

CITY OF AFTON
PARK RESERVATION AGREEMENT
 No alcoholic beverages or bonfires are allowed in the park

ORGANIZATION OR INDIVIDUAL

GROUP OR INDIVIDUAL NAME: _____
STREET ADDRESS: _____
CITY/STATE/ZIP: _____
PHONE NUMBER: _____ **EMAIL:** _____
EVENT / ACTIVITY: _____
ESTIMATED NUMBER ATTENDING: _____ **DATE & TIME OF EVENT:** _____

FACILITIES REQUESTED

BASEBALL FIELD _____ **PICNIC SHELTER** _____ **WHOLE PARK *** _____
TENNIS/B-BALL COURT _____ **GAZEBO** _____ * Does NOT include playground/play structure.

The deposit is to ensure the park is clean and has no damages when the event is over.

PLEASE READ APPLICANT'S RESPONSIBILITIES AND REQUIREMENTS

1. Applicant is **REQUIRED TO ARRANGE** for additional satellite toilets and traffic control for groups of two hundred (200) or more attendees;
2. Applicant shall contact Washington County Sheriff, Sgt. Matt Wieland, 651-430-7883 for event traffic control attendance over two hundred (200) attendees;
3. Applicant shall obtain a **REQUIRED PERMIT** from Washington County Health Department (651-430-6655) if food is sold;
4. Please also note that activities must be contained to the park boundaries; **OBSTRUCTING SURROUNDING STREETS IS NOT ALLOWED!**
5. Any group larger than 15 requires a reservation with the deposit and fee.

As the applicant for this event, I assume full responsibility for the conduct of the group, trash cleanup, ensuring ONLY RECYCLING ITEMS go into the recycling bins (no trash) and any damages to the property during the time Town Square Park is being used under this agreement.

 Applicant Signature Date

FOR OFFICE USE

<u>CIRCLE APPLICABLE FEES:</u>	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
BASEBALL FIELD	No Fee	
TENNIS/B-BALL COURT	No Fee	
PICNIC SHELTER	\$ 25 Fee/\$100 Deposit	\$100 Fee/\$100 Deposit
GAZEBO	\$ 25 Fee/\$100 Deposit	\$100 Fee/\$100 Deposit
WHOLE PARK *Does not include playground/play structure.	\$100 Fee/\$200 Deposit	\$200 Fee/\$200 Deposit

<u>CHECK # / AMT / STAFF INITIALS:</u>	<u>EVENTS WITH OVER 200 ATTENDEES - APPLICANT MUST ARRANGE:</u>
____ / ____ / ____ FEE PAID	___ ADDITIONAL SATELLITE TOILETS
____ / ____ / ____ DEPOSIT PAID	___ EVENT TRAFFIC CONTROL -- WASHINGTON COUNTY
	___ FOOD / BEVERAGE PERMIT -- WASHINGTON COUNTY

SEND APPROVAL FOR EVENT WITH OVER 200 ATTENDEES TO: **APPROVED COPIES SENT TO:** Staff Initials: _____
 _____ **Washington County Sheriff** Date: _____
 _____ **LSCV Fire Dept** Date: _____
 City Administrator Date

PUBLIC WORKS STAFF -- COMPLETE AFTER EVENT

____ Release entire Deposit \$ _____ Charges for Cleanup/Damage PW Staff Initials/Date _____ / _____
 Describe Park Cleanup/Damage: _____

OFFICE STAFF COMPLETE -- FOR RELEASE OF DEPOSIT

Deposit: \$ _____ minus charges for cleanup/damage: \$ _____ = Refund of Deposit: \$ _____
 Escrow Release Verified _____ / _____ Staff Initials/Date To Acct-Approved to Release _____ / _____ Staff Initials/Date

City of Afton Electrical Outlet Procedures & Information

Note:

No modifications or tampering to the wiring circuits, outlets, and lighting are permitted. If violations occur you and/or your organization will be held liable for all damages and injuries.

Appliances:

When several appliances eg. coffee pots, roasters, heaters, etc. are used, do not plug them in and turn them on all at the same time. Starting several appliances at the same time will disconnect circuit breakers and turn off electrical power. Wait until an appliance is up to operating temperature before plugging in the next appliance.

Circuit breakers:

If a circuit breaker disconnects call –436-1969 to have the circuit breaker reset.

Picnic Shelter electrical outlet circuits:

4 ea. 110 volt- 20 amp, 3800 watts/circuit

Northwest Corner Light Pole:

1 ea. 220 volt- 50 amp

Gazebo electrical outlet circuits:

4 ea. 110 volt- 20 amp, 3800 watts/circuit
1 ea. 220 volt- 20 amp, 5600 watts/circuit
1 ea. 220 volt- 50 amp, 9600 watts/circuit

Ball field outlet circuits:

10 ea. 110 volt- 20 amp, 3800 watts/circuit
2 ea. 220 volt- 20 amp, 5600 watts/circuit
1 ea. 220 volt- 50 amp, 9600 watts/circuit

Basketball/tennis court outlet circuits:

2 ea. 110 volt- 20 amp, 3800 watts/circuit

Note:

If using the 110 volt 30 & 50 amp outlets or the 220 volt outlets, inspect the outlets prior to your event to determine if your plugs will fit the outlets. If they do not, you need to change your plug to match prior to use.