



City of Pullman, Parks, Facilities, & Recreation

Pullman Recreation Center, 190 SE Crestview St-Bldg B, Pullman WA 99163

509-338-3227 recreation@pullman-wa.gov www.pullmanparksandrec.com

Lawson Gardens Rental Agreement

Must be signed and returned to Parks, Facilities, & Recreation prior to reservation date

Applicants Name: _____ Estimated attendance: _____

Address: _____

Phone 1: _____ Phone 2: _____ Phone 3: _____

Activity: _____ Name (s) for posting: _____

Date of reservation: _____ Times: 7:30-11:30am 12:00-4:00pm 4:30-8:30pm

1. **PLEASE TREAT THE GARDENS WITH RESPECT!** Your cooperation in not picking the flowers or walking in the flower beds is greatly appreciated.
2. **RECEPTIONS:** Wedding receptions are allowed in Lawson Gardens we do not provide staff during the time of your reservation. Gates within the park will not be unlocked without a written request for handicap access. Request must be made at least one week prior to reservation date.
 - a. **Vehicles are not allowed on the grass at any time.**
 - b. If you have items that need to be delivered plan on doing so with a wagon or wheeled hand-cart.
3. **ALCOHOL:** Alcohol is strictly forbidden in City Parks, unless proper permits (Washington State Liquor Control Board Banquet Permit) have been obtained and approved by the City of Pullman Mayor.
 - a. A copy of the permit should be provided to the Parks, Facilities, & Recreation Office.
4. **AMPLIFIED SOUND:** If amplified music is planned sound level must not exceed 55dBA. Pullman City Code: 8.80.020. Speakers should be positioned to face the parking lot.
5. **CLEANUP:** Applicant must return the park to the pre-event condition, removing all event supplies, material, and equipment.
 - a. **GARBAGE:** All garbage must be removed from the park.
6. **EMERGENCY ACCESS:** Applicant agrees to maintain clear access across city property for emergency personnel throughout period of use of premises under the permit.
7. **FIREARMS:** Possession or discharge of firearms, fireworks, or any type of explosive device will not be permitted in City Parks at any time. Pullman City code: 3.15.015
8. **PHOTO:** I grant full permission to use any photographs, videotapes, motion pictures, recordings, or any other record of this program for any City of Pullman informational or promotional use.
9. **POWER:** Power is available and extension cords may be checked out at the Recreation Office at 190 SE Crestview St, Bldg B, Pullman, WA.
 - a. Please make arrangements at least one week in advance of your reservation.
10. **RESTROOMS:** At this time we can **NOT** provide public restrooms, labor, or guards to watch your articles and equipment.
 - a. You may use motor homes for restrooms or rent portable restrooms, which are to be placed in the NW corner of the parking lot on the gravel.
11. **SIGNAGE:** We will provide signage for bridal party parking, if your reservation is for a wedding.
12. **SET-UP:** You may use chairs in the park.
 - a. You are responsible for set-up and take down of chairs, within your reserved time period.
 - b. Chairs are not provided by Parks, Facilities, & Recreation.
 - c. You may place a fountain in the reflecting pond. (Different spray fountains are available)
13. **Throwing or use of bird seed is not permitted within the park.**
 - a. We recommend bubbles or flower petals.
 - b. Silk flowers must be picked up by renters.
14. **TENTS/STAKING:** If you are using any kind of staking or tents please call 509-338-3285 no less than one week prior to the event.
 - a. No staking or tent placement without prior approval.
 - b. All tents must meet fire code regulations.
15. **REFUNDS:** 50% of Facility Reservation will be refunded for a cancellation from the day the reservation is made up to two months prior to the event.
 - a. Any cancellation made within two months of reserved date is non-refundable, unless inclement weather persists the day of the reservation.
16. **REIMBURSEMENT:**
 - a. Applicant agrees to pay any additional fees for use beyond original paid reservation.
 - b. Applicant agrees to reimburse Parks, Facilities, & Recreation for any damage that result in repair to City property resulting from the Applicant's use under the terms of the Permit.
 - c. Applicant is responsible for any damage or breakage of equipment at replacement cost.
 - d. Applicant is responsible for reimbursement of all staff time for cleanup, removal of material, and equipment of the reservation site.
17. **CERTIFICATION:** The Applicant certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the Applicant and agrees that the Applicant has received and will observe the City's policies and procedures. The Applicant agrees to exercise the utmost care in the use of the facility.

Applicant Signature: _____ Date: _____