbances during the rental period.

Other Rules and Regulations

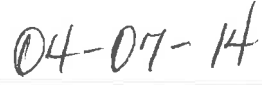
1. Dogs are allowed in the City Park, the Little People's Park, McNeil Field, and the Cowboy Campground. Dogs are NOT allowed in TJ Kelly Park, the Veterans Park, or City Hall. Animals must be on a leash in the area that is currently being rented. Owners are responsible for cleaning up after their animals.
2. No vendors or events will be allowed to set up south of the sidewalk near the playground equipment in the main City Park. No trailer vendors will be allowed on the grass area of the park. All motorized or trailer vendors must stay on the roadway.
3. No motorized vehicles on the grass or pathways without permission from the City Council. Vehicle parking is allowed only in designated areas. Absolutely no vehicles will be permitted on the grass at TJ Kelly Park or Fred G. Anderson Veterans Memorial Park.
4. **All streets shall be accessible to emergency equipment at all times.** Only readily removable barricades shall be used to close the streets. All street closures must be pre-approved by the City Council.
5. **All debris and trash is the responsibility of the event organizer.** It must be removed from the event site during the event. In addition, the event site must be cleaned up by the end of the final day of the event unless otherwise approved by City Administration. Excess Disposal has exclusive rights to provide garbage service within the City of Newport. Please contact them at (208) 437-4502.
6. Event organizers are responsible for traffic and crowd control or for paying for extra support from the Fire and/or Sheriff's Department or for private security.
7. Horses, farm animals, and petting zoo's are NOT allowed in any City park without permission from the City Council.
8. No overnight camping is allowed in any City park without the approval from the City Council.
9. Possession or consumption of alcohol/liquor is NOT allowed in the parks without acquiring the proper permit or license. If alcohol/liquor is present, a special permit application must be on file at City Hall along with a copy of a Certificate of Liability Insurance including Liquor Liability naming the City of Newport as an additionally named insured.
10. Outdoor gas barbecues are allowed with permission from the City of Newport. Charcoal barbecues will NOT be permitted.
11. No campfires of any kind are allowed in any City Park.
12. Other than weapons allowed under concealed carry laws, no weapons of any kind are allowed in any City Park. No discharge of any projectile from any weapon or device is allowed in any City Park.

13. No fireworks may be discharged in any City Park.
 14. No panhandling or solicitation of any kind will be allowed in any City Park.
 15. Amplified sound shall not exceed a level of amplification permitted under the City of Newport Municipal Code Chapter 8.38, and/or park/facility use stipulations.
 16. Tables or other equipment which is bolted or secured down will NOT be removed from its designated location.
 17. No golfing or driving of golf balls allowed in any City park.
 18. No digging holes, metal detecting, or cutting of trees or shrubs in any City park.
 19. No littering or dumping of any household or yard material or substances in any City park.
- ***It is your responsibility to comply with all City regulations.***
 - ***Additional fees may be charged for damages or debris and trash if the City is required to clean up and remove items after an event if the cost exceeds the amount of the damage deposit.***

Please leave the Park in the same condition as you found it!



Shirley Sands, Mayor

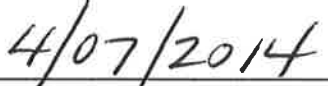


Date

ATTEST:



Cindy Endahl, Deputy City Clerk/Treasurer



Date

APPLICATION FOR RENTAL OF NEWPORT CITY PARK

DATE: _____

APPLICANT/ORGANIZATION: _____

REFUND DEPOSIT PAYABLE TO: _____

ADDRESS: _____
Physical and mailing if different

TELEPHONE: (H) _____ (W) _____

RESERVATION DATE(S): _____ TIME: _____ TO: _____

AREA TO BE RENTED: STAGE COVERED SHELTER CITY PARK
 GAZEBO LITTLE PEOPLE'S PARK TJ KELLY PARK

TYPE OF ACTIVITY SCHEDULED: _____

NUMBER OF PEOPLE EXPECTED: _____ MUSIC: _____

WILL ALCOHOL BE PRESENT? _____ *(NOT ALLOWED AT TJ KELLY PARK)*

BANQUET LICENSE/SPECIAL OCCASION PERMIT OBTAINED? _____

THE CITY MUST RECEIVE A COPY OF YOUR BANQUET LICENSE/SPECIAL OCCASION PERMIT BEFORE THE PARK CAN BE RESERVED. FAILURE TO PRESENT A BANQUET LICENSE/SPECIAL OCCASION PERMIT WHEN ALCOHOL IS PRESENT IN THE PARK WILL RESULT IN THE LOSS OF YOUR DEPOSIT.

AGREEMENT

The applicant, _____ agrees that, during the use of the City Park facility, to abide by the rules outlined in this paperwork. I agree to keep the facility in a clean and orderly condition and also agree to be responsible for any damages to the facility if damaged by my activities or use.

I further agree to indemnify and hold harmless the City of Newport and its officials, employees and agents from and against any and all suits, claims, actions, losses, costs and damages of whatever kind or nature, including attorney fees arising out of or in connection with use of the facility under this agreement. I understand that any personal property kept in or at the facility is at my own risk and that the City of Newport, its officials, employees and agents accept no responsibility for such property whatsoever. I affirm that I am authorized to sign this agreement on behalf of the user group identified above and that such group is bound by the provisions contained in this agreement.

Applicant's Signature: _____ Date: _____

CITY OF NEWPORT USE ONLY

APPROVED: _____ DENIED: _____ REASON: _____

SIGNATURE: _____ DATE: _____

FEES PAID: _____ DEPOSIT TO BE REFUNDED: _____