



CITY OF RICHLAND – 2026 OUTDOOR RENTAL APPLICATION

500 Amon Park Drive
Richland, WA 99352
(509) 942-7529

Applicant Name: _____ Today's Date: _____

Organization/Business Name: _____ UBI#: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Rental Date(s): _____ Location: _____

Event Name: _____ *Number Attending: _____ *Special Event Agreement is necessary with 200 or more people.*

Start Time (Must Include Set-up): _____ End Time (Must Include Clean-up): _____

If yes to the following questions (*), a Special Event Application must be completed and submitted with an event layout map. The rental fee is due at the time of reservation. Damage deposit due two (2) weeks before the event.

*Will food, beverages, or merchandise be sold? Yes No

*Will there be food trucks? Yes No *If yes, liability insurance naming the City of Richland as additional insured maybe required.*

*Will alcohol be served/sold? Yes No *If yes, liquor liability insurance and a banquet permit are required.*

*Are you requesting a trail and/or road closure for your event? Yes No

*Will the event be a run/walk? Yes No *If yes, must provide certificate of liability insurance and submit damage deposit.*

* Will the event be open to the public? Yes No *If yes, the event may need to be a contract.*

Will food or beverages be dispensed to those outside of your private party? Yes No *A Health Permit may be required from the Benton Franklin County Health Dept.*

Is this event a political/religious activity for communicating or expressing ideas? Yes No

Will there be inflatable structures or toys at the event? Yes No *Inflatable toy provider must provide certificate of liability insurance and be on the L&I Amusement Ride Operators list. (Inflatable structures w/ water are not allowed.)*

Will there be tents (200+ sq. ft) or shade canopies (400+ sq. ft.)? Yes No *If yes, require an inspection by the Richland Fire Marshal (509) 942-7718. Stakes used to secure the canopies/tents to the ground shall be eighteen (18) inches or less.*
If yes, when will it be delivered and picked up? _____

Is City-provided electricity requested? (Not guaranteed) Yes No

Will amplified sound to be used? Yes No *User shall respond promptly and appropriately to any complaints received regarding excessive noise, up to and including removing the noise source. Public nuisance noise between 9:00pm-7:00am is*

Will admission fees be charged, donations requested, or solicitation occur? Yes No

Will there be video/film production? Yes No

RENTAL POLICIES:

- EXISTING CONDITIONS: User acknowledges and understands that the Premises comprises one or more outdoor facilities. City cannot predict the weather or other environmental conditions such as insects, wildlife, uneven terrain, wet grass and puddles, dirt, dust, noise from other park users, or other unpredictable, unknown, or natural factors that occur in a public park or outdoor facility. City will use its best effort to provide the Premises at an acceptable level of service consistent with that provided to all public users.
- PARKING: Parking is limited. User is encouraged to explore alternate locations for parking or methods of getting participants to the Premises. The City reserves the right to limit the number of participants in any given function or deny the use of a particular park area.
- RECYCLING: Recycling is encouraged. All recyclables shall be disposed of at a designated facility.
- AMPLIFIED SOUND: User shall respond promptly and appropriately to any complaints regarding excessive noise, up to and including removing the noise source (RMC 9.16).
- TRAIL COURTESY: Stay right except to pass, walk/run only two abreast, stay on designated pedestrian trails when available, be aware, and show respect to non-event users of trail facilities.
- INFLATABLE STRUCTURES/TOYS: Inflatable provider must provide a certificate of liability insurance naming the City of Richland as additional insured. Inflatable toy/ride providers must also be on the list of WA State L&I Amusement Ride Operators.
- PICNIC TABLES: Picnic tables are not guaranteed.

PARK RULES:

- PARK HOURS: 5:00am-11:00pm
- DOGS: Dog owners must comply with leash laws (on a leash less than 8 feet long or at heel—positioned and controlled to remain within 2 feet of the owner)
- ALCOHOL: No alcohol without required permits
- SMOKING: No smoking within fifty (50) feet of playgrounds. No cannabis consumption allowed on public property
- LITTERING: No littering, dumping of trash, or garbage
- WEAPONS: No discharge of weapons unless allowed by local, state, or federal law or through a special permit or authorization
- VEHICLES: No unauthorized vehicles on the turf
- CAMPING: No camping - except by permit
- FIRE: No campfires. Portable propane and portable charcoal grills are allowed
- FIREWORKS: No fireworks—except professional, by permit

REFUNDS/CANCELLATIONS:

- All event cancellations must be made in writing.
- Cancellations made 14+ days before the event date receive a full refund of the agreed hourly rental fee.
- Cancellations made 7-13 days before the event date receive 50% of the agreed hourly rental fee.
- Cancellations made 0-6 days before the event date receive no refund of the agreed hourly rental fees.
- Damage deposit refunded in full if canceled before the event.
- Administration fee is non-refundable (only pertains to Special Event Agreements).

I understand and agree to follow all rental policies and park rules.

Print First and Last Name

Applicant Signature

Date