



City of Pullman, Parks & Recreation

Pullman Recreation Center, 190 SE Crestview St Bldg B, Pullman WA
509-338-3227 recreation@pullman-wa.gov www.pullmanparksandrec.com

Lawson Gardens Rental Agreement

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

Applicant(s) Name: _____ Estimated attendance: _____

Address: _____ Email: _____

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

Activity: _____ Name(s) for signage: _____

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

1. **PLEASE TREAT THE GARDENS WITH RESPECT!** After your event, wedding, or reception, the park must be returned to its pre-event condition. 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, but we do not provide staff during the time of your reservation. Handicap access within the park can be arranged.
 - a. **Vehicles are not allowed on the grass at any time.**
 - b. If you have items that need to be delivered to the wedding site, plan on doing so using 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 must be provided to the Parks & 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. **SET-UP:**
 - a. STAFF: At this time, Parks & Recreation cannot provide any labor, or guards to watch any articles or equipment.
 - b. Applicant(s) are responsible for set-up and take down of chairs, tables, and other event equipment within the reserved time period.
 - c. The use of chairs is permitted in the park. Chairs are not provided by Parks & Recreation.
 - d. A fountain may be placed in the reflecting pond, if provided by the applicant.
6. **POWER:** Power is available in the park and extension cords may be checked out at the Parks & Recreation office at 190 SE Crestview St, Bldg. B.
 - a. Please plan to pick up extension cords at least one week in advance of your reservation.
7. **TENTS/STAKING:** If any kind of tents or stakes are going to be used please call Lawson Gardens curator, Nina Ashmead at 509-332-9786 no less than one week prior to the event for placement and staking authorization.
 - a. DO NOT stake tents without prior approval. Repair of damaged to buried irrigation lines from tent stakes will be the responsibility of the applicant(s).
 - b. All tents must meet fire code regulations. Tents measuring over 10x10 must be inspected by the Fire Marshall, Darren Jones. Call 509-338-3148 to make an appointment.



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8. **RESTROOMS:** At this time, there is one family-style public restroom available.
 - a. For events with 100 or more attendees, applicant(s) may use motor homes for restrooms or rent additional portable restrooms, which are to be placed in the NW corner of the parking lot on the gravel.
9. **BIRDSEED/CONFETTI:** The use of birdseed or confetti is NOT permitted within the park.
 - a. We recommend bubbles or real flower petals.
 - b. Silk flower petals are not biodegradable and MUST be picked up by applicant(s).
10. **CLEANUP:** Applicant(s) MUST return the park to its pre-event condition, removing all event supplies, materials, and equipment.
 - a. **GARBAGE:** All garbage must be removed from the park, including silk flower petals.
11. **SIGNAGE:** We will provide signage at the park entrance notifying the public of reservation date and time. We will also provide signage to reserve parking for bridal party if reservation is for a wedding.
12. **PHOTOS:** Applicant(s) 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.
13. **EMERGENCY ACCESS:** Applicant(s) agrees to maintain clear access across city property for emergency personnel throughout period of use of premises under the permit.
14. **FIREARMS:** Possession or discharge of firearms, fireworks, or any type of explosive device is not be permitted in City Parks at any time. Pullman City code: 3.15.015
15. **REFUNDS:** 50% of Facility Reservation will be refunded for cancellation from the day the reservation is made up to two months prior to the event.
 - a. Any cancellation made within two months of the reserved date is non-refundable unless inclement weather persists on the day of the reservation.
16. **REIMBURSEMENT:**
 - a. Applicant(s) agrees to pay any additional fees for use beyond the originally paid reservation.
 - b. Applicant(s) agrees to reimburse Parks & Recreation for any damage that results in repair to City property resulting from the Applicant's use of the park under the terms of the Permit.
 - c. Applicant(s) is responsible for any damage or breakage of equipment at replacement cost.
 - d. Applicant(s) is responsible for reimbursement of all staff time for cleanup, removal of materials, and equipment from the reservation site. Reimbursement costs will be billed to the applicant(s) within 10 (ten) days of the event.
17. **CERTIFICATION:** The Applicant(s) 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(s) and agrees that the Applicant(s) have received and will observe the City's policies and procedures. The Applicant(s) agrees to exercise the utmost care in the use of the facility.

Applicant Signature: _____ Date: _____